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 Travelers Title

EMAIL Traveler email

COURT NAME Travelers Court Name

Starting Physical Address: Address where travel began

Court Physical Address: Travelers Court address

EVENT NAME/PURPOSE OF THE TRIP:

2024 NJLJ SUMMER

SAMPLE

Opt in for an emailed notificaiton if total adjustment(s) are less than $30 ☐ Chec

Airfare was paid by the Supreme Court credit card (do not request reimbursement for airfare) ☐ Chec

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 rates: www.gsa.gov		NO RECEIPT REQUIRED			
Date	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)	$13	$15	$26	$5
(m/d/yyyy)			Breakfast	Lunch	Dinner	Incidental
		0.67				
6/24/2024	Home to Winnemucca		0.00	0.00	26.00	5.00
6/25/2024	NJLJS		13.00	15.00	26.00	5.00
6/26/2024	NJLJS		0.00	15.00	26.00	5.00
6/27/2024	NJLJS		0.00	15.00	0.00	5.00
6/28/2024	NJLJS - TRAVEL HOME		0.00	15.00	26.00	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

RENTAL CAR

GROUND

(UBER/TAX, ETC MAX $5 TIP PER TRIP)

LODGING

RENTAL CAR FUEL

PARKING

REGISTRATION

202.00
TOTAL CLAIM

Lodging room rate cannot exceed $107 per night plus applicable taxes and fees allowed per policy.

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)
177.00		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:		

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