# District of Oregon CJA Tip Sheet

## Travel Requests

Attorneys must submit travel requests in eVoucher at least two weeks in advance of the proposed travel. This is done by creating a Travel document in eVoucher. The attached declaration should detail the purpose, itinerary, duration, and estimated expenses for the travel. A motion and order are not needed. All air travel must be pre-authorized by the court, as air travel is paid by the CJA Panel Office.

Call National Travel Service at 1-800-445-0668 to get estimates for airfare and lodging costs. Tell them this would be paid by U.S. Courts - Oregon CJA Travel account. Do not book the trip until after the court has approved the request.

Travel by privately owned vehicle or rental car within the district or within 500 miles, and with only one overnight stay, does not require prior authorization.

Itemized receipts (not summary credit card statements) are required for reimbursement of all travel-related expenses and must be attached to the voucher with services for the same time period. Alcoholic beverages, tips, and delivery service fees are not reimbursable. The government rate for lodging can be found here: GSA Rates. Travelers may bill only for their own expenses.

Time spent making travel arrangements, whether undertaken by an attorney, paralegal, or other staff member, is not compensable. Time spent preparing a request for travel authorization from the court is compensable.

Dates of travel are anticipated, but are subject to change due to unforeseen scheduling conflicts. The standard range for travel to take place is within a two months of the date the court approves the request. Travel costs are estimated.

Questions? Contact the CJA Panel Team!
ORX_CJATeam@fd.org
(503) 326-2123 ask for the CJA Panel Office
or, eVoucher: navigate to Help, eVoucher Documentation