
Authorization to Use the Citibank Centrally Bill Account for CJA Travel

Effective Date: 10/17/17

Overview:

- On occasion, a Criminal Justice Act (CJA) appointed attorney or service provider is authorized travel expenses in connection with their appointment.
- This travel may require common carrier air travel.
- The federal government is afforded significant discounts for common carrier air travel.
- CJA appointed attorneys or service providers may seek additional authorization to book and pay for common carrier air travel utilizing the court's Citibank CJA Centrally Bill Account (CBA).

Procedure Descriptions/Steps:

1. The CJA appointed attorney will submit a travel authorization request through eVoucher.
2. The CJA service provider will complete the fillable .pdf form "AUTHORIZATION – To Use CJA Centrally Billed Account (CBA) For Airline Ticket Purchase".
 - a. The CJA service provider will email the completed form to:
finance@insd.uscourts.gov
 - b. Finance personnel will create the eVoucher travel authorization on behalf of the CJA service provider. The submitted "AUTHORIZATION – To Use CJA Centrally Billed Account (CBA) For Airline Ticket Purchase" form will be uploaded within the eVoucher travel authorization.
3. Finance personnel will review and forward the eVoucher travel authorization for both the CJA appointed attorney and service provider to the presiding judge.
4. The presiding judge will review the travel authorization request in eVoucher, and approve or reject the request back to finance personnel.
5. Finance personnel will review the approved or rejected request in eVoucher and, if approved by the presiding judge, immediately save a .pdf of the approved travel authorization to the G: Groups/Clerks/CJA Travel Authorizations folder. The file naming convention will be: Traveler Last Name.Traveler First Name.Dates of Travel.pdf. Simultaneously, finance personnel will email the request status to the CJA appointed attorney or service provider.
6. If the request was approved by the presiding judge, finance personnel will provide contact information for National Travel Service (NTS). The CJA appointed attorney or service provider will be instructed to book their airfare (only), by contacting NTS as follows:
 - a. Contact NTS at 800-445-0668



- b. Inform the NTS agent that they are booking their airfare at the fully refundable, fully changeable, federal government contract fare.
 - c. Inform the NTS agent that they wish to charge the airfare against the Indiana Southern District Court CJA Travel centrally billed account.
7. The NTS agent will contact court representative Rick Krall, Director, Financial Services, or in his absence, Laura Briggs, Clerk of Court or Alison Chestovich, Chief Deputy, for permission to use the court's CJA travel centrally billed account ending in 3007.
8. Prior to granting permission, the above court representatives will verify that an approved Travel Authorization is filed within the G: Groups/Clerks/CJA Travel Authorizations folder.
9. NTS will provide the paid airfare itinerary to the finance office, which will be attached to the travel authorization and held for matching against the CitiBank credit card statement.
10. A voucher will be created using CJA 6X, payable to CitiBank. Level 1 approvers are Tricia Anderson and Rick Krall. Level 2 approvers are Laura Briggs and Alison Chestovich.

