

**Supreme Court of Nevada
Procedures for Payment of Education, Training or Travel
Expenses Revised: October 2018**

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A. Preapproval of Education, Training, or Travel

All education, training and travel must be preapproved. Since funding is limited, preapproval must be obtained using a prescribed form, as described within these procedures. Use of the prescribed form ensures that those incurring education, training or travel expenses have documented approval to do so, and obligates the Supreme Court to reimburse them for their costs. The form also ensures that funding is available and set aside in advance for the planned education, training or event and that those who incurred the expense can be reimbursed expeditiously.

B. Expenditure Request for Education, Training or Travel

1. The Expenditure Request for Education, Training or Travel is the prescribed form that should be used to request funding for education, training or travel. The form is in the I:\Forms\Travel directory or online at https://nvcourts.gov/AOC/Administration/Budgets_and_Accounting/Overivew/ under “Travel Documents and Forms” link. The form is also attached as addendum #1.
2. The form is required for:
 - a. Judicial Education purposes
 - b. General and limited jurisdiction judges that request funding to attend a non-judicial education event to represent the State Judiciary, or to attend as a member of the organization holding the event
 - c. Appellate Court employees requesting education, training, or to travel out- of-state for business related purposes, or to travel in-state when airfare or overnight lodging is required
 - d. Appellate Court employees requesting a travel advance for lodging and ground transportation travel costs when in travel status a minimum of 2 nights.
 - e. Appellate Court partners or service providers whose attendance at an event benefits the State Judiciary
3. All expenditure requests must be submitted timely and in advance of the event so they

can be considered and processed and so the requester has sufficient time to make necessary reservations and arrangements soon after they are notified that approval has been granted.

C. Completing, Submitting, and Processing the Expenditure Request Form

1. The requester must complete the expenditure request form describing the nature of the request and the costs that would be incurred if the request were approved. The completed form will describe who the request is for, what the expense is for, why funding such an expense benefits the State Judiciary, when and where the expense will be incurred, and the estimated itemized costs.
2. The requester must attach information to support the request. Supporting information would be in the form of an event brochure, a course description, an agenda, an invitation, letter, e-mail, etc.
3. The requester must sign the form, which can be signed electronically, and:
 - a. If the requester is a general or limited jurisdiction judge or trial court staff submitting the form for Judicial Education purposes, the requester should mail, email, or fax the form to the Judicial Education unit of the Supreme Court.
 - I. If the Judicial Education expenditure request is for a mandatory course, the Judicial Education representative approves the form, notifies the requester of the approval, and forwards the approved form to the Supreme Court budget manager.
 - II. If the Judicial Education expenditure request is for a non-mandatory event under the discretion of the JCSN education committee, a Judicial Education representative obtains the committee's approval. If approved, the Judicial Education representative signs on behalf of the committee and the Judicial Education manager signs as "Final Approval". The requester is notified of the approval and the approved form is forwarded to the Supreme Court budget manager.
 - b. If the requester is submitting the form for all other purposes, the requester submits the completed and signed form with supporting documentation, if required, to their supervisor/manager (if applicable). The form may be signed and submitted electronically with all supporting documents by e-mail.
 - c. The supervisor/manager reviews, signs and forwards the signed form with supporting documentation to the Deputy Director (if applicable).
 - d. Once all required signatures are obtained, the form is forwarded onto the Supreme Court budget manager for review.
4. The Supreme Court budget manager:
 - a. Determines if the cost estimates are reasonable
 - b. Determines if funding is available
 - c. Completes the "Expenditure coding" section of the form
 - I. Incomplete requests will not be processed until additional information is obtained from the requester. The Supreme Court budget manager, upon review of the request, will work with the requester to obtain the necessary information before further action is taken.
 - d. Signs and dates the request and forwards onto the Final Approval (if applicable) or forwards onto the accounting unit.
5. The final approving authority reviews the expenditure request (if applicable). If the

request is approved, the final approving authority signs the form and returns it to the Supreme Court accounting unit. If the request is not approved, the final approving authority notifies the requester and indicates on the form that the request is denied and returns the form to the Supreme Court accounting unit.

6. Approved requests returned to the accounting unit are date stamped and entered into the Court's financial system to reserve funds. An accounting assistant retains the original approved request in a pending folder and forwards a copy to the traveler to notify them that they are authorized to proceed with arrangements associated with the approved event.
7. Denied requests are retained by the accounting unit. An accounting assistant files the original denied request on the left hand side of the employee's accounts payable file folder.

D. Event Registration or Tuition

1. Registration

- a. Appellate Court employees: Employees are responsible for registering for events at the time the approved expenditure request is received from the Supreme Court's accounting unit. The employee should complete the registration form and include the system-generated purchase order number in the payment portion of the registration form. The employee should send the form to the sponsor/vendor and request an invoice for payment. If the vendor will not invoice and requires pre-payment with the registration, the employee then submits a memo to the Supreme Court's accounting unit requesting pre-payment. The memo should indicate pre-payment is necessary, and have supporting documentation from the sponsor/vendor attached. The memo should be signed by the employee and approved by their approving authority. The employee should notify the Supreme Court's accounting unit of any changes or cancellations to the registration at the time the changes or cancellations occur.
- b. General and limited jurisdiction judges: Upon receipt of the approved expenditure request, general and limited jurisdiction judges and trial court staff are responsible for registering and paying for their attendance at the approved event. The judge or trial court staff should include the expense on the travel claim submitted to the Supreme Courts accounting unit, along with proof of payment and the certificate of attendance within 30 days after the event has ended.
 - I. An exception to this requirement is attendance at National Judicial College courses in Reno. The National Judicial College invoices the Supreme Court directly for registration. Once the certificate of attendance is received from the general or limited jurisdiction judge, the Supreme Court will process and pay the invoice directly to the National Judicial College.

2. Tuition

- a. An Appellate Court employee who receives preapproval through the expenditure request process for payment of their certification/credential efforts, which includes tuition paid for graded courses, must submit a memo requesting reimbursement to their approving authority with proof of payment

and proof of successful completion of the certification/credential event. For graded courses, the employee must submit evidence of a passing grade of C or better in order to be reimbursed. The request for reimbursement must be submitted within 30 days of successful completion.

