



OFFICE OF THE CLERK  
**UNITED STATES DISTRICT COURT**  
 DISTRICT OF MASSACHUSETTS  
 JOHN JOSEPH MOAKLEY UNITED STATES COURTHOUSE  
 1 COURTHOUSE WAY - SUITE NO. 2300  
 BOSTON, MASSACHUSETTS 02210  
 TELEPHONE: 617-748-9152



SARAH A. THORNTON  
 CLERK OF COURT

**TRAVEL AUTHORIZATION**  
**[UNDER SEAL, if appropriate]**

**Case Number:**

**Defendant Name:**

**Authorized Traveler:**

**Authorized Travel Dates:**

**Purpose of Travel:**

Pursuant to Section 702 of the Federal Courts Administration Act of 1992, Public Law 102-572, 106 Stat. 4506, you are hereby authorized to obtain government travel rates for the above-described trip in connection with the representation of the above named defendant under the Criminal Justice Act (CJA).

You are authorized to contact Omega World Travel at 1-866-450-0401 to request reservations and airline tickets. You must provide Omega with the **authorization number identified below** and identify yourself as an authorized traveler under CJA for the **District of Massachusetts**, and advise Omega that you are a CJA panel attorney or expert and your airline tickets are to be charged to that court's account.

Reimbursement for out of pocket expenses actually incurred during the above travel dates can be claimed as expenses when submitting your CJA 20 voucher for payment. Receipts must be included for any single expense over \$25.00. The court will be billed and will pay for the airline tickets directly.

A copy of the this Travel Authorization, as well as the airline ticket and itinerary must be attached to your voucher for audit purposes. The airline ticket receipt, itinerary and a copy of the Travel Authorization must also be forwarded to Helen Costello, Operations Manager, at the above address, as soon as possible after the travel has occurred.

A copy of this Travel Authorization, as well as a copy of the airline tickets which were provided by Omega, must be attached to your voucher for audit purposes. Our internal authorization number for this travel is: \* \_\_\_\_\_ .

\*These are the "identifiers" that must be provided to Omega World Travel.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Judicial Officer