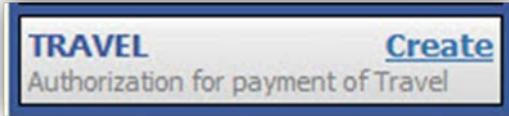


## Creating a Travel Voucher

**Step 1** From the **Appointment** page click **Create** from the Travel Voucher template.



The Basic Info Screen will open.

Basic Info			
1. CIR./DIST./DIV.CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DKT./DEF.NUMBER	4. DIST. DKT./DEF NUMBER 1:14-CR-08802-2-AA	5. APPEALS. DKT./DEF.NUMBER	6. OTHER. DKT./DEF.NUMBER
7. IN CASE/MATTER OF(Case Name) USA v. Wilson et al	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 18:13-4530.F INCOME TAX, FAILURE TO FILE			
12. ATTORNEY'S NAME ANDMAILING ADDRESS Andrew Anders - Bar Number: 12345 110 Main Street San Antonio TX 78210 Phone: 210-833-5623		13. COURT ORDER <input type="checkbox"/> A Associate <input type="checkbox"/> C Co-Counsel <input type="checkbox"/> F Subs for Federal Defender <input checked="" type="checkbox"/> O Appointing Counsel <input type="checkbox"/> P Subs for Panel Attorney <input type="checkbox"/> R Subs for Retained Attorney <input type="checkbox"/> Y Standby Counsel  Prior Attorney's Name Appointment Dates Signature of Presiding Judge or By Order of the Court Albert Albertson Date of Order: 5/27/2014 Nunc Pro Tunc Date Repayment <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
14. LAW FIRM NAME ANDMAILING ADDRESS			
Travel Agency to be Used: Global Travel			
<b>Global Travel</b> 1234 Travel Lane Suite 200 Second Floor Los Angeles, CA 93765  Phone: 1-800-444-7890 Fax: 1-800-555-7777  Email: deadmail@support.aotx.uscourts.gov			

The "Travel Agency to be Used" section will automatically populate.

**Step 2** Click the **Authorization Request** tab or click the **Next** option located on the Progress bar.

Step 3

Fill out all required fields marked with a red asterisk.

### Request For Travel\*

\* Required Fields

**Name and Title of Person Traveling:**  \*

**Address of Person Traveling:**  \*

**Purpose of Travel:**  \*

**Travel From Location:**  \*

**Travel To Location:**  \*

**Estimated Dates of Travel:**  \*

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

Airline Tickets via CJA Government Travel Agency

Ground Transportation

Subsistence (Hotels & meals)

Other:

1. Check the box in front of the travel item.

2. Provide the estimated dollar amount for each selected item.

The "Total Estimated" field is automatically calculated based on the estimated amounts entered in the Travel item lines.

Complete information for one traveler per form.

**Total Estimated Cost:**

**Justification for Request:**  \*

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 MIE rate.

To group by a particular Header, drag the column to this area.				
Name	Purpose	Travel To	Travel Date	Requested
No data				

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

Step 4

Click Add. The information will appear in the bottom section.

Step 5

Click Save.

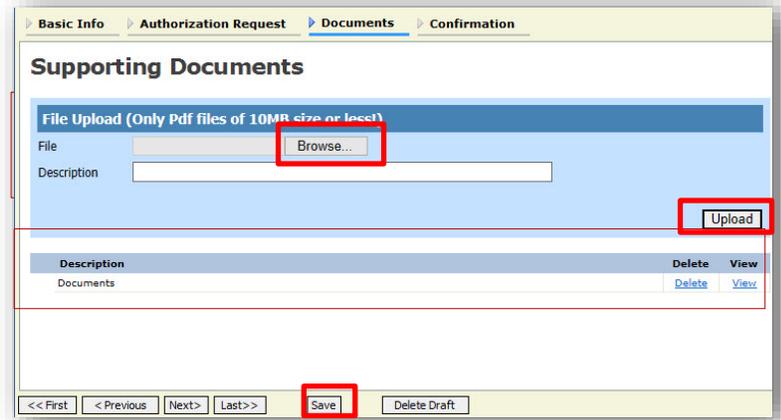
**Step 6** Click **Documents** tab or click the **Next** option located on the Progress bar.

**Step 7** Browse to select a PDF file to attach.

**Note:**

All documents must be submitted in PDF

**Step 8** Click Upload.



The document will appear in the bottom of the Description section.

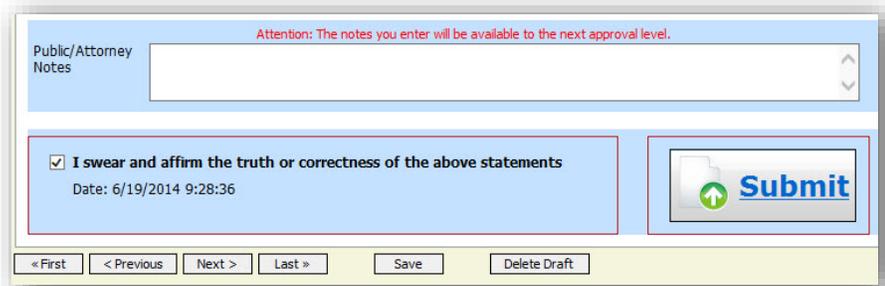
**Step 9** Click **Save**.

The Confirmation tab will appear.

**Step 10** Verify all information is correct.

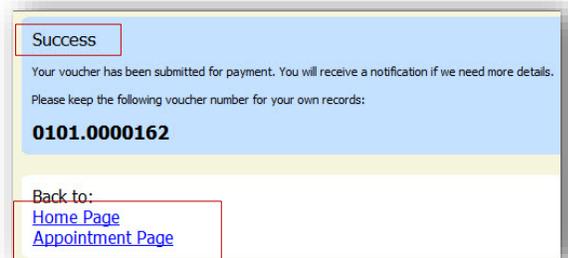
**Step 11** Check the affirmation box. This will automatically time stamp the voucher.

**Step 12** Click Submit.



A confirmation screen will appear indicating the previous action was successful and the voucher has been submitted.

**Step 13** Click **Home Page** to return to the home page. Click **Appointment Page** if you wish to create additional document for this appointment.



The Travel Voucher will now appear in the “My Submitted Documents” section.