- b. The Appellate Court employees approving authority signs the memo as approved if the preapproved requirements have been met. The approving authority then forwards the memo, proof of payment and proof of successful completion to the Supreme Court's accounting unit who will process the request within 5 days of receipt.

E. Travel Reservations

Once the requester receives the approved expenditure request form, the requester can make reservations and arrangements for the approved expense(s).

1. Airline Reservations – Supreme Court Employees Only

- a. Reservations can be made through SWABIZ.com (addendum #2), through other airline websites, or through Supreme Court designated travel agencies when Southwest is not a carrier to the destination or when Southwest airfare is unreasonable compared to other carriers. When using SWABIZ, the employee should charge the cost to the appropriate court travel credit card account. When using designated travel agencies, the agencies already have credit card information on file to charge the expense to the Supreme Court's credit card. Those agencies will contact the Supreme Court's accounting unit to verify the charges are approved. Airline reservations can also be made directly through other carriers using the employee's personal credit card (costs will be reimbursed upon completion of travel claim and submittal of itemized paid receipt). Use of personal credit card is preferred to using the designated travel agencies as they charge service fees.

- I. When charging airline reservations to the Supreme Court's credit card in SWABIZ, the employee must send a copy of the receipt to the Supreme Court's accounting unit e-mail for Judicial Branch Airfare.

1. The e-mail should be sent when the reservation is made and the confirmation/itinerary is received.
2. The payment information needs to be included with the confirmation/itinerary.
3. Additional information regarding the purpose of the trip should also be included on the e-mail that is forwarded to the Supreme Court's accounting unit.
4. The traveler can elect to receive an e-mail receipt directly or have it sent directly via e-mail to the Supreme Court's accounting unit using the judicialbranchairfares@nvcourts.nv.gov e-mail address.
5. If the employee elects to receive the e-mail, the employee must forward the e-mail to the judicial branch airfares e-mail address.
 - i. The information provided is used to reconcile the charges to the credit card statement and to ensure the

budget of the program responsible for the charges pays the expense.

6. If any changes are made to the original itinerary, the receipt issued because of the change needs to be forwarded to the accounting unit to be used as part of reconciling the changes to the credit card statement.

- II. If paying for airfare directly and using a personal credit card, the employee must retain an itemized paid receipt and send to the Supreme Court's accounting unit with a travel claim in order to be reimbursed.

2. Airline Reservations – General and Limited Jurisdiction Judges and Trial Court Staff

- a. The Supreme Court will reimburse general and limited jurisdiction judges and trial court staff for the cost of their airfare to attend the preapproved event.
- b. In order to be reimbursed, the traveler must claim the cost on a travel claim, attach an itemized paid receipt and send to the Supreme Court's accounting unit with 30 days after travel status ends.

3. Transportation Reservations

- a. State Fleet Services vehicles (for State Court employees only) are generally the cheapest mode of transportation when traveling in Las Vegas, Reno and Carson City. The employee must complete the Fleet Services form (addendum #3) and fax it to the Fleet Services Division. The Fleet Services Division will confirm the reservation has been made. The employee then obtains and returns the vehicle as part of their trip. The employee must keep all paperwork provided by the Fleet Services Division and attach it to their travel claim upon completion of travel so the Supreme Court's accounting unit can verify the accuracy of the charges when the Fleet Services Division bills the Supreme Court for the cost.

- I. State Fleet Services provides fuel for all their vehicles so there is no need to fill the vehicle before it is returned to Fleet Services. Fleet Services will provide fuel credit cards with the vehicle if fuel will be needed during the course of the vehicle's use (located in the vehicle glovebox). Employees should not purchase gas at a gas station to fuel a Fleet Services vehicle unless they risk running out of gas and a fuel card is not with the vehicle.

- II. For additional information go to :
<http://motorpool.nv.gov/RequestVehicles/Short-Term Rental Program/>

- b. When traveling in rural Nevada, use of a rental vehicle is the cheapest mode of transportation. Rental vehicles do not charge mileage, only a daily rate. Per the Court's Travel Policy, the traveler must use the rental vehicles under contract with the State of Nevada as they provide insurance coverage at no extra cost to the traveler.
(<http://purchasing.nv.gov/Contracts/Documents/VehicleRentals/>) The traveler must provide an itemized paid receipt with the travel claim to be reimbursed for this expense.

- I. Per the Supreme Court's Travel Policy, travelers using a rental vehicle should purchase fuel and fill the rental vehicle before it is returned to the rental vehicle company. The traveler should retain an itemized paid receipt for the purchase of the fuel and request reimbursement as part of the travel claim. Fuel charged to the traveler by the rental vehicle company will not be reimbursed.
 - c. When traveling to Reno and Las Vegas for one day, consider a taxi, ride share, or shuttle if the cost will be less than a State Fleet Services vehicle or rental vehicle. The traveler must provide a paid receipt with the travel claim to be reimbursed for this expense.
 - d. Per the Supreme Court's Travel Policy, when traveling out-of-state, use of a shuttle, ride share, or taxi to and from the event, whichever is cheaper, is required if the event is provided at a full service hotel. Use of a rental vehicle when traveling out-of-state must be approved in advance. The traveler is responsible for fueling the vehicle before it is returned to the rental vehicle company. Fuel charged to the traveler by the rental vehicle company will not be reimbursed.
4. Lodging Reservations
- a. Per the Supreme Court's Travel Policy, with the exception of paragraph b. directly below, the allowable amount reimbursed for lodging cannot exceed the rate established by the United States Governmental Services Administration (USGSA). Go to www.gsa.gov to determine the allowable lodging rate for the destination.
 - b. Per the Supreme Court's Travel Policy, lodging must be at the location of the event (host hotel) if the event is out-of-state and is held at a full service hotel. Under these circumstances, the traveler will be reimbursed the group conference rate the hotel charges, as long as the traveler is staying at the hotel where the event is held.
 - c. Itemized paid receipts are required for lodging to be reimbursed (see addendum #4)

F. Travel Advances (Appellate Court Employees Only)

Appellate Court employees can request a travel (cash) advance for certain travel costs incurred while traveling for business related purposes if they will be in travel status for two or more nights. Only the costs of lodging and ground transportation are advanced. All other travel related costs are paid on a reimbursement basis. All requests for travel advances require review by the Supreme Court budget manager for reasonableness and verification of potential costs, and approval of an approving authority. Justices approve their own requests. Travel advances are not available to anyone outside the employ of the Supreme Court.

