



UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA
U.S. COURTHOUSE
350 WEST FIRST STREET, SUITE 4311
LOS ANGELES, CALIFORNIA 90012-4565
TEL: 213-894-5708
LawyerReps_CACD@cacd.uscourts.gov

**LAWYER REPRESENTATIVE
REQUEST AND AUTHORITY TO
INCUR TRAVEL EXPENSES**

(Complete this form and email to the address above.)

Lawyer Representative *(Include address; phone and fax numbers):*

Conference To Attend *(Include dates; City and State):*

Eligibility for Reimbursement:

(Provide an explanation of why attendance at the above conference would not be possible without reimbursement of travel expenses. If applicable, include a letter from your employer stating that reimbursement for the conference will not be made.)

Total Anticipated Expenses:

(Include estimated costs of transportation, lodging, conference registration, meals, etc.)

Signature of Lawyer Representative

Date

**Good cause having been found, authorization is granted to incur travel expenses.
Reimbursement for registration, conference events, lodging, and meals is limited to actual
and reasonable expenses and must be supported by receipts or copies thereof.**

APPROVED:

Pamela Gamble Jackson
Naturalizations and Special Programs

Date

* If extra space is needed, attach additional sheets of paper.