

Court-Appointed Attorney Program
Travel Related Purchasing Request Form

Fax completed form with a copy
of the order authorizing travel to
Therese Usherwood at 866-355-
7902 Ext. 287

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 Therese Usherwood at 1-866-355-7902, Ext. 287 for additional travel information.