- 1. Travel Advance Procedures for Appellate Court Employees Requesting an Advance:
 - a. The employee completes and signs an Expenditure Request for Education, Training or Travel form and indicates that an advance is requested in the space provided. The expenditure request is then submitted and processed according to procedure (Section B).

- I. If, after the form has been submitted, the trip is cancelled or changed, the employee is to notify the Supreme Court's accounting unit via e-mail or memo of the cancellation or change.
- b. The employee will be sent an e-mail from the Supreme Courts accounting unit no more than **10** business days before the trip. The e-mail notifies the employee that a travel advance will be processed in the form of an electronic funds transfer. Once the e-mail is received, the employee provides the accounting unit with a copy of the reservation confirmation for the hotel, a copy of the reservation confirmation for the rental vehicle or other transportation company and a written confirmation that the trip is still scheduled as planned and that the employee understands the terms and conditions of the advance:
 - I. The advance will be used for the purpose for which it was approved and issued.
 - II. The advance is issued as an electronic funds transfer to the employee's bank account.
 - III. The employee will complete and submit a travel claim for all costs, including itemized paid receipts, within **5** business days after the last day in travel status.
 - IV. The employee will reimburse the Supreme Court, or have their travel claim reduced by the Supreme Court, for any costs related to the trip that were advanced, but not spent (i.e., the employee's travel costs as reported on the travel claim were less than the amount advanced). If reimbursable expenses are less than the advance, then the employee must provide a refund in the form of a check, money order or cash and submit with the travel claim.
 - V. The employee will reimburse the Supreme Court immediately if the trip is cancelled after receipt of the travel advance.

2. Travel Advance Procedures of the Supreme Court's accounting unit:

- a. At the time the encumbrance is entered into the Court's financial system (see C.e), the accounting assistant schedules two tasks using the Outlook calendar.
 - I. First reminder task is the e-mail confirmation to the employee requesting supporting documents (reservation confirmations) and validation that the travel advance is still required. The e-mail is also a notification that the travel advance will be processed.
 - II. Second reminder task is set to process the advance.
- b. No more than **10** business days before the first date in travel status, the accounting assistant e-mails the employee, and copies the approving authority, to obtain verification and reservation confirmations of the amounts to be advanced. The e-mail also includes verification that the travel is still planned and the employee agrees as part of receiving the advance to the terms and conditions on the advance as stated above (F.1.b,I-V).
- c. Upon receipt of the verification of travel and required reservation

confirmation(s) from the employee, the accounting assistant will prepare a voucher to initiate the advance no more than 7 business days before the employee is scheduled to enter travel status. The voucher debits the appropriation unit and program numbers delineated on the expenditure request form, and must debit expenditure object code 6005. The amount of the voucher cannot exceed the combined estimated costs of the hotel and ground transportation. The voucher is supported by a copy of the expenditure request form and verification received by the employee.

- d. The accounting assistant completes the travel claim disposition form and attaches it to the original expenditure request for clear indication that the travel advance was issued, and files the original expenditure request form in the pending file.
- e. The accounting assistant forwards the voucher to the accountant or budget manager for final approval, which initiates the electronic funds transfer.
- f. When the travel claim is received from the employee, the accounting assistant retrieves the approved expenditure request form from the pending file and prepares a voucher to credit the appropriation unit, program number and object code 6005 previously debited as part of the advance. The actual costs as shown on the travel claim are shown as debits on the voucher.
- g. The accounting assistant forwards the voucher to the accountant or budget manager for final approval.

G. Travel Status - Receipt Requirements

While in travel status, per the Supreme Court's Travel Policy, the traveler must retain itemized paid receipts and attach them to the travel claim for reimbursement of the following costs. Meals are the only exception as an itemized receipt is the only requirement:

- Airfare and airline baggage fees
 - Lodging up to the maximum amount allowed by the USGSA (addendum #4) for the destination
 - Meals in excess of the standard rates (addendum #4) up to the maximum amount allowed by the USGSA for the destination
 - Public transportation (taxi, shuttle, uber, etc.)
 - Rental vehicles
 - Fuel for rental vehicles
 - Parking
 - Any unforeseen expense. Reimbursement is subject to the Supreme Court's Travel Policy.
1. If receipts are required but not attached to the travel claim, the accounting assistant may reduce the amount of the claim associated with the required receipt.
 - a. If meals are not supported by an itemized receipt, the accounting assistant will reduce the amount claimed for meals to the maximum amount allowed without a receipt.
 - b. If lodging is not supported by an itemized paid receipt, the accounting

assistant will contact the traveler for a receipt. If the accounting assistant's attempts at contacting the traveler lacks a timely response or yields no response, and an itemized paid receipt is not provided, the claim will be reduced by the amount claimed for lodging.

- c. For all other costs where an itemized paid receipt was required, but not provided, the accounting assistant will attempt to contact the traveler for a receipt. If the attempts to contact the traveler lacks a timely response or yields no response, and an itemized paid receipt is not provided, the accounting assistant will reduce the claim by the amount not supported with an itemized paid receipt.
2. The accounting assistant will notify the traveler via e-mail of any reduction or modification made to the amount claimed and the reason for those reductions or modifications. (addendum #8)
3. The traveler can submit a second travel claim for any reduced or deducted costs and provide applicable receipts or can follow the exception procedure described in the Supreme Court's Travel Policy in order for costs to be reimbursed that were not allowed under the Supreme Court's Travel Policy.
4. The Supreme Court's accounting unit recognizes that sometimes receipts are **lost**. When this occurs, the traveler must complete an affidavit of expense, attach supporting documentation, if applicable (credit card statement), and provide it with the travel claim in lieu of an itemized paid receipt (addendum #5).

