

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

Name: Jim Smythe
Mailing Address: 987 First Street
Telephone Number: 775-555-9876
Judicial/Business Affiliation: Anyplace Court
Official Station (city, state): Anytown, NV

Title: District Judge
City and Zip Code: Anyplace, NV 89999
Facsimile Number: 775-555-1234
Email: jamesmythe@yourcourt.nv.gov
Employee ID # (state employees only): _____

Purpose of the Trip: **SAMPLE**
 Attendance at the Nevada Judicial Leadership Summit 2016,
 Lake Tahoe, NV
 (April 26-29, 2016)

Traveler is a (check one):	
<input type="checkbox"/>	Supreme Court Justice or Supreme Court/AOC Employee
<input type="checkbox"/>	Senior Justice or Senior Judge
<input checked="" type="checkbox"/>	District Court Judge or Employee
<input type="checkbox"/>	Municipal or Justice Court Judge or Employee
<input type="checkbox"/>	State Executive Branch Agency Employee
<input type="checkbox"/>	Judicial Board, Committee or Commission Member
<input type="checkbox"/>	Independent Contractor
<input type="checkbox"/>	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		Transportation				Daily Expenses					Total for the Day		
		Status		Personal Vehicle		Other Trans		\$11.00	\$12.00	\$23.00	Total for Meals	\$5.00			
		Include a.m. or p.m. Used to determine eligibility for meal reimbursement	Began	Ended	# of Miles Driven	Cost per mile (either .54 or .27)	Enter Code from Above	Cost	Break-fast	Lunch				Dinner	
04/26/16	Drove from home to airport, fly to Reno, shuttle to Stateline		8:00 am		25.0	13.50	P	150.00		12.00	23.00	35.00	92.66	5.00	296.16
04/27/16	NV Judicial Leadership Summit, Stateline, NV					-			Provided	Provided	23.00	23.00	92.66	5.00	120.66
04/28/16	NV Judicial Leadership Summit, Stateline, NV					-			Provided	12.00	Provided	12.00	92.66	5.00	109.66
04/29/16	Shuttle from Stateline, fly from Reno to home airport, drove home			6:00 pm	25.0	13.50	P	150.00	Provided	12.00		12.00		5.00	180.50
	Shuttle to/from Stateline, NV					-	GR	53.00				-			53.00
						-						-			-
						-						-			-
	Airport or Other Parking Fee					36.00									36.00
	Registration or Other Fee														
	Total Claimed					63.00		353.00	-	36.00	46.00	82.00	277.98	20.00	795.98

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