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:				
Thereby acknowledge and commit 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 <u>Court-Appointed Attorney Program Travel Related</u>				
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				

4. It is my responsibility to ensure that each traveler--including the court-appointed attorney, if applicable--signs the appropriate travel voucher.

meet my needs;

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		