

**CENTRAL DISTRICT OF CALIFORNIA  
CJA TRAVEL POLICIES**

**TRAVEL POLICIES:** In estimating the number of hours to request for travel, you must take into account three factors: (1) some local travel is subject to caps on time and mileage; (2) travel for multiple clients should be combined when possible and billed appropriately; and (3) everyone is required to perform substantive work en route during any travel whenever doing so is feasible and safe. In addition, please note that all out-of-district and overnight travel requires pre-approval. See below for additional information, all of which is equally applicable to both attorneys and service providers.

**(1) Local Travel.** For routine travel such as court appearances or client visits, service providers and attorneys must bill as if the starting point of the trip was the closer of either their home or office, regardless of where a particular trip actually begins or ends. Generally, for Western Division cases, roundtrip travel time between any two locations in Los Angeles County will be capped at 3 hours and roundtrip mileage will be capped at 150 miles. To claim actual time or mileage in excess of those amounts, you must provide justification. The same caps will apply to travel to any location in Los Angeles County for Western Division cases by service providers who live outside the Western Division; once in Los Angeles County on a Western Division case, case-related work requiring additional travel can be compensated at actual time and mileage (subject to the general 3-hour/150-mile cap).

**(2) Multiple Clients.** Every effort must be made to coordinate travel for different cases. For example, visits to multiple clients at MDC should be scheduled for the same day, if possible, to minimize the number of trips and the associated travel costs. Travel time for such trips may be billed either all under one client or pro-rated between clients, but time entries for such trips must in either case explain that travel was combined for multiple clients and must clearly identify those clients.

**(3) Working En Route.** When traveling, service providers and attorneys should make every effort to work on existing matters, especially during air and train travel. Service providers and attorneys must bill for the time spent performing substantive work while traveling as a separate line item, and indicate that the substantive work was performed “en route” in the description field of the service tab. Similarly, counsel and service providers must bill for the time spent exclusively on travel (the time when no substantive work was performed en route), and indicate total time in the description field of the service tab. See example below:

To group by a particular Header, drag the column to this area.					
Date	Description	Units	Rate	Amt	
11/13/2017	Drove w/counsel to Corcoran State Prison. Actual roundtrip travel 5 hours to/from office to/from attorney home to/from Corcoran State Prison. Worked 2 hours en route.	3.0	\$70.00	\$210.00	
11/13/2017	Discussed interview strategy; reviewed relevant documents; and debriefed with counsel en route to Corcoran State Prison.	2.0	\$70.00	\$140.00	

**(4) Inter-district, Overnight, or International<sup>1</sup> Travel.** Absent extenuating circumstances, counsel must first obtain approval from the CJA Supervising Attorney by submitting a travel AUTH via eVoucher at least ten business days in advance. Once travel is authorized, the traveler must then contact National Travel Service (NTS) at 1-800-445-0668 to arrange the travel. When pre-approved by the CJA Supervising Attorney, travelers are not required to use the government contracted travel agency if alternative methods would result in an overall savings to the government. If the non-government fare exceeds the government contract rate, a traveler may only claim reimbursement up to the amount of the government contract fare rate.

In most cases, CJA will not pay for more than eight hours of travel time within a 24-hour period commencing when the traveler leaves his/her home or office. Further, CJA will not pay for travel time spent in-flight as it is expected that work can be performed on the plane (or train, if applicable). Any time spent working en-route should be billed separately as substantive work with a notation in the billing entry that said work was performed en-route. There can be no double billing, i.e. billing for travel time and substantive work performed contemporaneously. When applicable, always bill for substantive work over travel time. There will be no formal cap on the hours billed for substantive work performed in a day although a reasonableness standard will always apply. CJA will never pay for more time in a day than the aggregate of the actual time spent substantively working and traveling.

**\*\*ADDITIONAL TRAVEL RESTRICTIONS MAY BE APPLIED WHEN NECESSARY IN INDIVIDUAL CASES\*\***

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<sup>1</sup> International travel requires approval by the presiding judge as facilitated by the CJA Supervising Attorney.