

FORM UPDATED 11/26/202

SAMPLE

Exceptions to Travel Policy or additional information to assist accounting staff.
Helpful information to explain any exceptions or special circumstances during travel.

Starting Address of Trip:

Details stating the event name and/or business purpose of your trip:

NJLJW

Travel advance: Enter amount received, if applicable

DAILY EXPENSES - NO RECEIPTS REQUIRED			Meals paid by Traveler			GSA Rate Link	
DATE	LIST DESTINATION(S) TRAVELED FROM AND TO		Breakfast (GSA)	Lunch (GSA)	Dinner (GSA)	Incidental \$5	Personal vehicle # of miles driven
01/26/26	Travel from home to LV if part of Committee meetings			23.00	36.00	5.00	
01/27/26	Travel from home to LV, NJLJ starts at 1pm		22.00	23.00		5.00	
01/28/26	LV			23.00	36.00	5.00	
01/29/26	LV			23.00		5.00	
01/30/26	LV TO HOME, NJLJ ends at 1pm			23.00		5.00	

ITEMIZED RECEIPTS REQUIRED	
Lodging	
Airfare/Baggage fee	
Rental Car	
Rental Car Fuel	
Ground	
Parking	
Registration	
Misc Expenses	

Reimbursement Total:

234.00

The s-signature certifies that this travel claim is accurate and true in conformance with the AOC Business Travel Policy and you are not being reimbursed or comped by any other entity for claimed expenses. **Email signed travel claim and receipts to: AOCAccounting@nvcourts.nv.gov**

S-Signature: /s/

Date:

"Yes" if notification for less than \$30 adjustment

Manager S-Signature (if applicable) /s/

Date: