

Travel Authorization

To: CJA PANEL ATTORNEY
From: Terry Leitner
Re: **CJA Panel Attorney Seminar
October 8-9th, 2009 - Wrightsville Beach, N.C.**
Date: September 1, 2009

You may be reimbursed \$142.00 per day for your travel to attend the CJA Panel Attorney Seminar, October 8th through October 9th, 2009, in Wrightsville Beach, N.C. You may travel on the day of October 7th. On your returning day of travel (October 9th or 10th) you will be reimbursed \$49.00 as a meals and incidental reimbursement. You may also be reimbursed 55 cents per mile for your travel to Wrightsville Beach and your return travel home. Please complete the form below and return it ***with a copy of your hotel receipt*** to:

Terry T. Leitner
Chief Deputy Clerk
Rm. 210, 401 W. Trade Street
Charlotte, NC 28202

**CLAIM FOR REIMBURSEMENT OF TRAVEL
TO ATTEND CJA PANEL ATTORNEY SEMINAR
October 8-9th, 2009, Wrightsville Beach, N.C.**

Name:	
Social Security #:	
Street Address:	
City, State, Zip:	

Date	Miles Driven	Subsistence	Total
10/07/2009	_____ x .55 =	142.00	
10/08/2009		142.00	142.00
10/09/2009	_____ x .55 =	142.00 or 49.00	
10/10/2009	_____ x .55 =	49.00	
		TOTAL CLAIMED:	

YOU MAY NOT BE REIMBURSED PER DIEM IF YOU DO NOT ATTACH A COPY OF YOUR HOTEL RECEIPT. Please direct any questions regarding your reimbursement to Terry Leitner at 704-350-7416.