

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA**

Travel Expenses for CJA Lawyers

An appointed lawyer or authorized service provider will be reimbursed for the actual cost of a reasonably incurred travel expense in connection with a CJA representation. List out-of-pocket expenses on the appropriate voucher (e.g., CJA 20, 21, 30, or 31) to claim reimbursement.

A. Receipts Required

All travel-related expenses greater than \$75 require receipts for reimbursement.

B. Mileage, Tolls, Parking, and Public Transportation

Claim reimbursement for daily travel at the [government mileage rate](#) for use of a privately owned vehicle. See § 230.63.40. Parking fees, tolls, taxis, ride-share services, and public transit are reimbursable. Id.

C. Travel AUTH Required for Airfare, Overnight Travel, Rental Cars

Absent extenuating circumstances, a CJA panel lawyer or expert service provider must obtain written approval from the court before commencing overnight travel, air travel, or use of a rental car by [submitting a Travel AUTH in eVoucher](#). The Travel AUTH must include a detailed explanation of why the travel is necessary and be submitted at least two weeks before the scheduled travel.

1. Reimbursement Limited to Government Rate

A lawyer or expert traveling to carry out CJA responsibilities can use government travel rates. See § 230.63.40(d). Thus, reimbursement is limited to the government rate even if actual expenses are more. An approved Travel AUTH will serve as government identification.

2. National Travel Services

National Travel Services (NTS) is the government travel agency. Contact NTS any time at 800-445-0668 to obtain quotes. If approved for travel, a CJA traveler is strongly encouraged to book airfare, lodging, and rental cars through NTS by phone or online at www.nationaltravel.com. CJA Staff does make any travel reservation. An approved Travel AUTH is required to book travel through NTS.

3. Air Travel

To provide an accurate estimate of airfare in your Travel AUTH, use the [Airline City Pairs Finder on the GSA website](#) or contact NTS for a quote. Once your Travel AUTH is approved, book airfare directly with NTS to obtain the government rate.

4. Lodging

Actual expenses incurred for lodging are limited to the daily lodging rate as established by GSA. Since the amount allowable is dependent upon the place of travel, please [consult the GSA website for the applicable rate](#). Lodging arrangements can be made through NTS, but the traveler will have to provide a credit card to secure the reservation. If booking directly with a hotel, select the government rate and use the approved Travel AUTH as government identification when you check in.

5. Meals

Meal expenses are reimbursable only for overnight travel. Reimbursement is limited to the per diem amount on the [GSA website](#) (currently \$69/day in Orlando and Tampa; \$64/day in Fort Myers; and \$59/day in Jacksonville and Ocala). Alcoholic beverages are not reimbursable.

6. Rental cars

Rental car costs are reimbursable only when using a rental car is less expensive than other modes of transportation. If a rental car is authorized, the traveler should select the least expensive rental vehicle and will be reimbursed only for the cost of the rental and gas. Rental car reservations can be made through NTS, but the traveler will have to provide a credit card to secure the reservation.

D. The Traveler's Responsibilities

Upon submission of the CJA 20, 21, 30, or 31 voucher for reimbursement for the period of the authorized trip, all expenses (except airfare booked through NTS) should be documented in the form of original, itemized receipts. All receipts should be uploaded to the appropriate voucher under the "document" tab in chronological order. Note that cancelled travel arrangements will not be reimbursed.

The United States Marshals Service—not CJA—is responsible for costs associated with the transportation of fact witnesses. See [The Public Defender's Handbook \(USMarshals.gov\)](#) for more information.