H. Travel Status – Non-reimbursable Expenses

Per the Supreme Court's Travel Policy, the following costs are non-reimbursable. If such costs are claimed on a travel claim, the accounting assistant reviewing the claim will reduce the travel claim by the amount(s) associated with these costs:

- Tips. The daily incidental reimbursement is provided to cover the cost of any tips/gratuities
- Alcohol
- Airline extras (priority or upgraded airline seating, early bird, business select, etc)
- Third party additional service fees/charges (booking fee, service charge, etc)
- Valet parking when self-parking is available
- Rental vehicle insurance or sales tax
- Rental vehicle extras (satellite radio, global positioning satellite, etc.)
- Extra charges related to ground transportation such as Uber or Lyft (wait time, food delivery, donations, tips, etc.)
- Parking tickets or other fines
- Lodging additional costs (in room movies or hotel facilities such as exercise room etc., that are charged to room)
- Interest on credit cards
- Losses related to theft, casualty loss, or disappearance of personal effects including cash, credit cards, luggage and airplane tickets

The accounting assistant will notify the traveler by e-mail what costs were not allowed according to the Supreme Court's Travel Policy (addendum #8). The traveler can follow the exception procedure described in the Supreme Court's Travel Policy to pursue reimbursement.

I. Travel Status – Reimbursable Expenses

Per the Supreme Court’s Travel Policy, the following expenses are reimbursable. If such costs are claimed on a travel claim form, the accounting assistant will verify the amount claimed, that the cost falls within the allowable expenses as stated in Supreme Court’s Travel Policy and is supported by an itemized paid receipt when required.

1. Airfare, lodging and registration costs are reimbursed in compliance with the Supreme Court’s Travel Policy under the conditions described in the Reservation section above (Section E). An itemized paid receipt is required.
2. Meals are reimbursed in compliance with the Supreme Court’s Travel Policy:
 - a. Meals will be reimbursed at the standard GSA rates found in addendum #4.
 - b. Meals will be reimbursed for more than the standard GSA rates up the maximum amount allowed for the destination by the USGSA with the submittal of an itemized receipt.
 - c. In order for breakfast to be reimbursed, the traveler must begin travel prior to 7:00 a.m. and end travel after 9:00 a.m.
 - d. In order for lunch to be reimbursed, the traveler must begin travel prior to 11:00 a.m. and end travel after 1:00 p.m.
 - e. In order for dinner to be reimbursed, the traveler must begin travel prior to 5:00 p.m. and end travel after 7:00 p.m.
3. Mileage is reimbursed at the standard rates identified in addendum #4. Mileage claimed is verified as to reasonableness using an internet-mapping site. Refer to the Supreme Court’s Travel Policy for certain restrictions.
4. Public transportation when supported by a paid receipt.
5. Parking is reimbursed under the following conditions in compliance with the Supreme Court’s Travel Policy and with the submittal of a paid receipt.
 - a. Parking at an airport at long-term parking rates
 - b. Parking in parking garages for attendance at a Supreme Court approved meeting or event
 - c. Parking charged by hotels will be reimbursed if the hotel charges to use their parking lot
6. Other costs will be reimbursed if they are determined reasonable and necessary and if they are consistent with the Supreme Courts Travel Policy and supported by an itemized paid receipt.

J. Travel Status - Certificate of Attendance

1. When traveling to an education, training or other event where a certificate of attendance or completion is issued, the certificate must be attached to the travel claim.
2. For those traveling for Judicial Education purposes, such as general and limited jurisdiction judges or trial court staff, the certificate must be attached to the travel claim for reimbursement of all expenses associated with the event.

K. Travel Claim Form

1. The travel claim form can be found in the I:\Forms\Travel directory or online at https://nvcourts.gov/AOC/Administration/Budgets_and_Accounting/Overivew/ under the Travel Documents and Forms link. An example of the form is attached as addendum #6.
2. The travel claim form must be used to request reimbursement of travel costs pursuant to the Supreme Court’s Travel Policy.
3. The form is revised to reflect current rates as those rates change so it is important to

obtain and use the most current form (see #1 above).

L. Completing, Submitting and Processing Travel Claim Forms

1. The travel claim form must be completed and submitted according to the travel claim instructions (addendum #7).
2. Per the Supreme Court's Travel Policy, the travel claim form must be submitted within 30 days after travel status ends or within 5 business days after travel status ends if a travel advance was received.
3. Itemized paid receipts and supporting documentation (certificate of attendance when applicable) must be attached to the travel claim form to support the amounts claimed. (See section G above for costs that require an itemized paid receipt.)
4. The traveler may either use excel or Adobe pdf to fill out the travel claim form.
 - a. Excel travel claims must be printed and signed in ink by the traveler
 - b. Adobe pdf travel claims may be signed electronically by the traveler, or printed and signed in ink.
 - c. In most cases, the travel claim must be signed by an approving authority.
5. The travel claim form must be sent to the Supreme Court's accounting unit to be processed.
 - a. The travel claim form and all supporting documentation may be scanned and submitted via e-mail to judicialbranchtravel@nvcourts.nv.gov or mailed to the Supreme Court accounting unit.
 - I. If the travel claim is submitted by e-mail, do NOT send through the mail.
6. When the Supreme Court's accounting unit receives a travel claim it is immediately date stamped and given to the accounting assistant responsible for processing travel claims.
7. The accounting assistant pulls the expenditure request from the pending file and compares the travel claim form to the expenditure request to ensure the claimed costs on the travel claim form are consistent with the authorized costs.
 - a. If the costs are consistent, the expenditure request is attached to the travel claim form and the travel claim form is processed.
 - b. If the costs are not consistent and exceed the expenditure request by 10%, approval by the approving authority to pay will be required prior to processing.
 - I. If additional details are needed prior to requesting approval, the accounting assistant will reach out to the traveler to obtain those details.
8. The accounting assistant determines whether a travel advance was issued.
9. If the traveler traveled for educational purposes, a certificate of attendance or completion must be attached.
 - a. If a certificate was not provided to the traveler for educational purposes (CLE/CJE/CEU), a memo of explanation must be provided.
10. If the traveler traveled for a court-sponsored committee or commission meeting, the accounting assistant verifies the travelers' attendance by validating the traveler is listed on the meeting sign-in sheet.
 - a. The traveler's name is highlighted to validate that the travel claim was received and once the event is closed, the meeting sign-in sheet is scanned and saved to:
L:\Admin\Acct\Committee Meetings Sign-In Sheets
11. All travel claims are reviewed by the accounting assistant to ensure they are complete and comply with the Supreme Court's Travel Policy, travel claim procedures and instructions; including validating that all itemized receipts for allowable amounts reconcile to the amounts on the travel claim.
 - a. Accounting assistants are to reduce travel claims for amounts claimed that are not

