

**SUPREME COURT OF NEVADA - TRAVEL CLAIM FORM**



Electronic travel claims and supporting documents must be **emailed to [AOCaccounting@nvcourts.nv.gov](mailto: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 Limited Jurisdiction Judges Winter Seminar

**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)	GSA link to verify allowable daily meals and lodging rates: <a href="http://www.gsa.gov">www.gsa.gov</a> 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) 0.655	NO RECEIPT REQUIRED			
			\$13 Breakfast	\$15 Lunch	\$26 Dinner	\$5 Incidental
1/8/2024	Travel to Las Vegas				31.00	5.00
1/9/2024	NJLJW		16.00	17.00	31.00	5.00
1/10/2024	NJLJW		0.00	17.00	31.00	5.00
1/11/2024	NJLJW		0.00	17.00	0.00	5.00
1/12/2024	Las Vegas to Home		0.00	17.00		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	<u>                    </u>	RENTAL CAR	<u>                    </u>	GROUND	<u>                    </u>	
				(UBER/TAX, ETC MAX \$5 TIP PER TRIP)		
<b>LODGING</b>	474.56	<b>RENTAL CAR FUEL</b>	<u>                    </u>			
PARKING	<u>                    </u>			REGISTRATION	<u>                    </u>	676.56
						<b>TOTAL CLAIM</b>

**Lodging cannot exceed \$118.64 per night if staying 1/8/24-1/11/24. 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 \$200 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**

<u>25.00</u>	Incidental (GL 6001)	<u>0.00</u>	Ground (GL 6x30)	<u>0.00</u>	Airfare (GL 6x50)
<u>177.00</u>	Meals (GL 6x00)	<u>0.00</u>	Mileage (GL 6x40)	<u>0.00</u>	Registration (GL 7306)
<u>474.56</u>	Lodging (GL 6X05)	<u>0.00</u>	Parking (GL 6x41)	<b>ADJUSTED TOTAL:</b> <u>                    </u>	