

## Travel Information

If you have any travel related questions at any time, please email: [aocaccounting@nvcourts.nv.gov](mailto:aocaccounting@nvcourts.nv.gov)

Please note the following information to help avoid any delays in processing your travel claim:

- Please do not use a 3<sup>rd</sup> party website to book travel. Any fees charged by these websites are not reimbursable and if an itemized receipt for all travel booked cannot be provided, your travel costs purchased through that 3<sup>rd</sup> party website may not be reimbursable.
- Itemized receipts are required for the following:
  - Airfare – early bird and business select NOT reimbursable
  - Lodging – early check in NOT reimbursable
  - Parking
  - Ground
- Allowable meals that can be claimed are detailed on the sample travel claim form.
- Please obtain the most updated version of the Travel Claim form as the mileage rate might be updated. Travel claim forms must be sent to [aocaccounting@nvcourts.nv.gov](mailto:aocaccounting@nvcourts.nv.gov) within 30 days after the conference concludes. The form can be found here: [https://nvcourts.gov/aoc/administration/budgets\\_and\\_accounting/travel](https://nvcourts.gov/aoc/administration/budgets_and_accounting/travel).

Special items to note, as stated on the sample travel claim:

- Lodging will be capped at the group rate of \$125 per night, plus applicable taxes and fees, and is only reimbursable from Monday, June 23<sup>rd</sup>, for those judges needing to attend the Board Meeting, Education Committee Meeting, or New Judge Academy on Tuesday morning. All other judges are expected to arrive Tuesday, June 24<sup>th</sup>. All judges should depart on Friday, June 27<sup>th</sup>. This is the rate that is being charged online for the host hotel. Remember to request reimbursement for your deposit.
- A traveler may only use either a rental car under the States contract or ground transportation for traveling from the Reno airport to Seminar venue. There is a maximum allowance of \$50 per day if you rent a car or a maximum of \$200 for ground transportation and only one option may be claimed for travel occurring between the Reno airport and the Seminar venue. An itemized receipt is required. Any costs that are not allowed per policy will be a reduction to the claim.
  - For a rental car, the State's contract must be utilized and nothing larger than a standard-size car may be rented. Gas for the rental car (not part of the \$50 per day allowance) cannot be included in the rental car agreement as any use of the fuel service option with Hertz will not be reimbursed. The Seminar host venue offers free parking on the hotel property.
  - ***Sharing a rental car or ground transportation amongst travelers can only be claimed by 1 traveler and is still capped at \$50 per day for the rental car or \$200 for ground transportation, regardless of the # of travelers sharing the rental car or ground transportation.***
- Mileage when using a personal vehicle is capped at \$300 or the number of miles x the personal convenience rate of 0.35, whichever is less.

If any special circumstances arise related to your travel, please communicate those details to AOC accounting in your email when the travel claim and receipts are submitted for reimbursement.

Last note, if you are not yet an established payee with the AOC, you will be receiving a follow-up email once your travel claim is received. Please be sure to respond timely as this will hold up your travel claim reimbursement.

**Air Travel:** Supreme Court travel policy requires travelers to pay for airline tickets in advance, seeking reimbursement on the travel claim form (itemized receipts required). Additionally, travelers are strongly encouraged to book plane reservations through Southwest Airlines' website at [southwest.com](https://southwest.com), using the

"Wanna Get Away" fare, which should be approximately \$500.00 or less, round trip, between Reno and Las Vegas. Airfare paid for priority seating or for priority security check-in, commonly referred to as "business select," is not reimbursable. Only "Anytime", "Wanna Get Away", or "Wanna Get Away Plus" airfare will be reimbursed.

**Airport Parking:** In order to be reimbursed for airport parking, the original airport parking receipts must be provided with your Travel Claim. Only the cost of long-term parking will be reimbursed regardless of where you park at the airport.

**Incidental Expenses:** Incidental expenses will be reimbursed at \$5.00 per day while in travel status. Incidental expenses are costs incurred for fees relating to luggage carts, metered parking, toll charges, and tips. Receipts are not required.

**Meals:** Meals are outlined on the sample travel claim form as to which meals are allowed to be claimed.

All AOC travel information can be found

here: [https://nvcourts.gov/aoc/administration/budgets\\_and\\_accounting/travel](https://nvcourts.gov/aoc/administration/budgets_and_accounting/travel)

If there are any additional travel related questions, please reach out to the AOC accounting group

at: [AOCaccounting@nvcourts.nv.gov](mailto:AOCaccounting@nvcourts.nv.gov)