

U.S. Court of Appeals for the Fourth Circuit

CJA Authorization Request Form—Travel

Create TRAVEL request in CJA eVoucher and upload completed form.

Case No.:

Case Name:

Name of Attorney:

Select Applicable Request:

Travel for Oral Argument

Enter airfare from [GSA City-Pair Program](#) (YCA rate). After authorization is granted, call National Travel Service at 800-445-0668 for reservations. Payment will be made directly to the carrier. Other travel expenses (hotel, meal, miscellaneous) will be reimbursed within limits applicable to federal employees upon submission of receipts with your final CJA 20 voucher.

Total amount requested for plane or train fare for oral argument:

Overnight Travel to Visit Client

Estimated Travel Expenses (airfare, mileage, hotel, meals, etc.):

Justification for Client Visit/Reasons Why Other Communication is Insufficient:

Attorney's Electronic Signature:

Date: