

Authorization
Court-Appointed Counsel Designates Agent to Arrange Travel

Please provide the following information:

Name of Court-Appointed Counsel _____

Name of Authorized Agent _____

Agent's Address _____

_____ Agent's Phone _____

Case Caption & Number _____

Name of Each Traveler _____

Travel Dates _____

Travel To _____

Travel From _____

Types of accommodations required (airline, hotel, etc.) _____

I hereby acknowledge and confirm that:

1. It is my responsibility to ensure the appropriate documentation is submitted to the Justice Administrative Commission (JAC) prior to confirmation by travel vendors (airlines, hotels, etc.). These documents include: 1) detailed court order specifying necessary travel, and 2) the [*Court-Appointed Attorney Program Travel Related Purchasing Request Form*](#) for each traveler;
2. The above named agent may make court-ordered travel arrangements on my behalf;
3. The travel dates and times submitted by the above named agent are appropriate and meet my needs;
4. It is my responsibility to ensure that each traveler--including the court-appointed attorney, if applicable--signs the appropriate travel voucher.
5. It is my responsibility to ensure that any and all vouchers are submitted in a timely manner to the Justice Administrative Commission for payment purposes.

Signature _____ **Date** _____

Court-Appointed Attorney