- eligible for reimbursement or that are not supported by an itemized paid receipt when receipts are required. As part of reducing the travel claims, the accounting assistant notifies the traveler of the reason for the reduction via e-mail (addendum #8). The traveler can submit a second travel claim for the reduced costs if additional information or an itemized paid receipt is provided by the traveler thereafter.
- b. Accounting assistants are to contact the traveler by e-mail when travel claims are missing information or are incomplete. In those instances, no expense can be reimbursed until additional information is obtained, or all efforts are made by the accounting assistant to obtain required information. All attempts to obtain missing or incomplete information are tracked through the e-mail communication and phone calls are documented on prior e-mail communications. The accounting assistant may also use the annotation field in the Court's financial system, to notate any problems related to the purchase order generated. Travel claims will be reduced by any amount that remains unsupported following the required due diligence of the accounting assistant.
 - c. Accounting assistants may increase claims due to miscalculation or because of a change in rate for expenses not requiring an itemized paid receipt (i.e., mileage rate and standard meal rates). As part of increasing the travel claim, the accounting assistant notifies the traveler of the reason for the increase via e-mail (addendum #8).
12. If the travel claim complies with the Supreme Court's Travel Policy, and is completed as instructed the accounting assistant:
- a. Creates a voucher charging the expense to the fiscal year in which the dates of travel occurred.
 - b. Codes the expense to the coding that conforms to the chart of accounts and reconciles to the expenditure request.
 - c. If a travel advance was received, the voucher must credit expenditure object code 6005 for the advance and debit the appropriate object code for the costs incurred.
 - d. The voucher, travel claim and all supporting documentation is then forwarded to the accountant for review and approval.
13. The accountant:
- a. Verifies the accuracy of the voucher and travel claim and that all required supporting documentation has been provided.
 - b. Approves the voucher.
 - c. Submits the voucher as part of the daily upload for final processing.
14. All completed travel claims must be vouchered by the accounting assistants, approved by the accountant and submitted as part of the upload within **7 business days of receipt**, unless supporting documentation is attached to the voucher to support any processing delays.
15. When an expense is claimed on a travel claim for an amount that is not reimbursable under the Supreme Court's Travel Policy or these procedures, or if an expense claimed is changed, the accounting assistant adjusts and initials the travel claim and attaches a print out of the e-mailed travel claim notification (addendum #8) once payment is processed.
16. Any changes made to the travel claim by the traveler, or an approving authority, must be initialed. Any changes made to the travel claim by the accounting assistant must be supported via e-mails or other supporting documentation and noted on the e-mailed travel claim notification (addendum #8).
17. All travel claims processed are subject to the exception policy found in the Supreme

Court's Travel Policy. Requests for exceptions should be sent directly to a department head after the traveler receives a notification from the Supreme Court's accounting unit that their travel claim and payment was processed and that certain costs claimed were adjusted.

M. Outstanding Encumbrances for Individual Travel or Court-Sponsored Events

1. Accounting assistants are responsible for reviewing outstanding travel related encumbrances in the Court's financial system to determine if any encumbrances have aged past the 30 day requirements that travelers have to submit a travel claim after travel status ends.
2. Accounting assistants are to follow up with the traveler via e-mail when travel claims are past due 30 days after the travel status would have ended and then again 60 days after travel status would have ended. Accounting assistants are to attach copies of the written correspondence to the paper copy of the encumbrance request to document their attempts. After 60 days, travelers are notified by the accounting assistant that failure to submit a travel claim within a week of the 60-day notice will result in a release of the funds that were encumbered for the expense. Travel claims submitted after the funds have been released will require the traveler to obtain approval from the approving authority for payment of the past due expense.
3. Accounting assistants are to obtain the approval of the budget manager or designee prior to cancelling encumbrances that are aged more than 60 days after travel status should have ended so the budget manager or designee can notify the approving authority that the funds set aside have been released.
4. The accounting assistants are to send a letter to those that participated in Judicial Education or Court-Sponsored events notifying them of the requirement to submit a travel claim prior to the closure of the event. Closure means any outstanding funds are released to Judicial Education or the appropriate program because no more expenditures or travel claims are anticipated. Events are normally closed approximately 65 days after the event has concluded.
5. All outstanding encumbrances aged more than a significant number of days are subject to the Supreme Court's Travel Policy. Travel claims that are received late may be returned to the traveler unpaid.

N. Addendums

1. Expenditure Request for Education, Training or Travel
2. SWABIZ Instructions
3. Fleet Services Form and Appropriation Units
4. Standard GSA Rates
5. Affidavit
6. Travel Claim
7. Travel Claim Instructions
8. Travel Claim Notification

SC Obligation #

Supreme Court of Nevada
Expenditure Request for Education, Training or Travel

Name: _____ Title: _____

Court: _____ Dept/Div: _____

Name of Event: _____
(Attach event brochure, agenda, description, invitation, etc.)

