

SUPREME COURT CLAIM FOR TRAVEL EXPENSE INSTRUCTIONS

The travel claim form and corresponding instructions are posted on the Supreme Court's internet at

https://nvcourts.gov/aoc/administration/budgets_and_accounting/travel

Travel claims must be submitted within 30 days from final day of travel. Itemized receipts must be submitted for processing of travel claim for all expenses except for meals and incidentals.

Name: Enter the traveler's name.

Title: Enter the traveler's title.

Email: Enter traveler's email address for business correspondence.

Court Name: Enter the name of the court, program, agency or business where the traveler is employed. Examples would be the Supreme Court, 2nd Judicial District Court, Clark County Clerk's Office, etc.

Starting Address of trip: Enter the address from which the traveler began their travel, either home or workstation depending on the trip.

Court Physical Address: Enter the name of the city and state where the traveler's place of business is located.

Event Name/Purpose of the trip: Enter the name of the event, if applicable, then briefly describe the purpose of the trip or the reason the travel was necessary. Please be specific and do not use acronyms. (i.e. Attended a Specialty Court Funding Committee meeting)

Opt in for an emailed notification: Enter an "X" when the traveler wants to receive an email notification if their travel claim is adjusted for \$30.00 or less.

Airfare: Enter an "X" if the employee used SWABIZ and the Supreme Court credit card for payment. DO NOT INCLUDE AIRFARE COST on form if this box is checked.

Training Related Travel, including CLE/CJE/CEU: Enter an "X" if the travel was related to a training event or if the traveler received educational credits. Attach a copy of the training brochure or agenda and, if provided to the traveler, a certificate or other proof of attendance (can be in the form of a memo if no certificate was provided).

Daily Expenses listed out for each day of travel and requested reimbursement no receipts - GSA rates apply

Date: Enter the dates of travel. Each date should be on separate line.

List the City(s) Traveled From and To as needed: Enter the city the traveler departed from, traveled to, and returned to in this column. Include the state when the traveler traveled out-of-state or when the traveler traveled to Nevada from out-of-state. This can also be used to describe the event traveled to/from if the travel claim contains more than one event for the dates traveled.

of Miles (personal car only): If the traveler utilized his or her personal vehicle, enter the number of miles driven while in travel status in the column provided. Per policy, mileage reimbursement cannot exceed \$300 per travel claim.

Daily Meals: Travelers can be reimbursed for each meal on each applicable day of travel if the expense is a reasonable business expense and the cost was incurred due to the travel event. Enter the rate the traveler is claiming for meals in the column provided. Meals can be claimed up to the amount equal to the federal allowance rates found at <https://www.gsa.gov/travel-resources> under the per diem/meals and incidental breakdown links for the city/state of destination. Rates will not be adjusted upward by Accounting when the claim is paid. *Any meal receipts provided with the travel claim will be discarded as they are no longer required.*

Incidental Expense: Up to \$5.00 per day incidental expense can be claimed if the traveler incurred miscellaneous un-receipted costs such as luggage carts, metered parking, toll charges or tips. Enter the amount in the applicable column for each day the expense was incurred, not to exceed \$5.00 per day.

Total Expenses claimed based on itemized receipt(s) submitted as required per policy:

Airfare: Enter the cost the traveler paid for airfare unless paid with the Supreme Court credit card.

Lodging: Enter the amount the traveler paid for overnight lodging.

Parking: Enter the total cost for airport or other parking on the day the parking expense was paid. Parking paid at a hotel should be entered under parking for each day the expense was incurred.

Rental Car: Enter the total amount the traveler paid for the cost of a rental car for business travel on the day the car is returned. The travelers will be reimbursed for the cost of a mid-size or smaller car. Insurance, sales tax, and any upgrades are not allowable and will not be reimbursed. The traveler should utilize the State's contract with Enterprise or Hertz to ensure no sales tax is charged when renting a car in the State of Nevada and to take advantage of the insurance coverage provided. Details can be found here:

https://purchasing.nv.gov/Contracts/Documents/Vehicle_Rentals/

If the traveler used a state motor pool car, no expense may be claimed but the motor pool form received when returning the car must be attached to the travel claim form.

Rental Car Fuel: Enter the total amount of fuel purchased for the rental car while in travel status for business purposes. If a rental car was used, the traveler must fill up the rental car prior to returning the car.

Ground: (Uber/Lyft/Taxi/Shuttle service/etc.): Enter the total amount for all ground transportation receipt(s). Tips up to \$5.00 may be claimed as part of the "Ground" expense for ride shares only (Uber and Lyft).

Registration: Enter the registration cost paid for by the traveler.

Traveler Signature: Use the s-signature box (i.e. /s/John Doe) as the certification that the travel claim is accurate or true.

Date: Enter the date the travel claim form was signed

Approving Authority Signature: If the travel was not approved prior to travel, or other circumstances that require an approving authority before the travel claim can be processed, the approving authority will use the s-signature box (i.e. /s/John Doe), as the certification that the travel claim is accurate or true.

Date: Date the approving authority signed the form

Supporting documents should be scanned and emailed along with the electronic submission of the travel claim form to: AOCaccounting@nvcourts.nv.gov . DO NOT send by mail.

Questions about completing the travel claim form or questions about costs that are eligible for reimbursement, should be directed to the Administrative Office of the Court's (AOC) accounting unit via e-mail at

AOCaccounting@nvcourts.nv.gov