

**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 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:

NJLJW

**SAMPLE**

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 include airfare cost on travel claim form)  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)	NO RECEIPT REQUIRED			
			\$16 Breakfast	\$19 Lunch	\$28 Dinner	\$5 Incidental
		0.67				
1/27/2025	Travel from home to Mesquite				28.00	5.00
1/28/2025	Travel from home to Mesquite		16.00	19.00	28.00	5.00
1/29/2025	NJLJW				28.00	5.00
1/30/2025	NJLJW					5.00
1/31/2025	TRAVEL HOME (CONF ENDS MID DAY)			19.00	28.00	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:**

THESE AMOUNTS WILL VARY BY TRAVELER. ALLOWANCES NOTED BELOW SPECIFIC TO THIS CONFERENCE

AIRFARE \_\_\_\_\_ RENTAL CAR \_\_\_\_\_ GROUND \_\_\_\_\_  
 LODGING \_\_\_\_\_ RENTAL CAR FUEL \_\_\_\_\_ (UBER/TAX, ETC MAX \$5 TIP PER TRIP)  
 PARKING \_\_\_\_\_ REGISTRATION \_\_\_\_\_ 191.00  
**TOTAL CLAIM**

TRAVEL ON THE FIRST DAY WILL VARY BASED ON THE TRAVELERS NEED TO ATTEND MEETINGS ON 1/28/25, OR IF A TRAVELER NEEDS TO TRAVEL MORE THAN 3 HOURS TO ARRIVE ON TIME FOR THE START OF THE CONFERENCE

LODGING: INCLUSIVE OF ALL COSTS = \$90.24 PER NIGHT PER ONLINE BOOKING CONFIRMATION MON-THURSDAY ONLY

RENTAL CAR: USING THE STATES HERTZ OR ENTERPRISE CONTRACT - SELECTED CAR CANNOT BE GREATER THAN STANDARD VEHICLE COST + ALLOWABLE FEES

ANY SALES TAX CHARGED WILL BE DEDUCTED FROM THE CLAIM AS SALES TAX SHOULD NOT BE CHARGED AND YOU WILL NEED TO WORK DIRECTLY WITH THE COMPANY IF CHARGED IN ERROR TO HAVE IT REFUNDED

LINKS TO THE STATES RENTAL CARS CAN BE FOUND HERE: [https://nvcourts.gov/aoc/administration/budgets\\_and\\_accounting/travel](https://nvcourts.gov/aoc/administration/budgets_and_accounting/travel)

GROUND: FOR TRAVEL FROM LAS VEGAS TO MESQUITE AND BACK TO LAS VEGAS, NOT RECOMMENDED, BUT IF ELECTED, CAPPED REIMBURSEMENT AT \$250 - ITEMIZED RECEIPT REQUIRED FOR REIMBURSEMENT

AIRFARE, PARKING, RENTAL CAR FUEL WILL BE BASED ON ACTUAL COSTS INCURRED BY THE TRAVELER AND REQUIRE AN ITEMIZED RECEIPT FOR REIMBURSEMENT

**For accounting use only**

25.00	Incidental (GL 6001)	0.00	Ground (GL 6x30)	0.00	Airfare (GL 6x50)
166.00	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: _____	