

Supreme Court of Nevada

Business Travel Policy

Effective July 2026 Version 1.4

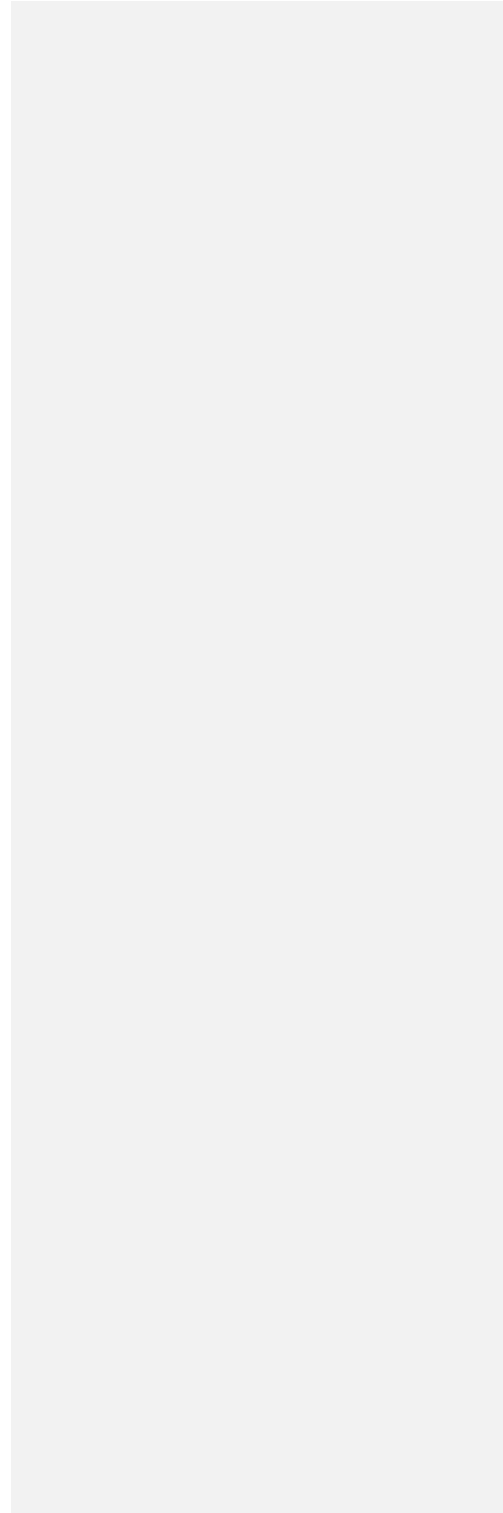


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The Supreme Court recognizes that its judicial members, staff, and others acting on the Court's behalf must travel to and from locations other than their primary workstations and outside normal working hours in order to accomplish the work of the Court and should be reimbursed for reasonable expenses incurred. Business Travel Policy will be reviewed by the Court periodically to determine practicality and usefulness.

Policy 100: Purpose

100.1 Primary Goals and Objectives

Provide the Appellate Justices and Judges, Court staff, and others performing duties for the benefit of the Court with current information and support in an effort to reduce or eliminate the use or loss of personal funds expended for business travel or business purposes.

Clearly define what expenses may be incurred in travel and the responsibilities for processing claims for reimbursement.

Those required to travel under this policy should always endeavor to travel using the most economic means possible.

100.2 Application

The Business Travel Policy applies to members of the Supreme Court of Nevada, including the Court of Appeals Judges, Appellate Court staff, judges serving in the general jurisdiction/family and limited jurisdiction courts, judges and justices commissioned pursuant to Supreme Court Rules 10 and 12, current members of Court commissions and committees, outside contractors, and other persons designated by the Court to be traveling for Court business.

Policy 110: Definitions

AOC Accounting Unit: The unit under the direction of the Administrative Office of the Courts responsible for processing travel documents and requests for reimbursement for payment consistent with this policy and the Travel Procedures.

Appellate Court staff: Individuals employed by the Supreme Court of Nevada, including those in the Court of Appeals, Supreme Court Law Library, and Administrative Office of the Courts.

Department Head: Chief Justice of the Nevada Supreme Court, and individuals serving as State Court Administrator and Director of the Administrative Office of the Courts, Clerk of the Court, Chief Counsel, Chief Marshal and the Supreme Court Law Librarian.

Fiscal Year: July – June

GSA per diem: Rates that the U.S. General Services Administration has established for lodging, meals, and incidentals based upon the state, destination, and the time of year. Current rates may be found at <http://www.gsa.gov>.

Primary workstation: The physical location where the traveler is assigned to work. Each employee may have only one primary workstation.

