

Preparing Your Travel Voucher

San Diego Marriott Hotel & Marina
333 West Harbor Drive
San Diego, California 92101
(619) 234-1500

Approved daily lodging rate for San Diego is \$139.00
Allowance for meals and incidental expenses (MI&E) is \$64.00

If you made your own travel arrangements at your court

You should prepare your travel voucher in your court. Your court administrator or a designated person in your court will be able to show you how to complete the form and where to submit it. Attached all receipts for your flight, your hotel, any ATM withdrawals and , as appropriate, the daily expenses.