Sponsor: _____ Destination: _____

of Education Credits Offered: _____ Event Dates: From: _____ to: _____

☐ CLE ☐ CE ☐ Other: _____ Travel Dates: From: _____ to: _____

Explain how attendance at this event will benefit you and/or your court. What will be gained from your attendance?:

[Large empty box for explanation of attendance benefits]

1. HOW MUCH WILL IT COST TO REGISTER FOR THE EVENT? ARE THERE OTHER COSTS BESIDES TRAVEL COSTS?:

Registration or Tuition (requires a receipt and a certificate of attendance to be reimbursed): 7302

Other Non-Travel Description & Cost (requires a receipt):

2. HOW MUCH WILL IT COST TO TRAVEL TO THE EVENT?:

Incidentals (For tips. \$5 per day. No receipt required): # of Days: \$0.00 6001

Breakfast enter days & rate: # of Days: GSA Rate:* \$13.00 \$0.00

Lunch enter days & rate: # of Days: GSA Rate:* \$14.00 \$0.00

Dinner enter days & rate: # of Days: GSA Rate:* \$23.00 \$0.00 Per Diem Meal Total: \$0.00 6X00

Lodging (Requires a receipt to be reimbursed): GSA Rate (include tax & fees): # of Nights: 6X05

Ground Transportation (Car rental, shuttle, taxi, etc. Requires a receipt to be reimbursed.): 6X30

Motor Pool (State employees only. Estimate \$29 per day + .17/mile.): # of Miles: 6210

Mileage enter # of miles (.545 for state convenience rate or .2725 for personal): # of Miles: 6X40

Parking (Only long-term parking will be reimbursed. Requires a receipt to be reimbursed.): # of Days: 6X41

Airfare (refer to travel policy for reimbursable fares): 6X50

Other Travel Description & Cost:

State employees only: Is an advance for the costs of 2 or more nights lodging & ground transportation requested? ☐ Yes ☐ No 6005

3. TOTAL ALL COSTS: \$0.00

*Meals that exceed \$11 for breakfast, \$12 for lunch, and \$23 for dinner require a receipt to be reimbursed and cannot exceed the GSA rates for the destination. Receipts are required to be reimbursed for lodging. The amount reimbursed for lodging cannot exceed the GSA rate for the destination unless the traveler stays at the hotel where the event is held and the event offers special room rates. If the event is not held at a hotel, the traveler must contact three hotels and obtain the most reasonable rate if unable to find a hotel at the GSA rate. Allowable GSA rates are found at www.gsa.gov.

APPROVALS/ROUTING:

1. Requestor:

4. Budget Review: (funding is available)

2. Supervisor/Manager: (if applicable)

Expenditure coding: _____

3. Deputy Director: (if applicable)

5. Final Approval:

On behalf of: _____

SWABIZ ENROLLMENT INSTRUCTIONS
ONLY FOR SUPREME COURT EMPLOYEES TRAVELING ON SOUTHWEST AIRLINES
FOR BUSINESS-RELATED PURPOSES

Go to the www.swabiz.com website. Select “Traveler Account Login.”

If you have a rapid reward number:

Enter the following information in the three fields displayed:

The Company ID is and will always be 99665193.

The Account Number or Username box will be your rapid reward number (you can omit leading zeros).

The password is the password you established when signing up for a rapid rewards account.

If you do not have rapid reward number:

Sign up for a rapid rewards number by selecting “Traveler Account Login” at the www.swabiz.com website. Select “Create a Traveler Account.”

The company ID is 99665193. Enter your name, address and other information requested. When the system finishes enrolling you as a rapid rewards member, please maintain a record of the number assigned. This number is what is needed to make reservations.

Once the traveler’s account is established

Login into the traveler account. After logging in for the first time, the Supreme Court travel manager will receive an e-mail from Southwest to authorize you to use the Supreme Court’s credit card to charge for business-related airfare. Once authorization is established, you will be able to charge business-related travel to the Supreme Court’s credit card. You can also call the Budget Manager or Accountant in the AOC Accounting Unit for guidance or to verify your access for using the credit card.

To make reservations for airfare:

At the www.swabiz.com website, select “Traveler Account Login,” and enter the requested information. After logging into your traveler account, select “Book a Flight” and proceed with making your reservation. The website will prompt you for information. When you come to the option for paying for the airfare, select the Supreme Court’s credit card to charge the cost of your business-related airfare.

For each trip purchased through SWABIZ using the Supreme Court’s travel account and credit card, forward the emailed itinerary to the Supreme Court Accounting Unit at judicialbranchairfares@nvcourts.nv.gov with an explanation of the purpose of the trip at time the reservation is made. The explanation provided will ensure the accounting unit charges the cost to the correct budget account.

Fleet Services Division Rental Request Form

(Alteration of this form is prohibited)

ADDENDUM 3

Department: _____

Division: _____

Requested Date/Time: _____
(mandatory)

Return Date/Time: _____
(mandatory)

Destination: _____

Type of Vehicle: _____
(compact sedan, intermediate sedan, 4x4 suv, etc.)

Contact Name & Phone No: _____

Email Address: _____

Fax No: _____

Driver's Name : _____
* Please print or type

Driver's License Expiration Date: _____
To be completed by Fleet Services

Vehicle received by: _____
*Signature of driver

To be completed by Fleet Services	
License: _____	
Reservation #: _____	
Mileage: _____	

MP _____

Budget Account # (limit 4 digits)	(agency invoice #) (limit of 5 characters)
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<p>Phone/Fax:</p> <p>Carson City (775) 684-1880 Fax: (775) 684-1888</p> <p>Las Vegas (702) 486-7050 Fax: (702) 486-7042</p> <p>Reno (775) 688-1325 Fax: (775) 688-1309</p>	<p>Email:</p> <p>CarsonFleet@admin.nv.gov</p> <p>VegasFleet@admin.nv.gov</p> <p>RenoFleet@admin.nv.gov</p>
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*NOTE: By signature, driver certifies that they have a valid operator's license, as defined by the Nevada Department of Motor Vehicles, in their possession while operating a state vehicle and that they are cognizant of state laws concerning misuse of state owned vehicles.

Agencies are required to enter one line of coding.

(Use of multiple lines of coding requires prior approval from the Fleet Services Division)

Line #	Fund	Agency	Org	Sub Org	Appr Unit	Activity	Object	Job No.	Percentage
1									
2									
3									
4									
Total Percentage must equal 100%									

To Be completed by Fleet Services
Amount

Form MP-2 (Rev 10/14)

CONTRACT TERMS AND CONDITIONS: The renting agency agrees to exercise all reasonable care and observe all traffic laws while using a state vehicle. Except for Acts of God, mechanical failure or identifiable third party accident fault, the renting agency will return state vehicles in the same condition as received, less normal wear and tear, and will be financially responsible for all abuse or physical damage expense. All non-reported accidents/incidents, including accidents/incidents reported after the reporting time requirements, will result in billing to the renting agency for total physical damage sustained to the state vehicle.

