US District Court for the Eastern District of Texas
Non-CJA/Pro Bono Travel Expenses Worksheet

- Reimbursement for meals and lodging expenses may be claimed only on an actual expense basis, up to the applicable GSA per diem allowance for the date and location of travel. Receipts are required for lodging, airfare, rental cars, and any meal ≥$50.00. (See per diem and mileage rates at www.gsa.gov, under the Travel menu.)
- Enter any expense other than mileage for a privately owned vehicle in the OTHER EXPENSE AMOUNT column.
- If you attach receipts or other documentation, redact any address or account number that should not be publicly accessible. If you believe this worksheet should not be publicly accessible, email the request for reimbursement and all attachments, along with an explanation, to Finance@txed.uscourts.gov.

Attorney(s): ______________________________

DATE	EXPENSE TYPE	TO/FROM	OTHER EXPENSE AMOUNT	MILEAGE	MILEAGE RATE	TOTAL
					TOTAL:	