

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 TRAVELER NAME

TITLE TRAVELER TITLE

EMAIL TRAVELER EMAIL

COURT NAME TRAVELER COURT NAME

Starting Physical Address TRAVELER STARTING ADDRESS

Court Physical Address TRAVELER COURT ADDRESS

EVENT NAME/PURPOSE OF THE TRIP:

2024 SPECIALTY COURT CONFERENCE

SAMPLE TRAVEL CLAIM FORM

Opt in for an emailed notification 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: www.gsa.gov 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)	NO RECEIPT REQUIRED			
			\$16 Breakfast	\$19 Lunch	\$28 Dinner	\$5 Incidental
		0.67				
10/15/2024	Travel from home to Sparks (only if necessary to ensure arrival before event)				33.00	5.00
10/16/2024	Travel from home to Sparks (registration at 11am sessions begin at 1pm)		20.00	22.00	33.00	5.00
10/17/2024	Conference		0.00	22.00	33.00	5.00
10/18/2024	Travel from Sparks to home (conference ends around 12:30pm)		0.00	22.00		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>	
LODGING <u> </u>	RENTAL CAR FUEL <u> </u>	(UBER/TAX, ETC MAX \$5 TIP PER TRIP)	
PARKING <u> </u>		REGISTRATION <u> </u>	<u>205.00</u>
			TOTAL CLAIM

Per policy, all travel claims are to be submitted within 30 days after the conclusion of the event or reimbursement may not be available
Lodging group rate plus taxes and fees is \$86.97 per night, or \$173.93 (2 nights), \$260.90 (3 nights)

A free shuttle service is provided between the Reno-Tahoe International Airport and the Nugget, and this is the preferred method of travel if you are flying into Reno. Choosing to use a ride-share option as transportation between the airport and hotel reimbursement in Reno cannot exceed \$100 and receipt(s) are required. Rental cars will not be reimbursed by the AOC

Meals should only be claimed while the traveler is in travel status, breakfast on 10/17 & 10/18 is provided and cannot be claimed
Airfare, mileage and/or parking 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. Parking also requires a receipt containing dates and payment

For accounting use only

20.00	Incidental (GL 6001)	0.00	Ground (GL 6x30)	0.00	Airfare (GL 6x50)
185.00	Meals (GL 6x00)	0.00	Mileage (GL 6x40)	0.00	Registration (GL 7306)
0.00	Lodging (GL 6X05)	0.00	Parking (GL 6x41)	ADJUSTED TOTAL: _____	