

UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT
CJA NOTICE REGARDING GOVERNMENT TRAVEL RATES

Counsel appointed under the Criminal Justice Act are eligible for reduced government travel rates pursuant to Section 702 of the Federal Courts Administration Act of 1992, Public Law 102-572, 106 Stat. 4506.

National Travel Service (NTS) will obtain government rate plane or train tickets for you and charge them to the court's account. Alternatively, you may make your own travel arrangements; however, if you do so, reimbursement for plane or train travel will be limited to the government rate that could have been obtained through NTS.

- (1) Counsel scheduled to present oral argument and planning to travel by train or commercial airline should call the clerk's office at 804-916-2700 to request a Travel Authorization form.
- (2) Authorization to travel at CJA expense for purposes other than oral argument must be requested by motion filed with the court. If the court has granted leave to travel by plane or train for purposes other than argument, counsel should call the clerk's office at 804-916-2700 to request a Travel Authorization form.
- (3) The clerk's office will prepare and email the Travel Authorization form to counsel.
- (4) To obtain government-rate plane or train tickets for coach section seating, call National Travel Service at 1-800-445-0668, advise them that you are an attorney providing CJA representation in this court and provide them with the Internal Accounting Control Number from the Travel Authorization. Refundable tickets should be purchased whenever possible.
- (5) The court will pay directly for plane or train tickets charged through NTS to the court's account after verifying the charges with you to ensure that payment is proper.
- (6) If counsel is seeking reimbursement for a plane or train ticket that was not purchased through NTS, counsel must submit with their CJA voucher a copy of the ticket or receipt and must include a statement that the ticket cost less than the government rate available through NTS.
- (7) As counsel appointed under the Criminal Justice Act, you are also eligible for government hotel rates and should request the lowest available rate when making your hotel reservations. Subsistence expenses will normally be reimbursed within federal per diem limitations. Detailed receipts for hotel and food **MUST** be submitted with your CJA voucher in order to receive reimbursement.