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 _____ Title _____

Email _____ Court Name _____

Starting Physical Address | Court Physical Address

EVENT NAME/PURPOSE OF THE TRIP:

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

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

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

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

GSA link to verify allowable daily meals and lodging rates: www.gsa.gov

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	Day
		0.67					
							1
							2
							3
							4
							5
							6
							7
							8
							9
							10
							11
							12
							13

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 _____ RENTAL CAR FUEL _____ (UBER/TAXI, ETC MAX $5 TIP PER TRIP)

PARKING _____ REGISTRATION _____

0.00 TOTAL CLAIM

Your signature certifies that this travel claim is accurate and true in conformance with the Supreme Court's Travel Policy and you are not being reimbursed or comped by any other entity. **Use either Electronic Signature field or S-Signature & Date field**

PLEASE DO NOT PRINT:

Traveler Electronic Signature _____ Approving Authority Electronic Signature _____

OR OR

Traveler S-Signature & Date: _____ Approving Authority S-Signature & Date: _____

For accounting use only

0.00 Incidental (6001) 0.00 Meal (6x00) 0.00 Lodging (6x05) 0.00 Ground (6x30)

0.00 Mileage (6x40) 0.00 Parking (6x41) 0.00 Airfare (6x50) 0.00 Registration (7306)

This form was approved for the use and distribution by the Nevada Supreme Court January 2024