

Travel Information

If you have any travel related questions at any time, please email: aocaccounting@nvcourts.nv.gov

All AOC travel information can be found here: https://nvcourts.gov/aoc/administration/budgets_and_accounting/travel

Please note the following information to help avoid any delays in processing your travel claim:

- Please do not use a 3rd party website to book travel. Any fees charged by these websites are not reimbursable and if an itemized receipt for all travel booked cannot be provided, your travel costs purchased through that 3rd party website may not be reimbursable.
- **Itemized receipts are required for the following:**
 - Airfare
 - Lodging – early check in NOT reimbursable
 - Parking
 - Ground
- Allowable meals that can be claimed are detailed on the sample travel claim form.
- Please obtain the most updated version of the Travel Claim form and submit as an Excel File attached to the email submission along with any required receipts. Links are not accepted.
- Travel claim forms must be sent to aocaccounting@nvcourts.nv.gov within 30 days after the conference concludes. The form can be found here: https://nvcourts.gov/aoc/administration/budgets_and_accounting/travel.

Special items to note, as stated on the sample travel claim:

- Lodging will be capped at the group rate of \$110 per night, plus applicable taxes and fees, and is only reimbursable from Tuesday, June 9th, for those judges needing to attend the South Central Regional Meeting, Board Meeting, or Education Committee Meeting. All other judges are expected to arrive on Wednesday, June 10th. All judges should depart on Friday, June 12th.
- A traveler may only use either a rental car under the States contract or ground transportation. There is a maximum allowance of \$50 per day if you rent a car or a maximum of \$250 for ground transportation and only one option may be claimed for local travel in the Host City area. An itemized receipt is required. Any costs that are not allowed per policy will be a reduction to the claim.
 - For a rental car, the State's contract must be utilized and nothing larger than a 2/4 standard-size car may be rented. Gas for the rental car (not part of the \$50 per day allowance) cannot be included in the rental car agreement as any use of the fuel service option with Hertz will not be reimbursed. Sharing a rental car is capped at \$50 per day regardless of the number of travelers unless a traveler seeks an exception from AOCaccounting@nvcourts.nv.gov prior to the event.
 - ***Sharing ground transportation amongst travelers can only be claimed by 1 traveler and is still capped at \$250, regardless of the # of travelers sharing the rental car or ground transportation.***
- Mileage when using a personal vehicle should be claimed, and will be reduced, at the personal convenience rate if a personal vehicle is not the most economical means of travel.

If any special circumstances arise related to your travel, please communicate those details to AOC accounting in your email when the travel claim and receipts are submitted for reimbursement.

Last note, if you are not yet an established payee with the AOC, you will be receiving a follow-up email once your travel claim is received. Please be sure to respond timely as this will hold up your travel claim reimbursement.