



## Colorado Criminal Justice Act Panel Administration

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### Colorado CJA Panel Travel Authorization Process

1. Attorney must first inquire of National Travel (800-445-0668) to get an estimate on how much the airfare, hotel, and/or ground transportation will be. See also the M&IE (meals & incidental expenses) link on the cocja.org web site.
2. Attorney will then use the estimate obtained above to submit a Travel Authorization, through eVoucher, to get general permission from the judge to spend money on travel related to the case. Once the court has approved travel, the attorney will see it in on the Home page in his/her "Closed Documents" list. You're almost there!
3. The Coordinating Attorney will then generate a separate Travel Authorization document and email it to the attorney and National Travel (note: this is not the eVoucher Travel Authorization document).
4. The traveler may then contact National Travel to make the flight arrangements. National Travel will charge the flight to the CJA account.
5. National Travel or the attorney may make rental car and hotel arrangements. The attorney pays for the hotel, ground transportation (including rental car) and meals, but will be reimbursed through eVoucher with proper documentation.

Be advised:

- Reimbursement for air travel will only be made for travel arrangements made through National Travel.
- Please keep National Travel advised of changes to your itinerary.
- Upgrades will not be reimbursed.
- Expenses are not unlimited. Please be aware of the Meals and Incidental Expenses (M&IE) rates for your destination.  
<http://www.gsa.gov/portal/content/104877>

