

EX PARTE MOTION
OUT OF DISTRICT CJA TRAVEL AUTHORIZATION

Case Number: _____

Person Represented: _____

Authorized Traveler: _____

Destination: _____

Authorized Travel Dates: _____

Purpose of Travel: _____

Pursuant to Section 702 of the Federal Courts Administration Act of 1992, Public Law 102-572, 106 Stat. 4506, you are hereby authorized to obtain government travel rates for the above described trip in connection with your providing representation under the Criminal Justice Act (CJA)

You are authorized to contact National Travel at **1-800-445-0668 (24 hour service)** to book your reservations and airline tickets. You must identify yourself as a CJA Panel Attorney (or Expert) in the Eastern District of Missouri and advise National Travel that your airline tickets are to be charged to the court's account. All other reservations will need to be secured with a personal/business credit card. Please instruct National Travel to e-mail a copy of your itinerary to Linda.Zanders@moed.uscourts.gov.

Please note a copy of the Travel Authorization, as well as a copy of the airline invoice/ticket which were provided by National Travel, should be attached to your voucher. All additional travel expenses will be reimbursed per the CJA guidelines when appropriate receipts are provided.

for additional information on court approved CJA Travel:
Court's Web Site: <http://www.moed.uscourts.gov>
Clerks Office- CJA Specialist (314) 244-7861 or 7951

TRAVEL AUTHORIZATION FOR COURT USE ONLY

United States District Judge or United States Magistrate Judge

Date

COMMENTS: