

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA**

In re:

v.

Case Number: _____

CJA EX PARTE TRAVEL REQUEST AND ORDER

Name of Traveler: _____ **Attorney** **Expert**

Address of Traveler: _____

Dates of Travel: _____

Destination: **To:** _____ **From:** _____
Airport if different from destination _____

Purpose of Travel: _____

Brief explanation as to the necessity for travel, how the purpose of the trip is relevant to the facts of the case, and why the number days of travel is required.

Expense Summary:

The following information is a summary of travel expenses to be incurred. The court will reimburse expenses pursuant to the government per diem rate. Please check per diem rate for the destination and verify airfare, hotel and rental car rates before submitting travel request. To check the government per diem rate for the appropriate destination please refer to: www.cand.uscourts.gov (click on "For Attorneys/CJA Information and Forms/Per Diem and Mileage Rates)

Description	Number of Days	Total	CJA Unit Use
Per Diem Rate for Destination \$ _____ Lodging & Meals		\$ _____	
Airline Fare	N/A	\$ _____	
Rental Car - Daily Rate \$ _____		\$ _____	
Miscellaneous: Taxi, Shuttles, Tolls	N/A	\$ _____	
TOTAL		\$ _____	

Submitted By: _____ **Date:** _____

Attorney Name/Address: _____

Telephone Number: _____ **Fax Number:** _____

The above estimated travel request is: **APPROVED** **DENIED**

Reason for Denial: _____

DATE

U.S. DISTRICT COURT JUDGE