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

EMAIL Traveler email

Starting Physical Address where travel began Address

TITLE Travelers Title

COURT NAME Travelers Court Name

Court Physical Travelers Court address Address

EVENT NAME/PURPOSE OF THE TRIP:

2024 Nevada District Court Judges Annual Seminar and Family Law Conference

Opt in for an emailed notificaiton 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:								
	GSA link to verify allowable daily meals and lodging r	rates: www.gsa.gov	# of Miles	NC	RECEIP	T REQUIR	ED	
Date			(personal	\$13	\$15	\$26	\$5	
	List the City(s) Traveled From and To as needed: the fi	irst and last day of travel	car only)					
	are required		(SELECT					
(m/d/yyyy)			RATE)	Breakfast	Lunch	Dinner	Incidental	
			0.67					
4/8/2024	Home to Las Vegas			0.00	0.00	31.00	5.00	
4/9/2024	Family Law Conference			16.00	17.00	31.00	5.00	
4/10/2024	DJ Seminar			0.00	17.00	31.00	5.00	
4/11/2024	DJ Seminar			0.00	0.00	0.00	5.00	
4/12/2024	Las Vegas to Home			0.00	17.00	31.00	5.00	
		Total # of Miles Claimed:	0.00					
2		lileage Reimbursement:	0.00					
TOTAL AMC	TOTAL AMOUNT CLAIMED BASED ON ITEMIZED RECEIPT(s) SUBMITTED AS REQUIRED PER POLICY:							

AIRFARE		RENTAL CAR	 GROUND		_	
	497.16	RENTAL CAR FUEL	(UBER/TAX, ETC N	/AX \$5 TIP PER	R TRIP)	
PARKING			REGISTRATION			713.16
						TOTAL CLAIM

Lodging cannot exceed \$124.29 per night if staying 4/8/24-4/11/24. The amount shown above is the maximum
reimbursement for those dates, itemized receipt required
Standard sized vehicle plus gas for car rental (using State contract) or up to \$50 per day when in travel status; \$250
maximum ground transportation (receipt(s) required and must be in compliance with Court's Travel Policy - most economic

means of travel)

Airfare or mileage 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

For accounting use only							
25.00	Incidental (GL 6001)	0.00	Ground (GL 6x30)	0.00	Airfare (GL 6x50)		
191.00	Meals (GL 6x00)	0.00	Mileage (GL 6x40)	0.00	Registration (GL 7306)		
497.16	Lodging (GL 6X05)	0.00	Parking (GL 6x41)	ADJUSTED TO	TAL:		

This form was approved for the use and distribution by the Nevada Supreme Court January 2024

