

**Court-Appointed Attorney Program**  
**Travel Related Purchasing Request Form**

Fax completed form with a copy  
of the order authorizing travel to  
Martha Cardenas at 866-355-7902

Traveler: \_\_\_\_\_ Type: Attorney  Expert  Witness

Soc. Sec. No. or Tax ID Number: \_\_\_\_\_ Address: \_\_\_\_\_

Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Attorney for Case: \_\_\_\_\_ Case Number: \_\_\_\_\_

Form Completed By: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

***Air Travel***

***Destination Information***

Airline	Date	Flight Number	City Departing	Time Departing	City Arriving	Time Arriving

***Return Information***

Airline	Date	Flight Number	City Departing	Time Departing	City Arriving	Time Arriving

***Lodging***

Hotel Name	Address	Phone/Fax Numbers	Rate
Arrival Date		Departure Date	

***Please Note: See JAC's website (www.justiceadmin.org) or contact Martha Cardenas at 1-866-355-7902, Ext. 233 for additional travel information.***