Supreme Court of Nevada
Fleet Services Daily Vehicle Appropriation Units with Descriptions

An appropriation unit is a six digit number to be entered in the space provided on the Motor Pool Daily Vehicle form under the Agency Name and in the Alternative Coding section of the form.

148303	AOC employees paid from the AOC's budget traveling for business related purposes.
148330	AOC employees traveling for their training or education purposes.
148403	Judicial Programs and Services (JP&S) employees paid from the JP&S budget traveling for business related purposes.
148411	Court Improvement Program Basic Grant, for travel related to the grant's purposes. Complete the alternative coding section and include the job # for the appropriate grant.
148412	Court Improvement Program Training Grant, for travel related to the grant's purposes. Complete the alternative coding section and include the job # for the appropriate grant.
148413	Court Improvement Program Data Collection Grant, for travel related to the grant's purposes. Complete the alternative coding section and include the job # for the appropriate grant.
148424	Court Interpreter Program staff travel for both business and training related purposes specific to the program.
148430	JPS employees traveling for their training or education purposes.
148603	USJR employees paid from the USJR budget traveling for business related purposes.
148630	USJR employees traveling for their training or education purposes.
148703	Judicial Education employees paid from the Judicial Education budget traveling for business related purposes.
1487XX	District judges traveling for judicial education related purposes. Also used for Supreme Court employees presenting at Judicial Ed events. Contact Judicial Ed staff to determine what XX should be.
148730	Judicial Education employees traveling for their training or education purposes.
148903	Court of Appeals Judges and employees paid from the Court of Appeals budget traveling for business related purposes.
148930	Court of Appeals Judges and employees traveling for their training or education purposes.
149313	District Judges traveling for business related purposes while carrying out their judicial duties, either within their district, or in other districts as assigned by the Court.
149316	District Judges traveling to attend a Supreme Court sponsored committee meeting.
149403	Supreme Court Justices and employees paid from the Supreme Court's budget traveling for business related purposes.
149415	Supreme Court Guardianship employees traveling for business related purposes.
149430	Supreme Court Justices and employees paid from the Supreme Court's budget traveling for training or education purposes.

149603	Senior Judges and employees paid from the Senior Judge budget traveling for business related purposes.
149630	Senior Judges traveling for training or education purposes.
149819	Judicial Selection commission staff traveling for Judicial Selection business related purposes.

Alternative Coding Section of Fleet Services Form

Fund: 101
Agency: 090.
Org/Sub: 000000
Appr Unit: [enter code from above]

Supreme Court of Nevada Travel Policy

Standard Reimbursement Rates

As of October 2018

Description	Rate
<u>Mileage</u>	
* For use of privately owned vehicle for the Court's convenience	\$0.5450
* For use of privately owned vehicle for the traveler's convenience	\$0.2725
<u>Standard Per Diem Rates (no receipts required)</u>	
* Breakfast rate per day (if starting travel before 7:00 a.m. and ending after 9:00 a.m.)	\$13.00
* Lunch rate per day (if starting travel before 11:00 a.m. and ending after 1:00 p.m.)	\$14.00
* Dinner rate per day (if starting travel before 5:00 p.m. and ending after 7:00 p.m.)	\$23.00
* Incidental expense per day	\$5.00
<u>Lodging</u>	
* Traveler will be reimbursed their cost as evidenced by a receipt up to the amount allowed by the GSA for the destination traveled to.	\$94.00

*These rates will be updated on an annual basis, consistent with the standard rates established by the United States General Services Administration (USGSA) and found online at gsa.gov. All those eligible for reimbursement of their travel costs under the Supreme Court's travel policy will receive notification whenever rate changes occur.

Travelers can claim an amount for meals higher than the standard rate described above but only to the maximum amount allowed by the USGSA for the city and state of destination. Itemized receipts are required when claiming a rate higher than the standard rates.

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS
BUDGET AND ACCOUNTING UNIT



AFFIDAVIT OF EXPENSE

This is to verify that I spent \$_____ on _____
(Enter date of purchase)

for _____ while in travel status to participate in _____
(Enter what the purchase was for) *(Enter the purpose of the travel)*

I am aware of the Supreme Court’s policy to provide an original receipt in order to be reimbursed; however,

I am unable to provide the original receipt because _____.

I respectfully request that I be reimbursed for this expense.

Signature

Name (Please print)

Title (Please print)

Date

SUPREME COURT CLAIM FOR TRAVEL EXPENSE

Instructions for completing the Supreme Court Claim for Travel Expense form (travel claim)

Please Note: The Supreme Court's Claim for Travel Expense form has been revised. The revised form and corresponding instructions are posted on the Supreme Court's internet at <http://www.nevadajudiciary.us>. Search using the key word, "travel claim."

Travel claims should be submitted within 30 days from the time the traveler left travel status. Itemized receipts must be submitted for processing of travel claim for all expenses except for meals at the standard rates, and incidentals.

Name: Enter the traveler's name

Title: Enter the traveler's title

Mailing Address: Enter the traveler's mailing address

Telephone Number: Enter traveler's day time phone number

Email: Enter traveler's email address for business correspondence

Judicial/Business Affiliation: Enter the name of the court, program, agency or business where the traveler is employed. Examples would be the Supreme Court, 2nd Judicial District Court, Clark County Clerk's Office, Carson City Municipal Court, etc.

Employee ID #: This is for State Employees only, enter NEATS assigned employee ID

Official Station: Enter the name of the city and state where the traveler's place of business is located.

Purpose of the Trip: Briefly describe the purpose of the trip or the reason the travel was necessary. An example would be, "Attended a Specialty Court Funding Committee meeting." Please be specific and do not use acronyms.

Traveler is a ...: Check the box that most closely describes the traveler.

Training Related Travel: Enter an "X" if the travel was related to a training event and attach a copy of the training brochure or agenda

CLE/CJE/CEU: Enter an "X" if the traveler received educational credits and attach a certificate or proof of attendance

Airfare: Enter an "X" if the employee used SWABIZ and the Supreme Court or AOC credit card for payment.

Date: Enter the dates of travel. Each date should be on separate line.

Destination: Enter the city the traveler departed from, traveled to, and returned to in this column. Include the state when the traveler traveled out-of-state or when the traveler traveled to Nevada from out-of-state. This can also be used to describe the event traveled to/from.

