CLAIM FOR TRAVEL EXPENSE
SUPREME COURT OF NEVADA
201 S. Carson St., Suite 250, Carson City, NV 89701-4702

Name: Jim Smythe
Title: District Judge
Mailing Address: 987 First Street
City and Zip Code: Anyplace, NV 89999
Telephone Number: 775-555-9876
Facsimile Number: 775-555-1234
Judicial/Business Affiliation: Anyplace Court
Email: jamesmythe@yourcourt.nv.gov
Official Station (city, state): Anytown, NV
Employee ID # (state employees only):

SAMPLE

Purpose of the Trip:
Attendance at the Nevada Limited Jurisdiction Judges 2017 Winter Seminar, Laughlin, NV
(January 23-27, 2017)

Traveler is a (check one):	
	Supreme Court Justice or Supreme Court/AOC Employee
	Senior Justice or Senior Judge
X	District Court Judge or Employee
	Municipal or Justice Court Judge or Employee
	State Executive Branch Agency Employee
	Judicial Board, Committee or Commission Member
	Independent Contractor
	Other

☐ Check here if the Supreme Court/Administrative Office of the Courts paid for an airline ticket in relation to this travel claim. *Include costs for airline tickets below only if the traveler paid for an airline ticket and is requesting reimbursement.*

Other Transportation Codes (Does not apply to personal vehicle. See personal vehicle column): **AV** (agency vehicle) **MP** (State Motor Pool car) **RC** (rental car) **GR** (ground trans such as taxis, shuttles, subway, city bus, etc.) **P** (plane) **X** (passenger in car)

Date	Destination (Cities/locations traveled to and from)	Time in Travel Status (Include a.m. or p.m. Used to determine eligibility for meal reimbursement) Began	Ended	Transportation: Personal Vehicle # of Miles Driven	Personal Vehicle Cost per mile (either .535 or .2675)	Other Trans Enter Code from Above	Other Trans Cost	Daily Expenses: Break-fast $11.00	Lunch $12.00	Dinner $23.00	Total for Meals	Lodging	Incidental $5.00	Total for the Day
01/23/17	Travel to Laughlin	5:00 pm		25.0	13.38	P	150.00			23.00	23.00	50.39	5.00	241.77
01/24/17	NJLJ Winter Conference				-			11.00	12.00	23.00	46.00	50.39	5.00	101.39
01/25/17	NJLJ Winter Conference				-			Provided	12.00	23.00	35.00	50.39	5.00	90.39
01/26/17	NJLJ Winter Conference				-			Provided	12.00	Provided	12.00	50.39	5.00	67.39
01/27/17	NJLJ Winter Conference / travel to home		7:00 pm	25.0	13.38	P	150.00	Provided	12.00	23.00	35.00		5.00	203.38
					-	RC	200.00				-			200.00
					-	RC fuel	7.95				-			7.95
Airport or Other Parking Fee					40.00									40.00
Registration or Other Fee														
Total Claimed					66.76		507.95	11.00	48.00	92.00	151.00	201.56	25.00	952.27

Original travel claims and signatures are required to be reimbursed. No fax transmittals are accepted. Maximum amounts to be reimbursed for meals and lodging can be found at www.gsa.gov under the per diem link. Original itemized receipts are required and must be attached to the travel claim in order to be reimbursed for: 1. Airline tickets; 2. Parking; 3. Transportation expenses (rental car, shuttle, taxi, etc.); 4. Lodging; 5. Meals in excess of the standard rates above; and/or 6. Registration or similar expenses associated with the reason for travel. The travel claim must be submitted for reimbursement within 30 days of the last day in travel status. Prior approval of travel by the Supreme Court, AOC, and/or the Judicial Education manager, is required in order to be reimbursed for travel to conferences or out-of-state.

I declare under penalty of perjury that this claim and accompanying evidence has been examined by me and to the best of my knowledge and belief is a true and correct claim in conformance with Supreme Court and other governing authority statutes and policies.

Signature of Traveler **Date** **Signature of Approving Authority** **Date**

Please use blue ink when signing or approving this form. This form was approved for use and distribution by the Nevada Supreme Court Jan 2016.