

SUPREME COURT OF NEVADA CLAIM FOR TRAVEL EXPENSE

Name: Traveler Full Name

Title: Traveler Title

Email: Traveler email for contact

Employee ID # (state employees only): State of NV ID

Judicial/Business Affiliation: Court Name

Telephone Number: Traveler Phone #

Physical Address: Traveler home address

Official Station (city, state): Traveler Court City, State

Purpose of the trip:
Specialty Court Conference - SAMPLE

Mileage, rental car and fuel, ground, parking and airfare can be claimed per policy set forth and noted on the Specialty Court Conference Website <https://nvcourts.gov/Conferences/Specialty> Electronically sign and email with any required receipts to judicialbranchtravel@nvcourts.nv.gov

"X" here to **opt in** for an emailed notification if total adjustment(s) are less than \$30.00

"X" here if **airfare** was paid by the Supreme Court/COA/Administrative Office credit card

"X" here if **Training/CLE/CJE/CEU** (attach agenda, certification, proof of attendance)

Meals and lodging claimed cannot exceed the daily GSA rate for the

Date	Destination (Cities/locations traveled to and from)	DAILY EXPENSES WWW.GSA.GOV LINK					Transportation							
		DAILY MEALS			Lodging (Receipt required)	Incidental	# of Miles	Drop down Select Rate	Receipt required				Total	
		\$13.00	\$15.00	\$26.00					Rental Car (total only)	Rental Car Fuel	Ground (uber/lyft/taxi/etc)	Parking (total only)		Airfare
							.625							
10/11/22	Travel to NLV Aliante			31.00	115.26	5.00	0.00							151.26
10/12/22	Conference	16.00	17.00	31.00	115.26	5.00	0.00							184.26
10/13/22	Conference	0.00	17.00	31.00	115.26	5.00	0.00							168.26
10/14/22	Conference	0.00	17.00	31.00	135.60	5.00	0.00							188.60
10/15/22	Travel Home	16.00	17.00			5.00	0.00							38.00
							0.00							0.00
							0.00							0.00
	Total	32.00	68.00	124.00	481.38	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Meals, lodging and incidentals should be claimed for the travelers actual days of travel - this is a sample only

Travel Claim Total: \$ 730.38

To expedite processing, travel claim and supporting documents must be scanned to: judicialbranchtravel@nvcourts.nv.gov. (Do not mail originals)

I declare 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 (no ER or exceeds ER) _____ Date _____

For Accounting use only:				TOTAL 730.38
25.00	Incidental (GL 6001)	0.00	Mileage (GL 6X40)	Adjustments: _____
224.00	Meals (GL 6X00)	0.00	Parking (GL 6X41)	_____
481.38	Lodging (GL 6X05)	0.00	Airfare (GL 6X50)	_____
0.00	Ground (GL 6X30)	0.00	Registration (GL 7306)	730.38