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 Court Physical Address Address

EVENT NAME/PURPOSE OF THE TRIP:

Opt in for an emailed notification 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 | | | NO RECEIPT, REQUIRED | | | |
| | | # of Miles | \$16 | \$19 | \$28 | \$5 |
| Date | List the City(s) Traveled From and To as needed: the first and last day of travel are required | (personal | | | | |
| (m/d/yyyy) | the mist and last day of traver are required | car only) | Breakfast | Lunch | Dinner | Incidental |
| | | | | | | |

Day

Total # of Miles Claimed Mileage reimbursement:

Cannot exceed \$300 per trip

TOTAL AMOUNT CLAIMED BASED ON ITEMIZED RECEIPT(s) SUBMITTED AS REQUIRED PER POLICY:

AIRFARE PARKING GROUND

LODGING* RENTAL CAR (UBER/TAXI, ETC MAX \$5 TIP PER TRIP)

*Deposit + final payment REGISTRATION TOTAL CLAIM

RENTAL CAR FUEL REGISTRATION

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 Approving Authority
Signature Electronic Signature

OR OR

Traveler S-Signature Approving Authority

& Date: S-Signature & Date:

For accounting use only

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

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

This form was approved for the use and distribution by the Nevada Supreme Court May 2025