

# CJA TRAVEL EXPENSE WORKSHEET

Case Number: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Case Name: \_\_\_\_\_

Date	Brief Explanation/Description of Service	Miles Driven/Rate	Mileage - Total Dollar Amount	Other (parking, ferry, cab, etc)	Lodging	Meals
Category Totals (enter on last page only)						

Receipts are required for ALL travel expenses  
 Time spent traveling should be entered on the Hourly Worksheet