Travel Procedures: Addendum I under MAS Procedures established by the Administrative Office of the Courts for processing requests for travel and requests for reimbursement of travel expenses.

Travel status: The period during which a person is traveling to and from the destination at which court business is conducted. The period normally begins upon departure from the traveler's home or office and ends upon returning to the traveler's home or office.

Policy 120: General Rules

120.1 Fiscal Responsibility of the Traveler

- A. When making travel arrangements, the traveler must consider the financial cost that will be incurred by the Court when reimbursing the traveler.
- B. The traveler should use the least expensive, refundable, and most cost-efficient method(s) of travel, taking into consideration the time in travel status, the number of persons traveling to the same location, flex-time hours that may be incurred, safety, and the Court's Business Travel Policy and Travel Procedures.
 - i. While non-refundable might be the least expensive, travelers are financially responsible for any non-refundable travel costs if a trip is cancelled or changed.
- C. Travelers are financially responsible for any costs related to a reservation/booking/registration made prior to receiving approval from the AOC Accounting Unit should the trip be denied.
 - i. If a flight is booked and paid for using the Supreme Court credit card and the trip is not approved, or the flight is cancelled, and the traveler is unable to get a flight credit or a refund back to the Supreme Court Credit card, then the traveler is responsible for reimbursing the Court.
- D. The use of videoconferencing and/or teleconferencing (virtual training) is encouraged in lieu of actual travel and must be considered when determining whether or not to travel to an event. The decision to use videoconferencing and/or teleconferencing or other similar technology should be made by considering the primary goals of this policy, and how best to accomplish Court business effectively and efficiently.
- E. Travel is limited to North America, or any state of the United States or Puerto Rico.
- F. When seeking an exception outlined in the Business Travel Policy that requires pre-approval, written approval is required from the AOC Accounting Unit. Emails must be sent to AOCAccounting@nvcourts.nv.gov to obtain the written pre-approval prior to traveling.
 - i. The written pre-approval must include AOCAccounting@nvcourts.nv.gov to ensure it is noted in the system for accounting staff to be aware upon submission of the travel claim.
 - ii. Various allowable exceptions that require written pre-approval are outlined under the specific travel policy.
 - iii. Any other exception not listed in the policy should receive written approval from AOC Accounting prior to traveling if a traveler comes across a unique travel circumstance when booking travel.
 - iv. Circumstances that arise during travel should be noted as part of the travel claim submission for review and approval by the AOC accounting staff.
- G. It is the traveler's responsibility to verify GSA rates for the destination when seeking reimbursement for more than the standard GSA rate.

120.2 Allowance for travel before and after an event

- A. Out of State Events
 - i. When an event is held out of state, the travel should start within a reasonable timeframe to travel and arrive before the event begins.
 - ii. For any event that concludes mid-day (1pm or sooner), the traveler should travel on the last day of the event, unless reasonable flights are unavailable or drive time exceeds 4 hours to return home on the same day.
 - iii. The traveler is required to provide the times in which the event began and ended by providing an

agenda or screenshot of the online details of the event.

- iv. AOC Accounting will deem what is reasonable in processing the claim and will adjust accordingly based on the event times.
 - v. No more than 24 hours before or after an event is allowed unless extenuating circumstances occur, in which the traveler should include those circumstances when submitting the travel claim to explain the exception needed.
- B. In State Business Travel
- i. When business travel is required in the State of Nevada, travel the day before business begins can only include reimbursement for dinner on the first day of travel.
 - a) An exception is when a traveler is traveling by personal vehicle and driving more than 300 miles, then lunch on the first day of travel is also permissible.
 - ii. Without other mitigating circumstances, the return flight home should occur the day court business ends.

120.3 Personal Convenience based on workstation (Appellate Court Staff Only)

- A. If a member or employee of the Appellate Court chooses to work from the Court or office where they are not assigned, or to continue working at the alternate Court or office for their own personal convenience, no travel costs will be reimbursed during the period of personal convenience.
- B. Exceptions will be considered on a case-by-case basis by the appropriate department head or designee.

120.4 Combination of Work and Personal Time During Travel

Travelers may choose to take personal time off before, during, or after completing Court business travel or have another person accompany them on the travel. Particular care must be taken in submitting a travel claim under the Travel Procedures to ensure that reimbursement is sought only for travel and expenses directly related to the official business of the Court for the business traveler only.

