

NEVADA SUPREME COURT - TRAVEL CLAIM FORM

Traveler Name:

Traveler Title:

Destination traveled to (City/State):

Starting Address of Trip:

SAMPLE

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

Details stating the event name and/or business purpose of your trip:
 AOC NJLJ SUMMER starts 6/10/26 at 1pm
 South Central Regional Meeting 6/9/26 at 4pm
 NJLJ Education Committee meeting 6/10/26 at 9am
 NJLJ Board Meeting 6/10/26 at 10am

[GSA Rate Link](#)

DAILY EXPENSES - NO RECEIPTS REQUIRED		Meals paid by Traveler				Mileage & Select Rate for Calculation		
DATE	LIST DESTINATION(S) TRAVELED FROM AND TO	Breakfast (GSA)	Lunch (GSA)	Dinner (GSA)	Incidental \$5	Personal vehicle # of miles driven	Select rate type (Standard or Personal Convenience)	Mileage rate
06/09/26	Home to Host City (if attending South Central Regional Meeting @ 4pm)		19.00	28.00	5.00			-
06/10/26	NJLJ Summer starts at 1pm (Home to Host City)	16.00	19.00	28.00	5.00			
06/11/26	NJLJ Summer		19.00		5.00			
06/12/26	Host City to Home (NJLJ Summer ends by 1pm)		19.00		5.00			
Totals:		16.00	76.00	56.00	20.00	-		
Mileage Reimbursement:						-		

Other travel allowances:

Lodging - Group rate of \$110 per night, plus applicable taxes and fees. Lodging for Friday 06/12/26 is not covered by the AOC without pre-approval from AOC Accounting

Ground or rental car

If electing to use Uber or Lyft as transportation the maximum amount of reimbursement based on ground policies is capped at \$250 with itemized receipts.
If sharing a Uber or Lyft please list all individuals and only 1 traveler may seek reimbursement for any ride share costs, and they are still capped at \$250.
 Rental cars should be booked through State Contract per the Travel Policy, maximum amount of \$50 per day plus receipted gas may be reimbursed.

Mileage - Personal convenience rate must be used if travel by personal vehicle is not the most economic means of travel.