

UNITED STATES DISTRICT COURT

DISTRICT OF NEVADA
333 Las Vegas Blvd So.
Las Vegas, NV 89101
(702)464-5614 fax (702)-464-5611

MEMORANDUM
RE: REQUEST FOR TRAVEL AUTHORIZATION

DATE:

TO: Honorable _____
United States District/Magistrate Judge

FROM: _____

Defendant: _____ **Case No.:** _____

Name and Title of person traveling: _____

SUBJECT: TRAVEL AUTHORIZATION

It is requested that advance authority be granted to travel from
_____ to _____.
City/State City/State

The estimated cost for this travel is: _____
including travel, lodging and meals.

The purpose of this travel is:

The estimated date of this travel is _____.

_____ It is requested that a rental vehicle may be obtained.

_____ It is requested that airline tickets may be obtained through
the CJA Government Travel Account.

COUNSEL

DATE

IT IS SO ORDERED this _____ day of _____, _____.

United States District/Magistrate Judge

PURCHASE ORDER NUMBER _____ . (CJA GTA 0475)

INSTRUCTIONS
Memorandum re: Travel

- 1) This form is to be used for travel requests in excess of \$150.00 and/or for use of the Government Travel Account for the purchase of Airline tickets for attorneys, experts and investigators. It is **not** for travel requests for defendants or witnesses
- 2) Any and all travel which will exceed \$150.00 dollars (including, travel, lodging, tolls, parking, and meals) **must** have prior Court approval. This includes Death Penalty cases.
- 3) When travel by air is required, the traveling party (counsel/expert/investigator) may request that the ticket be purchased via the Government Travel Account (GTA) by using this form. The clerk will submit the Memorandum re: Travel to the Court for approval. Upon approval by the Court, the clerk will assign a Purchase Order number, fax a copy to OMEGA WORLD TRAVEL and notify the requesting party that approval has been granted. OMEGA WORLD TRAVEL will then be authorized to issue tickets upon your request. You may contact OMEGA WORLD TRAVEL at 1-866-450-0401.

At no time will OMEGA WORLD TRAVEL be allowed to issue tickets for travel via the GTA without the appropriate authorization and purchase order.

- 4) Receipts are required for all travel, lodging, and meals expenses. Travel reimbursement allowances are only for “out-of-pocket” expenses which are considered “reasonable.” Reasonable is defined as “. . .the prevailing limitations placed upon travel and subsistence expenses of federal judiciary employees in accordance with existing government travel regulations.”

You must fax a copy of the itinerary, that includes the ticket and transaction fee to the CJA Administrator.

Northern division cases should be faxed to: 775-686-5837.
Southern division cases should be faxed to: 702-464-5611 .