



MARIA E. ELKINS
CLERK OF COURT

OFFICE OF THE CLERK

UNITED STATES DISTRICT COURT
FOR THE
MIDDLE DISTRICT OF PENNSYLVANIA
WILLIAM J. NEALON FEDERAL BLDG. & U.S. COURTHOUSE
235 NORTH WASHINGTON AVENUE
P.O. BOX 1148
SCRANTON, PA 18501-1148

(570) 207-5600 FAX (570) 207-5650
WWW.PAMD.USCOURTS.GOV

DIVISIONAL OFFICES:

HARRISBURG:
(717) 221-3920
WILLIAMSPORT:
(570) 323-6380

TRAVEL AUTHORIZATION

Case Number and Caption:

Authorized Traveler(s):

Authorized Travel Dates:

Purpose of Travel:

Estimated cost: Government per diem (available on the court's website
www.pamd.uscourts.gov) -
Travel costs (Air, train, car, etc.) -

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 representation under the Criminal Justice Act (CJA). Travel costs and subsistence shall be limited to those applicable to federal government employee travel.

You are authorized to contact National Travel Service (NTS) @ 1-800-445-0668 to request reservations, airline tickets and a rental car. You must inform National Travel Service that you are Court Appointed (CJA) counsel in the Middle District of Pennsylvania and advise NTS that your tickets and rental car are to be charged to that court's account. You may instruct NTS where to deliver your tickets.

A copy of this Travel Authorization must be provided to NTS to place an order for airline tickets. A copy of this Travel Authorization, as well as, a copy of the airline tickets and car rental which were provided by NTS, must be attached to your voucher for audit purposes.

Date: _____

, Judge
United States District Court

cc: Maria E. Elkins, Clerk of Court