

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
APPROVAL FOR EXCESSIVE TRAVEL COSTS
In Support of Travel Voucher and Judiciary Staff Travel Regulations

(See Judiciary Staff Travel Regulations, Vol. 19, § 450.10 of the *Guide to Judiciary Policy*)

This is for Approval of Lodging and/or Meal Expenses and/or Certification for Meal Expenses of \$75 or More.

Name of Traveler: _____

Title: _____ Phone: _____

Date(s) Expense Incurred: _____

Name and Location of Vendor(s):

Expenses for which approval is requested:

- Lodging incurred in connection with traveler's attendance at an authorized judicial meeting (*see* Travel Regulations for United States Justices and Judges, *Guide to Judiciary Policies and Procedures*, vol. 3, ch. C-5, ex. A, § A.3.e.(4)).
- Meal(s) incurred in connection with traveler's participation in a meal incident to an authorized judicial meeting (*see* Travel Regulations for United States Justices and Judges, *Guide to Judiciary Policies and Procedures*, vol. 3, ch. C-5, ex. A, § A.3.e.(4)).
- Other (*please describe*):

Purpose of Trip (*if applicable*):

Explain why this expense should be reimbursed (*if the box "Other" is checked above*):

The expense reported above was incurred in connection with official Judiciary business, and it is included in my official Travel Voucher.

Signature of Traveler

Date

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Certification for Meal Expenses of \$75 or More

For meal expenses of \$75 or more, the following additional certification must be completed.

The claimed expense was incurred in connection with official Judiciary business. This expense does not include the cost of an alcoholic beverage(s), and it represents the actual cost of my meal, not the expense of a guest or another federal employee.

Signature of Traveler

Date

This form must be appended to the traveler's official Travel Voucher when it is submitted for payment.