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

Name: _____ **Title:** _____

Employee ID # (State Employees Only): _____

Mailing Address: _____ **City, State, Zip:** _____

Telephone Number: _____ **Email:** _____

Official Station (City, State): _____ **Judicial/Business Affiliation:** _____

Purpose of the Trip:

Traveler is a (check one):	
☐	Appellate Courts Justice, Judge or Employee
☐	Senior Justice or Senior Judge
☐	District Court Judge or Employee
☐	Municipal or Justice Court Judge or Employee
☐	Judicial Board, Committee or Commission Member
☐	Other (faculty, independent contractor, etc.)

☐ "X" here if **Training Related Travel** (attach copy of brochure/agenda)

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

☐ "X" here if airfare was paid by the Supreme Court/Administrative Office

Other Transportation Codes (Does not apply to personal vehicle. See personal vehicle column): **AV** (Agency vehicle) **MP** (State Motor Pool car) **RC** (Rental car) **GAS** (Gas for rental car) **GR** (Ground trans: taxis, shuttles, uber, subway, city bus, etc.) **P** (plane) **X** (not claiming mileage)

Date	Destination (Cities/Locations Traveled to and from)	Travel Time (INCLUDE A.M. OR P.M.) Begin	Travel Time End	Transportation: Personal Vehicle # of Miles	Personal Vehicle Drop Down Select Rate .58 or .29	Other Trans Enter Code From Above	Other Trans Cost	Daily Expenses - GSA RATES $13.00 Breakfast	$14.00 Lunch	$23.00 Dinner	Total for Meals		$5.00 Incidental	Total for the Day
					.58									
					0.00						0.00			0.00
					0.00						0.00			0.00
					0.00						0.00			0.00
					0.00						0.00			0.00
					0.00						0.00			0.00
					0.00						0.00			0.00
					0.00						0.00			0.00
Airport or Other Parking Fee														0.00
Registration or Other Fee														0.00
Total Claimed					0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- Travel claims may be signed in ink (excel) or electronically (pdf).
- The travel claim must be submitted for reimbursement within 30 days of the last day of travel.
- Travel claims and supporting documents may be scanned to: **judicialbranchtravel@nvcourts.nv.gov.** **(Do not mail originals if sent via email)**
- Maximum amounts to be reimbursed for meals and lodging can be found at **www.gsa.gov** under the per diem link.
- **Itemized receipts are required for**: Airline tickets; parking; other transportation expenses; lodging; registration; and meals in excess of rates above.
- Conferences and out-of-state travel will require approval from applicable Appellate Court, AOC and/or Judicial Education manager prior to processing.

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**

This form was approved for use and distribution by the Nevada Supreme Court Oct 2018.