(Name of Attorney & Contact Information)

THE UNITED STATES DISTRICT COURT

DISTRICT OF UTAH

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  Plaintiff,  v.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  Defendant. | **MOTION FOR PREAUTHORIZATION OF TRAVEL AND RELATED COSTS OR EXPENSES**  Case No. \_\_\_:\_\_\_\_-cv-\_\_\_\_\_\_\_ |

Under General Order 22-017 and consistent with the court’s Pro Bono Program, I hereby seek authorization of travel and related costs or expenses, which will be reasonably incurred and are related to the scope of the pro bono assignment on behalf of the (name of litigant).

The travel is needed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**ESTIMATED COSTS OR EXPENSES** (Receipts Will Be Provided with the Motion for Reimbursement):

|  |  |
| --- | --- |
| Estimated Airfare: | $ |
| Estimated Mileage (personal vehicle): | $ |
| Estimated Rental Car:  Estimated Other Transportation:  Lodging:  Meals:  Parking:  Other: | $  $  $  $  $  $ |
| Total: | $ |

I understand that travel by privately owned automobile may be claimed at the [rate](https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates) currently prescribed for federal judiciary employees who use a private automobile to conduct official business, plus parking fees, tolls, and similar expenses. Actual expenses reasonably incurred must be within the prevailing limitations placed on travel and subsistence expenses of federal judiciary employees under applicable government travel [regulations](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwicvoizs8z5AhXnFlkFHdmMBCYQFnoECAcQAQ&url=https%3A%2F%2Fwww.uscourts.gov%2Ffile%2Fvol19-ch04pdf&usg=AOvVaw1Bskc95i2yW0ueaehWKfuA). Transportation other than by privately owned automobile may be claimed on an actual expense basis, subject to prior approval of the court.

I understand that in the event of an award or agreement of attorney’s fees or costs to pro bono counsel during the litigation, the court may order repayment to the fund of any reimbursements made for fees and expenses in an amount equal to the award.

Dated this day of , 20 .

Signature

Pro Bono Counsel for