Travel Time: Enter the Begin time on the first day of travel (time traveler left home or office). Enter the End time on the last day of travel (time traveler arrived home or office). If traveling each day for different reasons, enter both a Begin and End for each date. **Times must be entered for meal reimbursements.**

Transportation:

Personal Vehicle: If the traveler utilized his or her personal vehicle, enter the number of miles driven while in travel status in the column provided. As of January 1, 2018, mileage is reimbursed at .545 per mile if the personal vehicle was used for the convenience of the state. Mileage is reimbursed at .2725 per mile if the personal vehicle was used for the traveler's convenience and another means of travel would have been cheaper. Use the drop down to change the mileage rate from .545 to .2725 is personal convenience.

Other Transportation: If requesting reimbursement for other transportation expenses incurred while in travel status, enter in the column provided, the transportation code found on the travel claim form that describes the type of transportation utilized by the

traveler. The cost incurred for use of other transportation should be entered in the column next to the transportation code column. **An itemized receipt must be attached to the travel claim in order to be reimbursed if the RC (rental car), GAS (rental car gas), GR (ground transportation), or P (plane) codes are used.** If the traveler used a rental car, the traveler will be reimbursed for the cost of a mid-size or smaller car. Insurance charges are not reimbursable. If the traveler used a state motor pool car, the motor pool form that the traveler received when returning the car must be attached to the travel claim.

Daily Expenses:

Meals: Travelers can be reimbursed for each meal on each applicable day of travel within the periods below. Enter the rate the traveler is claiming for meals in the column provided. Meals will be reimbursed at the standard rates below without a receipt, or meals will be reimbursed an amount equal to the federal allowance rates found at www.gsa.gov under the per diem/meals and incidental breakdown links for the city/state of destination. **An itemized receipt and a printed copy of the GSA meals and incidental rates for the city/state of the destination from the GSA website must be attached to the travel claim in order to be reimbursed an amount higher than the standard rate.**

<u>Travel Times (start before & end after)</u>	<u>Standard Per Diem Rates</u>	<u>Meal</u>
7:00 am – 9:00 am:	\$ 13.00	Breakfast (B)
11:00 am – 1:00 pm:	\$ 14.00	Lunch (L)
5:00 pm – 7:00 pm:	\$ 23.00	Dinner (D)

Lodging: Enter the amount the traveler paid for overnight lodging if the purpose of the travel required the traveler to stay at a hotel overnight. The traveler can be reimbursed an amount equal to the federal allowance rate for the traveler’s city/state of destination found at www.gsa.gov under the per diem link. **An itemized receipt and a printed copy of the GSA lodging rate for the city/state of destination from the GSA website must be attached to the travel claim in order to be reimbursed.**

Incidental Expense: A \$5.00 per day incidental expense can be claimed if the traveler incurred costs for fees relating to luggage carts, metered parking, toll charges and tips. Receipts are not required. Enter the amount in the applicable column for each day the expense was incurred.

Parking: Enter the cost the traveler incurred for airport or other parking in the space provided on the travel claim form. An itemized receipt must be attached to the travel claim to be reimbursed for this cost.

Signatures: A signature of the traveler at the bottom of the travel either claim form, in ink or electronically is required for reimbursement. A supervisory signature is required for travelers working under the direction of a supervisor.

Submission of travel claim and supporting documents: may be scanned and emailed to judicialbranchtravel@nvcourts.nv.gov or sent through the mail. If submitting by email, DO NOT send by mail.

Questions about completing the travel claim form or questions about costs that are eligible for reimbursement, should be directed to the Administrative Office of the Court’s (AOC) accounting unit by calling 775-684-1700, or via e-mail at judicialbranchacct@nvcourts.nv.gov.

Travel Notifications

Decrease in Claim Notification:

PLEASE DO NOT REPLY TO THIS E-MAIL. THIS E-MAIL ADDRESS IS USED FOR NOTIFICATION PURPOSES ONLY

This e-mail is to advise you that the Accounting Unit of the Administrative Office of the Courts (AOC) has processed your travel claim for the trip specified below:

Purpose	
Destination	
Travel Dates	
Total amount claimed	
Total amount reimbursed	
Reimbursement date*	

*Please allow up to 48 hours for the electronic fund transfers to be posted to your bank account.

As part of processing your travel claim, we made an adjustment to the total amount claimed. The adjustment is described below:

Type of Expense	
Amount Reduced	
Reason for the Reduction	
Travel Policy Section	

The Supreme Court is committed to transparent and responsible administration of public funds. It has tasked AOC Accounting Unit with the timely processing of travel claims in accordance with [Supreme Court Travel Policy and Procedures](#) to ensure all Justices, Court of Appeals Judges, District Judges, Limited Jurisdiction Judges, employees and associates of the Nevada Judiciary are treated fairly and equally on a consistent basis.

We appreciate the opportunity to serve you.

Sincerely,

The AOC Accounting Unit

Increase in Claim Notification:

PLEASE DO NOT REPLY TO THIS E-MAIL. THIS E-MAIL ADDRESS IS USED FOR NOTIFICATION PURPOSES ONLY

The current travel claim form has been attached for future use.

This e-mail is to advise you that the Accounting Unit of the Administrative Office of the Courts (AOC) has processed your travel claim for the trip specified below:

+	Purpose	
	Destination	
	Travel Dates	
	Total amount claimed	
	Total amount reimbursed	
	Reimbursement date*	

*Please allow up to 48 hours for the electronic fund transfers to be posted to your bank account.

As part of processing your travel claim, we made an adjustment to the total amount claimed. The adjustment is described below:

Type of Expense	
Amount Increased	
Reason for Increase	

The Supreme Court is committed to transparent and responsible administration of public funds. It has tasked AOC Accounting Unit with the timely processing of travel claims in accordance with [Supreme Court Travel Policy and Procedures](#) to ensure all Justices, Court of Appeals Judges, District Judges, Limited Jurisdiction Judges, employees and associates of the Nevada Judiciary are treated fairly and equally on a consistent basis.

We appreciate the opportunity to serve you.

Sincerely,

The AOC Accounting Unit