- A. The traveler must provide an explanation on the Travel Claim form indicating any personal time taken before, during, or after Court required business travel.
- B. Travelers must provide details for available airfare on the travel days related to business travel vs the cost of the actual flights taken as a result of personal travel being combined with business travel, if applicable. The lesser of the flights is the amount that will be reimbursed by the AOC. The flight details provided must be for the same fare type and relative length of time in travel status.
 - i. Failure to provide the flight details will result in a deduction of airfare from the travel claim at the discretion of the AOC Accounting Unit.
 - a) If the flight was purchased using the Supreme Court's credit card, and it is determined that the flight was more expensive than it otherwise would have been should personal travel not have occurred, the travel claim will be reduced accordingly.
- C. The traveler may not claim any additional cost as a result of having another person accompanying them on the trip.

120.5 Mandatory Deadlines

- A. Travel Request or Preauthorization to Travel forms should be submitted within 15 business days before the first day of travel. Any request submitted within 7 days or less of the first day of travel may not be approved.
 - i. The Travel Request or Preauthorization to Travel form should be submitted with estimated travel costs so a request is not held up waiting for specific travel costs to be known exactly.
 - ii. Travel reservations and/or registration should not be completed prior to receiving approval from the AOC Accounting Unit. See [Section 120.1.C](#) for reference.

- B. Travel Claim forms, and all required receipts as listed on the travel claim form, are to be submitted within 30 calendar days from the last day of travel.
 - i. Any Travel Claim form received after 30 calendar days from the last day of travel will not be reimbursed.
 - ii. Any open travel request will be closed by AOC Accounting Unit once the 30 calendar days have passed from the last date of travel.
 - a) If there are mitigating circumstances that prevent a traveler from turning in a Travel Claim within the 30-day requirement, those circumstances will be reviewed by the AOC Accounting Unit, on a case-by-case basis.

120.6 Travel Advance (Appellate Court Staff only)

Travel advances are not encouraged but are provided as a courtesy to employees as needed. Any traveler who receives an advance must submit the related travel claim and all required receipts/documentation no later than 5 business days after travel concludes.

- A. Appellate Court Staff may request a travel advance anytime travel is for 2 or more nights of travel, if needed to facilitate the trip.
- B. The travel advance will only be for lodging and/or rental car.
- C. Travel advances will be calculated at 80% of the estimated allowable costs for lodging and/or rental car.
- D. Travel advances will be based on the documentation submitted along with the Travel Advance Request form.
- E. Travel Request must be submitted no less than 14 days before the trip begins in order for a travel advance to be considered.
- F. The Appellate Court Staff member requesting a travel advance will be responsible for the following:
 - i. Indicate on the Travel Request form the need for a travel advance.
 - ii. Agree to the Terms and Conditions outlined on the Travel Advance Request form sent to the traveler by AOC Accounting Unit.
 - iii. Return the Travel Advance Request form and required documentation by the deadline set on the Travel Advance Request form.
 - a) Failure to turn in the Travel Advance Request form and required documentation by the indicated due date will rescind the travel advance request.
 - iv. Submit the Travel Claim form and all receipts, including receipts for expenses advanced, no more than 5 business days after travel concludes.
 - a) If the Travel Claim form is not submitted within 5 business days after travel concludes, then any future travel advance requests will be denied.

120.7 Other Allowable Expenses

Travelers may incur other travel expenses not listed in the policies below. The allowable reimbursable costs include, but are not limited to:

- A. Internet connectivity charges at hotel or other venue, not airline related, if connection is needed for Court business and an AOC loaner Mifi was not available to the traveler.
- B. Computer, fax, scanner, photocopies, or printer use charges.
- C. There may be other expenses that need to be incurred that are not specifically addressed in this policy. Travelers should use their best judgment when incurring additional costs with the understanding that each instance will be reviewed on a case-by-case basis for allowability of reimbursement.

120.8 Non-Reimbursable Expenses

The AOC will not reimburse costs or expenses that are not directly related to the Court's business. Examples of such non-reimbursable costs (not an all-inclusive list) are:

- A. Non-refundable travel costs if a trip is cancelled by the traveler.
- B. Alcohol.
- C. Airline costs to connect Wi-Fi while traveling.
- D. Interest charges incurred on credit cards used during travel or for travel-related expenses.
- E. Losses related to theft, casualty loss, or disappearance of personal effects including cash, credit cards, and luggage.
- F. Fines and penalties assessed for actions or inactions that were within the control of the traveler.
- G. Fees charged by third-party websites (i.e. booking fee, service charge, convenience fee, etc.).
 - i. Any usage of third-party booking services that do not provide sufficient detail to determine daily rates for hotel stays or other expenses will be reduced to reasonable comparable rates as determined by the AOC Accounting Unit.
- H. Package deals combining airfare, lodging, rental car, etc. will not be reimbursed unless each portion of the travel expenses combined are clearly identifiable and itemized so the costs can be evaluated as necessary against the travel policy for each expense.

