

Assigned ER/PO #

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

Acct Rcvd Date: \_\_\_\_\_

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

Court: \_\_\_\_\_ Dept/Div: \_\_\_\_\_

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

Sponsor: \_\_\_\_\_ Destination: \_\_\_\_\_

# of Education Credits Offered: \_\_\_\_\_  CLE  CE Event Dates: From: \_\_\_\_\_ to: \_\_\_\_\_

Other: \_\_\_\_\_  REQUIRED COURSE Travel Dates: From: \_\_\_\_\_ to: \_\_\_\_\_

ELECTIVE COURSE\*  BOARD/COMM MEMBER\*

**\*ELECTIVE COURSES AND BOARD/COMM MEMBER EXPENSES CANNOT EXCEED A COMBINED \$2,000 IN THE FISCAL YEAR**

JUSTIFICATION: Explain how attendance at this event will benefit you and/or your court

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

Registration/Tuition/Conference Fee Total (requires a receipt and a certificate of attendance to be reimbursed):

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

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

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

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

Dinner *enter days & rate:* # of Days:  GSA Rate:\*

Per Diem Meal Total:

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

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

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

Mileage *enter # of miles (.58 for state convenience rate or .29 for personal):* # of Miles:

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

Airfare (refer to travel policy for reimbursable fares):

Other Travel Description & Cost:

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

**3. TOTAL ALL COSTS:**

\*Meals that exceed the GSA rates listed above, 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](http://www.gsa.gov).

**APPROVALS/ROUTING:**

1. Requestor:

2. Supervisor/Manager:   
*(if applicable)*

3. Deputy Director:   
*(if applicable)*

4. Budget Review:   
*(funding is available)*

*Expenditure coding:* \_\_\_\_\_

5. Final Approval:

*On behalf of:* \_\_\_\_\_