



UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA
U.S. COURTHOUSE
312 NORTH SPRING STREET
LOS ANGELES, CALIFORNIA 90012-4797
TEL: 213-894-8520
FAX: 213-894-8522

**LAWYER REPRESENTATIVE REQUEST
AND AUTHORITY TO
INCUR TRAVEL EXPENSES**

Lawyer Representative: (Include address, phone and fax numbers)

Conference To Attend: (Include dates, City and State)

Eligibility for Reimbursement:

(Provide an explanation why without reimbursement of travel expenses, attendance at the above conference is not possible. If applicable include a letter from your employer stating that reimbursement for the conference will not be made.)¹

Total Anticipated Expenses:

(Include estimated costs of transportation, lodging, conference registration, meals, etc.)²

Signature of Lawyer Representative

Date

**Good cause having been found, authorization is granted to incur travel expenses.
Reimbursement for registration, conference events, lodging and meals is limited to actual
and reasonable expenses and must be supported by receipts or copies thereof.**

APPROVED:

CJA Supervising Attorney

Date

¹ If extra space is needed, attach additional sheets of paper.

² If extra space is needed, attach additional sheets of paper.