

**U.S. District Court
Southern District of Indiana**

**AUTHORIZATION - To Use CJA Centrally Billed Account (CBA)
For Airline Ticket Purchase**

Traveler Information	Trip Information
_____ Traveler Name	_____ Travel Destination
_____ CJA Attorney Name/Firm Indiana Southern	_____ Additional Travel Destination, if Applicable
_____ Court	_____ Purpose
_____ Residence City Office phone	_____ Travel begins Travel Ends
_____ Email Address	_____ .

Description of trip

- 1. Please complete the Traveler and Trip Information above.**
- 2. Please email the completed form to: finance@insd.uscourts.gov**
- 3. You will be notified by email once the presiding judge has approved this authorization. The email will provide contact information at National Travel Service in order for you to book your airline reservation. *Please do not attempt to book your airline reservation until you are notified.***
- 4. Please call 317-229-3912 if you have any questions regarding the completion of this form.**

FOR OFFICE USE ONLY		
_____ Approving Official	_____ Date	_____ Title
_____ Authorizing Official	_____ Date	_____ Title