

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 <u>TRAVELER NAME</u>	TITLE <u>TRAVELER TITLE</u>
EMAIL <u>TRAVELER EMAIL</u>	COURT NAME <u>TRAVELER COURT</u>
Starting Physical Address <u>TRAVELER STARTING PHYSICAL ADDRESS</u>	Court Physical Address <u>TRAVELER COURT ADDRESS</u>

EVENT NAME/PURPOSE OF THE TRIP:

NJLJ SUMMER

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)	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
		0.7				
6/23/2025	Travel from home to Carson Valley Inn (if attending JCSN or Tuesday board meeting)			19.00	28.00	5.00
6/24/2025	Travel from home to Carson Valley Inn (NJLJS conference only attendance)		16.00	19.00		5.00
6/25/2025	NJLJS			19.00	28.00	5.00
6/26/2025	NJLJS			19.00		5.00
6/27/2025	Travel home			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:					
AIRFARE	<u> </u>	PARKING	<u> </u>	GROUND	<u> </u>
LODGING*	<u> </u>	RENTAL CAR	<u> </u>	(UBER/TAX, ETC MAX \$5 TIP PER TRIP)	
*DEPOSIT + FINAL PYMT		RENTAL CAR FUEL	<u> </u>	REGISTRATION	<u> </u> N/A
					TOTAL CLAIM

LODGING*: GROUP RATE IS \$125 PER NIGHT + 13% TAX = \$141.25 PER NIGHT, ITEMIZED RECEIPT REQUIRED - DO NOT FORGET TO INCLUDE A DEPOSIT AS PART OF THE AMOUNT REQUESTED FOR REIMBURSEMENT

RENTAL CAR = MUST USE STATES CONTRACT FOR STANDARD SIZE VEHICLE OR SMALLER MAX REIMBURSEMENT = \$200

MILEAGE IS CAPPED AT \$300 OR THE PERSONAL CONVENIENCE RATE WHICHEVER IS LOWER

AIRFARE: BASED ON ITEMIZED RECEIPT SUBMITTED - BUSINESS SELECT AND EARLY BIRD ARE NOT REIMBURSABLE

PARKING: BASED ON ITEMIZED RECEIPT SUBMITTED

