

**MAJOR POLICY CHANGES EFFECTIVE 11/13/2019**  
**TRAVEL FORM LOCATED ON PAGE 2 OF PDF FILE**

This summary of major policy changes is not all inclusive. These highlights are provided to assist the traveler in filling out the claim form.

The claimant is responsible to understand all Supreme Court travel policies and to only claim what is allowable.

The full Travel Policy and Instructions for Travel Claim can be found here:  
<http://web2.nvsupremecourt.us/index.php/administrative/departments/budgets-and-accounting>

**New option for travelers**

- New check box where traveler may "opt out" of receiving an email notification if adjustment is \$30.00 or less.

**Meals**

- Travel times are no longer required to claim meals. If the meal is a reasonable business expense that was actually incurred, it may be claimed.
- Up to the GSA rates for the travel destination may be claimed for meals - no receipt is required. See GSA website for rates (<https://www.gsa.gov/travel-resources>)
- When meals are provided at events, the traveler may claim the meal up to the GSA rate for the destination, only if an explanatory memo is included with the travel claim giving a reasonable justification for not eating the meal provided - no receipt is required.
- **Receipts are no longer accepted related to meals and will be destroyed if submitted with the claim**

**Ground (uber/lyft/ride sharing)**

- Documented tips for ride share transportation may be claimed up to \$5.00 per trip with a paid receipt. Include in total amount claimed for Ground transportation.

**Registration**

- Can now be found on the right side of the form, separated from the daily expenses - receipt still required

# SUPREME COURT OF NEVADA CLAIM FOR TRAVEL EXPENSE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Employee ID # (state employees only): \_\_\_\_\_

Judicial/Business Affiliation: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Official Station (city, state): \_\_\_\_\_

Purpose of the Trip: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

"X" here to **opt out of an email notification** if adjustment is \$30.00 or less

"X" here if **airfare** was paid by the Supreme Court/COA/Administrative Office credit card

"X" here if **Training/CLE/CJE/CEU** (attach agenda, certification, proof of attendance or memo of explanation)

Registration (receipt required):  
 \_\_\_\_\_

Meals: Standard GSA listed below - may use GSA for destination - no receipts required

Date	Destination (Cities/locations traveled to and from)	DAILY EXPENSES <a href="http://WWW.GSA.GOV">WWW.GSA.GOV LINK</a>					Transportation							
		DAILY MEALS			Lodging (Receipt required)	Incidental	# of Miles	Drop down Select Rate	Receipt required					
		\$13.00	\$14.00	\$23.00					Rental Car (total only)	Rental Car Fuel	Ground (uber/lyft/taxi/etc)	Parking (total only)	Airfare	Total
Total														

To expedite processing, travel claim and supporting documents may be scanned to: [judicialbranchtravel@nvcourts.nv.gov](mailto:judicialbranchtravel@nvcourts.nv.gov). **(Do not mail originals if sent via email.)**

**Travel Claim Total:** \_\_\_\_\_

I declare 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 \_\_\_\_\_

For Accounting use only:		TOTAL
_____ Incidental (GL 6001)	_____ Mileage (GL 6X40)	
_____ Meals (GL 6X00)	_____ Parking (GL 6X41)	
_____ Lodging (GL 6X05)	_____ Airfare (GL 6X50)	
_____ Ground (GL 6X30)	_____ Registration (GL 7306)	