

United States District Court  
District of Utah

Markus B. Zimmer  
Clerk of Court

Louise S. York  
Chief Deputy

**TRAVEL AUTHORIZATION**

Authorized Traveler: \_\_\_\_\_

Case Number: \_\_\_\_\_

Authorized Travel Dates: \_\_\_\_\_ to \_\_\_\_\_

Travel Destination: \_\_\_\_\_

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 services authorized under the Criminal Justice Act (CJA).

You are authorized to contact National Travel Service (NTS) at 1-800-445-0668 to request reservations and airline tickets. You must provide NTS with your Case Number \_\_\_\_\_, state that travel will be under U.S. District Court for the District of Utah, and advise NTS that your tickets are to be charged to the court's CJA account. You may instruct NTS where to deliver your tickets.

Reimbursement for subsistence will be limited to actual out-of-pocket costs at a maximum of \_\_\_\_\_, per day which should be claimed on your CJA 20 or CJA 21 voucher form. The cost of airline tickets will be paid separately by the court's financial administrator and reimbursement should not be claimed by the traveler.

A copy of this Travel Authorization, the court order allowing out-of-district travel, as well as a copy of the airline ticket passenger receipt card must be sent to the court's financial administrator promptly following your trip at Suite 150, U.S. Courthouse, 350 South Main Street, Salt Lake City, Utah 84101. A second copy of the Travel Authorization, court order and airline ticket passenger receipt card must be attached to your voucher for audit purposes.

\_\_\_\_\_  
Judicial Officer

\_\_\_\_\_  
Date