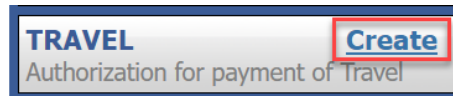


Creating a Travel Voucher

Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

Step 1

On the Appointment Info page, in the Create New Voucher section, click the **Create** link next to TRAVEL.



Step 2

The Basic Info page appears. The Travel Agency to be Used section auto-populates.

Basic Info Authorization Request Documents Confirmation

Basic Info

1. CIR./DIST.DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF.NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF (Case Name) USA v. Branson	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 15.1825 F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: aandersattorney@gmail.com		13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative ☐ Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Alderson Nunc Pro Tunc Date Date of Order 4/1/2024 Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

Travel Agency to be Used: National Travel Service (NTS) ▼

National Travel Service (NTS)
 707 Virginia Street East
 Suite 100
 Charleston, WV 25301
 Phone: (800) 445-0668
 Fax:
 Email:

<< First < Previous Next > Last >> Save Delete Draft Audit Assist

Step 3

Click the **Authorization Request** tab, or click **Next** on the progress bar. On the Request For Travel page, complete all required fields marked with red asterisks, and then click **Add**. The information appears in the table at the bottom of the screen. Click **Save**.

Basic Info **Authorization Request** Documents Confirmation

Request For Travel*

* Required Fields

Name and Title of Person Traveling: Andrew Anders *

Address of Person Traveling: 123 Way San Antonio, TX 78210 *

Travel From Location: San Antonio, TX *

Travel To Location: Los Angeles, CA *

Estimated Dates of Travel: 5/25-5/28 *

Travel Requested: * Estimated Cost: Instructions for requesting amounts for the travel items:

Airline Tickets via CJA Government Travel Agency: 400.00 Complete the estimated dollar amount for each applicable line.

Ground Transportation: 30.00 The "Total Estimated Cost" field is automatically calculated based on the estimated amounts entered in the Travel line items.

Subsistence (Hotels & meals): 150.00 Complete information for one traveler per form.

Other: Total Estimated Cost: 580.00

Total Authorized:

Purpose and Justification: Travel to meet with witness. *

Court Notes:

Add Remove

* 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 M&IE rate.

Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorizer	Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to meet with witness.	580.00		

Page 1 of 1 (1 items)

<< First < Previous **Next >** Last >> Save Delete Draft Audit Assist

Step 4

Click the **Documents** tab, or click **Next** on the progress bar. On the Supporting Documents page, click **Choose File** to locate your file, and then add a description of the attachment. Click **Upload**. The attachment and description are added to the voucher and appear in the Description column. Click **Save**.

Basic Info Authorization Request **Documents** Confirmation

Supporting Documents

File Upload (PDF only, 10MB max) * DO NOT upload files with PII or sensitive information.

File Choose File No file chosen

Description Travel Receipts

Upload

Description	Delete	View
Travel Receipts.pdf	Delete	View

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

Note: All documents must be submitted in PDF format, must be 10 MB or less, and should not contain PII or sensitive information.

Step 5

Click the **Confirmation** tab, or click **Next** on the progress bar. On the Confirmation page, in the **Public/Attorney Notes** field, you can include any notes to the court. Select the check box to swear to and affirm the accuracy of the authorization, which automatically time stamps it. Click **Submit**.

Basic Info Authorization Request Documents **Confirmation**

Confirmation

1. CIR./DIST./DIV.CODE 0542	2. PERSON REPRESENTED Jebediah Branson	VOUCHER NUMBER	
3. MAG. DKT/DEF.NUMBER	4. DIST. DKT/DEF.NUMBER 5:12-CR-00210-14-AA	5. APPEALS. DKT/DEF.NUMBER	6. OTHER. DKT/DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Branson	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 15:1825.F INSPECTION VIOLATION PENALTIES			
12. ATTORNEY'S NAME AND MAILING ADDRESS Andrew Anders 110 Main Street San Antonio TX 78210 Phone: 210-555-1234 Cell phone: 210-555-2400 Email: aandersattorney@gmail.com		13. COURT ORDER ☐ A Associate ☐ C Co-Counsel ☐ D Federal Defender ☐ F Subs for Federal Defender ☐ L Learned Counsel (Capital Only) ☒ O Appointing Counsel ☐ P Subs for Panel Attorney ☐ R Subs for Retained Attorney ☐ S Pro Se ☐ T Retained Attorney ☐ U Subs for Pro Se ☐ X Administrative ☐ Y Standby Counsel Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 4/1/2024 Nunc Pro Tunc Date Repayment ☐ YES ☒ NO	
14. LAW FIRM NAME AND MAILING ADDRESS			

REQUESTS FOR TRAVEL							
Traveler	Travel From	Travel To	Travel Dates	Purpose and Justification	Estimated	Authorized	Court Notes
Andrew Anders	San Antonio, TX	Los Angeles, CA	5/25-5/28	Travel to meet with witness.	\$580.00		
TOTALS:					\$580.00		

I SWEAR OR AFFIRM THE TRUTH OR CORRECTNESS OF THE ABOVE STATEMENTS.

Signature of Attorney: Andrew Anders /s/ _____ Date Signed: _____

Signature of Presiding Judge	Date Signed	Judge Code	Approved Amount
Signature of Chief Judge, Court of Appeals (or Delegate)	Date Signed	Judge Code	Approved Amount

Public/Attorney Notes

Attention: The notes you enter will be available to the next approval level.

☒ I swear and affirm the truth or correctness of the above statements

Date: 8/15/2024 17:14:43

 **Submit**

<< First < Previous **Next>** Last>> Save Delete Draft Audit Assist

Step 6

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted. Click the **Home Page** link to return to the home page. Click the **Appointment Page** link if you wish to create an additional document for this appointment.

Success

This document has been submitted.

Please keep the following document number for your own records:

0542.0592931

Back to:

[Home Page](#)

[Appointment Page](#)