

Travel Information

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

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
 - 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 from:
https://nvcourts.gov/aoc/administration/budgets_and_accounting/travel
- The travel claim form has moved to an excel only version. Please submit the travel claim form as an excel file with all required receipts attached as support in the email submission.
- Travel claim forms must be sent to aocaccounting@nvcourts.nv.gov within 30 days after the conference concludes. Submissions sent in after the 30 days can no longer be reimbursed without an explanation why the travel claim was submitted more than 30 days after the event concluded.

Special items to note as reimbursement for this event are:

- Airfare:
 - Basic not recommended, booking and cancelling a “Basic” flight is not reimbursable.
 - Choice Extra is NOT reimbursable.
- Airfare Policy 150 recently updated, please verify with the Business Travel Policy:
https://nvcourts.gov/aoc/administration/budgets_and_accounting/travel
- Lodging:
 - Reimbursable for the group rate of \$119 for a King and \$129 for a Double Queen; plus applicable taxes and fees.
 - Only reimbursable from Monday through Friday (1/26/26-1/30/26) for those who attend a committee meeting either on Monday afternoon or Tuesday morning or are required to travel more than 3 hours from their home to the event. Otherwise, lodging is limited to Tuesday through Friday (1/27/26-1/30/26). Lodging costs will not be covered for Friday night unless an exception is requested from AOCaccounting@nvcourts.nv.gov before the event begins.
 - Any upgrades added to lodging will not be reimbursed.
 - Early check in is not reimbursed.
- Parking
 - Airport parking is capped at \$18 per day.
- Rental car or Ground:
 - Reimbursement is limited to \$50 per day for any ground transportation cost.
 - If choosing to rent a vehicle, it is highly recommended that you book any rental car needed under the State’s contract. Booking outside the State’s contract will require a deduction for any sales taxes charged, and reimbursement will be capped at \$50 per day, inclusive of all allowable fees.
 - For rental cars, booking anything larger than a standard 2/4 door vehicle under the State’s contract will be reduced to \$50 per day.
 - Any costs that are not allowed per policy will be a reduction to the claim.
 - 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 or ground transportation amongst travelers can only be claimed by 1 traveler and travelers should email aocaccounting@nvcourts.nv.gov if the shared vehicle will be larger than a standard sized vehicle to seek approval before the event.

If a traveler wishes to seek an exception related to their travel expenses, that request should be sent to AOC accounting before the event begins to allow for review of the exception being requested.

If any special circumstances arise during 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.

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

If there are any additional travel related questions, please reach out to the AOC accounting group at: AOCaccounting@nvcourts.nv.gov