

UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT
CJA NOTICE REGARDING GOVERNMENT TRAVEL RATES

Counsel appointed under the Criminal Justice Act are eligible for reduced government travel rates pursuant to Section 702 of the Federal Courts Administration Act of 1992, Public Law 102-572, 106 Stat. 4506.

National Travel Service (NTS) will obtain government rate plane or train tickets for you and charge them to the court's account. Alternatively, you may make your own travel arrangements; however, if you do so, reimbursement for plane or train travel will be limited to the government rate that could have been obtained through NTS.

- (1) Counsel scheduled to present oral argument and planning to travel by train or commercial airline should submit a Travel Voucher through CJA eVoucher requesting approval to use the National Travel Service to make plane or train reservations. Counsel should use the YCA rate found on the [GSA City-Pair Government Coach Airfares](#) site to estimate airfare.
- (2) Once the court has approved the Travel Voucher through CJA eVoucher, counsel should call the National Travel Service at 800-445-0668 to obtain coach-class plane or train reservations at government rates. Refundable tickets should be purchased whenever possible.
- (3) The court will pay directly for plane or train tickets charged through NTS to the court's account after verifying that the tickets were used.
- (4) If counsel is seeking reimbursement for a plane ticket that was not purchased through NTS, counsel must submit with their CJA voucher a copy of the ticket or receipt and must include a statement that the ticket cost less than the YCA rate found on the [GSA City-Pair Government Coach Airfares](#) site.
- (5) As counsel appointed under the Criminal Justice Act, you are also eligible for government hotel rates and should request the lowest available rate when making your hotel reservations. You may also use NTS to make your hotel reservations.
- (6) Subsistence expenses will normally be reimbursed within federal per diem limitations. Detailed receipts for hotel and food MUST be submitted with your CJA voucher in order to receive reimbursement.
- (7) Prior approval for overnight travel at CJA expense for purposes other than oral argument must be requested by submitting a Travel Voucher through CJA eVoucher setting forth the specific need for the travel and the estimated time and expenses.