

Creating a Travel Voucher

Step
1

From the **Appointment** page click **Create** from the Travel Voucher template.



Note:

There is **NOT AN AUTOSAVE** function on this program. You must click **SAVE** periodically in order to save your work.

The Basic Info screen will open.

TRAVEL Attorney Enters
Def.: Wendy Wilson
Link to CM/ECE
Voucher #: Request Date: 1/1/1901 Decision Date: 1/1/1901
Amount Claimed: \$0.00

Progress: **Basic Info** | Authorization Request | Documents | Confirmation

Basic Info

| | | | |
|--|---|--|--|
| 1. CIR. DIST. DIV. CODE 0101 | 2. PERSON REPRESENTED Wendy Wilson | VOUCHER NUMBER | |
| 3. MAG. DIST. DEF. NUMBER | 4. DIST. DIST. DEF. NUMBER 1:14-CR-08802-2-AA | 5. APPEALS DIST. DEF. NUMBER | 6. OTHER DIST. DEF. NUMBER |
| 7. IN CASE MATTER OF (Case Name) USA v. Wilson et al | 8. PAYMENT CATEGORY Felony (including pre-trial diversion of alleged felony) | 9. TYPE PERSON REPRESENTED Adult Defendant | 10. REPRESENTATION TYPE Criminal Case |
| 11. OFFENSE(S) CHARGED 18-13-4530 F INCOME TAX FAILURE TO FILE | | | |
| 12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623 | | 13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 5/27/2014 Next Pro Test. Date Repayment: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 14. LAW FIRM NAME AND MAILING ADDRESS | | | |

Travel Agency to be Used: **Global Travel**

Global Travel
1234 Travel Lane
Suite 200
Second Floor
Los Angeles, CA 93765
Phone: 1-800-444-7890
Fax: 1-800-555-7777
Email: mail@support.aobc.uscourts.gov

<< First | < Previous | Next > | Last >> | Save | Delete Draft

The "Travel Agency to be Used" section will automatically populate.

Step
2

Click the **Authorization Request** tab or click the **Next** option located on the Progress bar.

Creating a Travel Voucher (cont'd)

Step 3 Fill out all required fields marked with a red asterisk.

Step 4 Click Add.

The information will appear in the bottom section.

Step 5 Click Save.

Request For Travel*

*** Required Fields**

Name and Title of Person Traveling:

Address of Person Traveling:

Purpose of Travel:

Travel From location:

Travel To Location:

Estimated Dates of Travel:

Travel Requested

Airline Tickets via CJA Government

Ground Transportation

Per Diem (Hotel & Meals)**

Other:

Estimated Cost

Travel Agency:

Per Diem:

Other:

Total Estimated Cost: *

Justification for Request:

* All travel and expenses must be in compliance with government travel regulations.
 ** Actual cost of hotel and meals up to the established per diem rate. Expenses for travel for one day or last day is up to the MIE rate.

| Name | Purpose | Travel To | Travel Date | Requested |
|--------------|-------------------|-----------------|-------------|-----------|
| Wendy Wilson | Acquire documents | Los Angeles, CA | July 14, 15 | 490.00 |

Page 1 of 1 (1 items)

<< First < Previous Next > Last >>

Creating a Travel Voucher (cont'd)

Step
1

Click **Documents** tab or click the **Next** option located on the Progress bar.

Step
2

Browse to select a PDF file to attach.

Note:

All documents must be submitted in PDF format, and must be 10 MB or less.

Step
3

Click Upload.

The document will appear in the bottom of the Description section.

Step
4

Click **Save**.

The Confirmation tab will appear.

Step
1

Verify all information is correct.

Step
2

Check the affirmation box. This will automatically time stamp the voucher.

Step
3

Click Submit.

A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

Step
4

Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.

The Travel Voucher will now appear in the “My Submitted Documents” section.