

## **CJA NOTICE REGARDING GOVERNMENT TRAVEL RATES**

Counsel appointed under the Criminal Justice Act are eligible for reduced government travel rates pursuant to Section 702 of the Federal Courts Administration Act of 1992, Public Law 102-572, 106 Stat. 4506.

Omega World Travel (Omega) will obtain government rate plane or train tickets for you and charge them to the Court's account. Alternatively, you may make your own travel arrangements; however, if you do so, reimbursement for plane or train travel will be limited to the government rate that could have been obtained through Omega.

- (1) Upon receipt of the order to travel, counsel planning to travel by train or commercial airline must call (540) 857-5140 to obtain travel authorization.
- (2) You should then contact Omega at 1-866-450-0401 to obtain government rate plane or train tickets for coach section seating charged to the Court's account.
- (3) When calling Omega, advise them that you are an attorney providing CJA representation in this Court and provide them with the case number as the Travel Authorization.
- (4) Travel arrangements should be made as soon as possible following receipt of the oral argument notice to ensure the availability of government travel rates.
- (5) As counsel appointed under the Criminal Justice Act, you are also eligible for government hotel rates. You should make your own reservations directly with the hotel, identifying yourself as CJA counsel and requesting the government rate.
- (6) One night's lodging and meals while on travel will be reimbursed at an actual expense rate not in excess of 150% of the per diem rate for that area. Subsistence expenses for travel to present argument will likewise be reimbursed within limitations applicable to federal employees. Detailed receipts for hotel and food **MUST** be submitted with your CJA Voucher in order to receive reimbursement.
- (7) The Court will pay directly for plane or train tickets charged through Omega to the Court's account and will need to verify the charges with you to ensure that payment is proper.
- (8) If counsel is seeking reimbursement for a plane or train ticket that was not purchased through Omega Travel, counsel must submit with their CJA voucher a copy of the ticket or receipt and the order Authorizing travel and must include a statement that the ticket cost less than the government rate available through Omega.

Office of the Clerk, 210 Franklin Road, Suite 504, Roanoke, Virginia 24011 (540) 857-5100