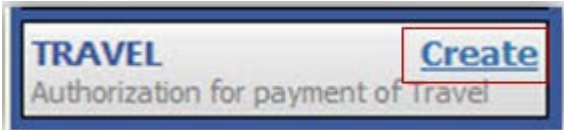


Creating a Travel Voucher

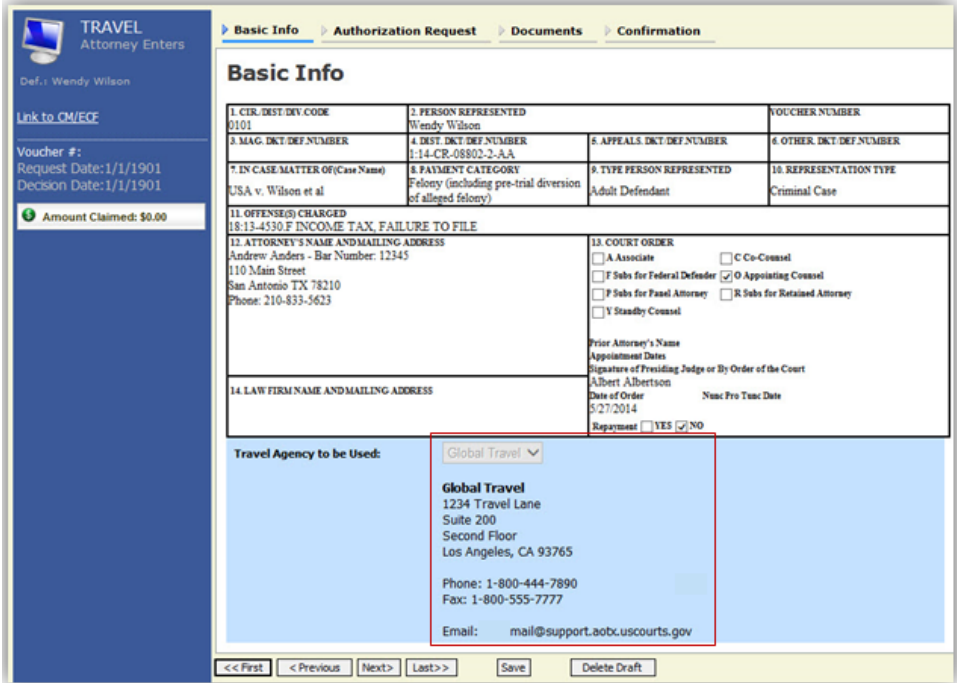
Note: There is **NOT AN AUTOSAVE** function on this program. You must click **Save** periodically to save your work.

Step 1

From the Appointment page, click the **Create** hyperlink next to TRAVEL.



The Basic Info page appears.



1. CIR. DIST. DIV. CODE 0101	2. PERSON REPRESENTED Wendy Wilson	VOUCHER NUMBER	
3. MAG. DIST. DEF. NUMBER	4. DIST. DIST. DEF. NUMBER 1:14-CR-08802-2-AA	5. APPEALS DIST. DEF. NUMBER	6. OTHER DIST. 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 AND MAILING 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 Date 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 AND MAILING ADDRESS			
Travel Agency to be Used: Global Travel Global Travel 1234 Travel Lane Suite 200 Second Floor Los Angeles, CA 93765 Phone: 1-800-444-7890 Fax: 1-800-555-7777 Email: mail@support.aotc.uscourts.gov			

The Travel Agency to be Used section automatically populates.

Step 2

Click the **Authorization Request** tab, or click **Next** on the progress bar.

Step 3

Complete all required fields marked with red asterisks, and then click **Add**.
The information appears in the table at the bottom of the screen. Click **Save**.

The screenshot shows a web form titled "Request For Travel*" with a "Required Fields" section highlighted in red. The form includes fields for "Name and Title of Person Traveling", "Address of Person Traveling", "Purpose of Travel", "Travel From location", "Travel To Location", and "Estimated Dates of Travel". Below these are checkboxes for "Airline Tickets via CJA Government", "Ground Transportation", "Per Diem (Hotel & Meals)**", and "Other". There are also input fields for "Travel Agency", "Estimated Cost", and "Total Estimated Cost". A "Justification for Request" text area is at the bottom of the form. "Add" and "Remove" buttons are located below the form. A table at the bottom of the screen displays the following data:

Name	Purpose	Travel To	Travel Date	Requested
Wendy Wilson	Aquire documents	Los Angeles, CA	July 24, 15	490.00

At the bottom of the page, there are navigation buttons: "<< First", "< Previous", "Next >", "Last >>", "Save", and "Delete Draft". The page number "Page 1 of 1 (1 items)" is also visible.

Creating a Travel Voucher (cont'd)

Note: All documents must be submitted in PDF format and must be 10 MB or less.

Step 1

Click the **Documents** tab, or click **Next** on the progress bar.

Step 2

Click **Browse** to select a PDF file to attach. Click **Upload**.

The document appears at the bottom of the Description column.

Click **Save**.

Step 3

The **Confirmation** tab appears. Verify all information is correct.

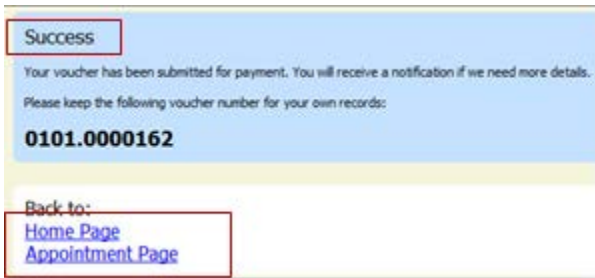
Select the affirmation check box, which automatically time stamps the voucher.

Click **Submit**.

Step 4

A confirmation screen appears, indicating the previous action was successful and the voucher has been submitted.

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



The travel voucher now appears in the My Submitted Documents section.