

CJA NOTICE REGARDING GOVERNMENT TRAVEL RATES
FOR COURT-APPOINTED COUNSEL TRAVELING TO RICHMOND, VIRGINIA

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 National Travel Service.

- (1) Upon receipt of the notice scheduling a case for oral argument, counsel planning to travel by train or commercial airline must call (804) 916-2700 to obtain travel authorization.
- (2) The Clerk's Office will prepare a Travel Authorization form which will be faxed to you.
- (3) You should then contact National Travel Service at 1-800-445-0668 to obtain government rate plane or train tickets for coach section seating charged to the Court's account.
- (4) When calling National Travel Service, advise them that you are an attorney providing CJA representation in this Court and provide them with the Internal Accounting Control Number from the Travel Authorization.
- (5) Travel arrangements should be made as soon as possible following receipt of the oral argument notice to ensure the availability of government travel rates.
- (6) As counsel appointed under the Criminal Justice Act, you are also eligible for government hotel rates. You should make your own reservations directly with the hotel, identifying yourself as CJA counsel and requesting the government rate.
- (7) One night's lodging and meals while on travel will be reimbursed at an actual expense rate not in excess of \$270 for travel to Richmond. Subsistence expenses for travel to present argument at locations other than Richmond will likewise be reimbursed within limitations applicable to federal employees. Detailed receipts for hotel and food MUST be submitted with your CJA Voucher in order to receive reimbursement.
- (8) The Court will pay directly for plane or train tickets charged through National Travel Service to the Court's account and will need to verify the charges with you to ensure that payment is proper.
- (9) If counsel is seeking reimbursement for a plane or train ticket that was not purchased through National Travel Service, counsel must submit with their CJA voucher a copy of the ticket or receipt and the Travel Authorization obtained from the clerk's office and must include a statement that the ticket cost less than the government rate available through National Travel Service.

Office of the Clerk, 1100 East Main Street, Suite 501, Richmond, Virginia 23219
(804) 916-2700