

# Supreme Court of Nevada Preauthorization for Non Employee Travel

To be submitted prior to travel for approval and secure funding

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

Court: \_\_\_\_\_ **DO NOT PRINT - FILL AND "SIGN" USING**

Email: \_\_\_\_\_ **FIELDS ON FORM (s-signature /s/Type Name)**

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

Travel Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

## EVENT NAME & JUSTIFICATION (Event details to support travel request)

### **ALL TRAVEL CLAIMS MUST BE SUBMITTED WITHIN 30 DAYS AFTER LAST DAY OF TRAVEL**

**\*\*This is only an initial estimate of travel expenses for the dates and event listed above for the purposes of budget review and approval. The final travel claim reimbursement will be paid subject to the Nevada Supreme Court Travel Policy and the documentation provided with the signed travel claim form to be submitted via email to AOCaccounting@nvcourts.nv.gov.**

1. **Registration/Tuition/Conference Fee total** (requires a receipt and a certificate of attendance to be reimbursed): 7751

### 2. **TRAVEL RELATED COSTS** [Link to GSA website for rates](#)

Incidentals (\$5.00 per day, no receipt required) # of days \_\_\_\_\_

Enter # of days the meal expense will be incurred and select GSA rate from drop down (all GSA rates may not be available)

Breakfast: # of days \_\_\_\_\_ GSA Rate: \_\_\_\_\_

Lunch: # of days \_\_\_\_\_ GSA Rate: \_\_\_\_\_

Dinner: # of days \_\_\_\_\_ GSA Rate: \_\_\_\_\_ Meal Total: \_\_\_\_\_

Lodging (Requires receipt to be reimbursed) GSA rate + taxes & fees: # of Nights: \_\_\_\_\_

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

Mileage enter # miles (calculated at the State rate): # of Miles: \_\_\_\_\_

Parking (Requires a receipt to be reimbursed): # of Days: \_\_\_\_\_

Airfare (refer to travel policy for reimbursable fares):

Other travel description & cost: \_\_\_\_\_

Total Travel Costs: 7750 InState  
7760 OutState

**Only use if there is a cap on travel costs, including registration  
(AOC USE ONLY) MAXIMUM REIMBURSEMENT**

GSA and AOC travel policy rules still apply in  
determining final reimbursement amount

### 3. **TOTAL ALL COSTS:**

**TOTAL EST AFTER ADJUSTMENTS:**  
**(AOC USE ONLY)**

**TYPE S-SIGNATURE TO SIGN AND DATE THEN EMAIL WITHOUT  
PRINTING TO ENSURE THE INTEGRITY OF THE FORM**

Traveler S-Signature \_\_\_\_\_

Date \_\_\_\_\_

AOC/JUD ED S-Signature: \_\_\_\_\_

Date \_\_\_\_\_

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