

**Supreme Court of Nevada
Preauthorization for Travel
(Judges Use Only - Submit prior to travel)**

Name: _____ Title (select from drop down): _____
 Court: _____ Email: _____
 Event Sponsor: _____ Event Dates: From: _____ To: _____
 Destination: _____ Travel Dates: From: _____ To: _____

Name of Event:
 (Attach event brochure or agenda, if applicable)

JUSTIFICATION: (Explain how this travel or attendance at this event will benefit you and/or your court)

CLE	CJE	CEU	REQUIRED COURSE	Claim	Adj Amt (AOC use)
ELECTIVE COURSE*			BOARD/COMM MEMBER*		
*ELECTIVE COURSES & BOARD/COMM MEMBER EXPENSES CANNOT EXCEED A COMBINED \$2,500 IN THE STATE FISCAL YEAR (JULY-JUNE)					
			Registration/Tuition/Conference Fee total		7306
TRAVEL RELATED COSTS			Link to GSA website for rates		
			Incidentals (\$5.00 per day, no receipt required)	# of days	6001
Enter # of days the meal expense will be incurred and select GSA rate from drop down (all GSA rates may not be available)					
Breakfast:	# of days	GSA Rate:			
Lunch:	# of days	GSA Rate:			
Dinner:	# of days	GSA Rate:		Total Meals	6X00
Lodging (Requires receipt to be reimbursed)	GSA rate + taxes & fees:		# of Nights:		6X05
Ground Transportation (Car rental, shuttle, taxi, ride share, etc. Requires a receipt to be reimbursed):					6X30
Mileage enter # miles (calculated at the State rate):			# of Miles:		6X40
Parking (Requires a receipt to be reimbursed):			# of Days:		6X41
Airfare (refer to travel policy for reimbursable fares):					6X50
Other travel description & cost:					

Only use if there is a cap on travel costs, including registration
(AOC USE ONLY) MAXIMUM REIMBURSEMENT
 GSA and AOC travel policy rules still apply in determining final reimbursement amount

TOTAL ALL COSTS:

**TOTAL EST AFTER ADJUSTMENTS USE IF NEEDED:
 (AOC USE ONLY)**

****This is only an initial estimate of travel expenses for the dates and event listed above for the purposes of budget review and approval. The final travel claim reimbursement will be paid subject to the Court's Travel Policy and the documentation provided with the signed travel claim form. Travel claims must be submitted within 30 days after last day of travel****

PLEASE DO NOT PRINT TO MAINTAIN INTEGRITY OF THE FORM- TYPE S-SIGNATURE AND DATE (/s/Type Name)

Judge S-Signature

SUBMIT VIA EMAIL TO:
 AOCaccounting@nvcourts.nv.gov

Date

AOC notes
 regarding
 adjustments: