

SUPREME COURT OF NEVADA - TRAVEL CLAIM FORM



Electronic travel claims and supporting documents must be **emailed to AOCaccounting@nvcourts.nv.gov (DO NOT MAIL)**

NAME Traveler Name

TITLE Travelers Title

EMAIL Traveler email

COURT NAME Travelers Court Name

Starting
Physical
Address Address where travel began

Court Physical
Address Travelers Court address

EVENT NAME/PURPOSE OF THE TRIP:

2024 Nevada District Court Judges Annual Seminar and Family Law Conference

SAMPLE

Opt in for an emailed notificaiton if total adjustment(s) are less than \$30 ☐ Check

Airfare was paid by the Supreme Court credit card (do not request reimbursement for airfare) ☐ Check

Training/CLE/CJE/CEU (NON AOC events require one be attached: certification, agenda, or proof of attendance) ☒ Check

DAILY EXPENSES TO BE ITEMIZED OUT FOR EACH DAY OF TRAVEL IF BEING CLAIMED:

Date (m/d/yyyy)	List the City(s) Traveled From and To as needed: the first and last day of travel are required	# of Miles (personal car only) (SELECT RATE)	NO RECEIPT REQUIRED			
			\$13 Breakfast	\$15 Lunch	\$26 Dinner	\$5 Incidental
		0.67				
4/8/2024	Home to Las Vegas (if attending Family Law Conference)		0.00	0.00	31.00	5.00
4/9/2024	Family Law Conference (or travel from Home to Las Vegas)		16.00	17.00	31.00	5.00
4/10/2024	DJ Seminar		16.00	17.00	31.00	5.00
4/11/2024	DJ Seminar		0.00	0.00	0.00	5.00
4/12/2024	Las Vegas to Home		0.00	17.00	31.00	5.00

Total # of Miles Claimed: 0.00
Mileage Reimbursement: 0.00

TOTAL AMOUNT CLAIMED BASED ON ITEMIZED RECEIPT(S) SUBMITTED AS REQUIRED PER POLICY:

AIRFARE		RENTAL CAR		GROUND	
LODGING	497.16	RENTAL CAR FUEL		(UBER/TAX, ETC MAX \$5 TIP PER TRIP)	
PARKING				REGISTRATION	
					729.16
					TOTAL CLAIM

Lodging cannot exceed \$124.29 per night if staying 4/8/24-4/11/24. The amount shown above is the maximum reimbursement for those dates, itemized receipt required

Standard sized vehicle plus gas for car rental (using State contract) or up to \$50 per day when in travel status; \$250 maximum ground transportation (receipt(s) required and must be in compliance with Court's Travel Policy - most economic means of travel)

Airfare or mileage claimed should be based on the travelers circumstances in getting to and from the event and will vary, for airfare a receipt with flight and payment details is required

For accounting use only

25.00	Incidental (GL 6001)	0.00	Ground (GL 6x30)	0.00	Airfare (GL 6x50)
207.00	Meals (GL 6x00)	0.00	Mileage (GL 6x40)	0.00	Registration (GL 7306)
497.16	Lodging (GL 6X05)	0.00	Parking (GL 6x41)	ADJUSTED TOTAL:	