Policy: 130 Travel Forms

130.1 General Information for Travel Forms

- A. Travel forms should be emailed only to AOCAccounting@nvcourts.nv.gov in order to ensure expedient processing. Sending emails to other recipients will delay the process or may prevent prior approval altogether. Travelers are responsible for receipt of prior approval before booking travel.
- B. All travel forms should be signed, either using the s-signature line or electronic signature and submitted in the format in which they originated (i.e. PDF submit as PDF or Excel submit as an excel file).
 - i. If a travel form must be printed for signature, then the original electronic form (i.e. PDF or Excel) is also required to be emailed along with the printed form.
- C. Submission of any travel form or receipt must be sent as an attachment and not submitted as a link in the email. Any links sent will be rejected and the traveler will be notified to resubmit with attachments.
- D. All travelers must use the appropriate web page to obtain the current version of any travel form before submitting it to the AOC Accounting Unit. This includes Preauthorization for Travel form for use by Non-Appellate Court Staff, Travel Request form for use by Appellate Court Staff, and Travel Claim form for use by anyone seeking reimbursement for travel after travel concludes.
- E. Travel Forms for Appellate Court Staff can be found on the AOC Accounting Unit [Appellate Court Intranet](#) page.
- F. Travel Forms for all other travelers can be found on the NVCOURTS.gov webpage under the Accounting Unit & Travel.
 - i. Honorarium travel forms are to be provided by AOC staff who are engaging the honoraria as those forms can be found on the AOC Accounting Unit [Appellate Court Intranet](#) page.
- G. Use of an old form may be returned to the traveler by the AOC Accounting Unit with a request to resubmit using the proper form.
- H. Forms should be saved with a unique name (i.e. Travelers last name and date(s) of travel or Travelers last name and date of submission) before submitting.

130.2 Preauthorization for Travel (Non-Appellate Court Staff) or Travel Request (Appellate Court Staff)

- A. Approval by the AOC Accounting Unit of a Preauthorization for Travel or Travel Request is not a guarantee of the amounts that will be reimbursed for any travel claim received. Travel claims will be processed using actual expenses incurred, and in accordance with the provisions of the Business Travel Policy.

- B. All travelers must submit either a Preauthorization for Travel or Travel Request form and receive approval from the AOC Accounting Unit in order for the AOC to be responsible for reimbursement.
- C. Preauthorization for Travel or Travel Request forms should be submitted within 15 business days before the first day of travel. Any request submitted within 7 days or less of the first day of travel may not be approved.
- D. Exceptions for pre-approval prior to traveling are limited to:
 - i. If the travel claim is only for mileage and/or meals and incidentals, then the travel claim will be processed with approval of the traveler's manager.
 - ii. Exceptions will be made for emergency travel needs on a case-by-case basis.
 - a) The traveler should notify accounting as soon as possible about the trip.
 - b) An explanation must also be turned in with the travel claim acknowledging pre-approval was not obtained.
 - iii. AOC Sponsored events in which the AOC Court Education and Development Department provides online registration for the event. This is limited to registered attendees only. Appellate Court staff assisting with the event and those receiving honorarium for presenting still need to submit requests for pre-approval.
- E. The Preauthorization for Travel or Travel Request form must be complete, or the form may be returned by the AOC Accounting Unit with a request to fill out any missing details. The AOC Accounting Unit will not be responsible for tracking incomplete forms and no follow-up emails will be sent after the initial notification to resubmit is sent.
- F. The Appellate Court Staff Travel Request forms must be approved by the Appellate Court Staff's manager, if applicable, before emailing the approved Travel Request form to the AOC Accounting Unit.
- G. The AOC Accounting Unit will email the traveler once the Preauthorization for Travel or Travel Request has been reviewed and notify them if their travel was approved.
- H. Any travel and/or registration costs booked or paid for before the approval is received are the financial responsibility of the traveler in the event the travel is not approved.
- I. The traveler is responsible for notifying the AOC Accounting Unit if the travel dates previously submitted and approved are changed. Failure to notify the AOC Accounting Unit may result in the travel claim being reduced or not approved for payment.

130.3 Travel Claim Form

- A. Travel Claim forms must be signed by the traveler using either s-signature or electronic signature so the form can be submitted in the original format (Excel or PDF). Do not print the form.
- B. The Travel Claim form should clearly indicate court business travel needs.
- C. The Travel Claim form identifies all required receipts. Any travel related expenses listed in that section of the travel claim form requires the traveler to provide an itemized receipt as support for the travel expense claimed.
 - i. If a receipt is not provided, the AOC Accounting Unit will reach out requesting the required receipt. If a response is not received within 5 business days, the AOC Accounting Unit will deduct the travel expense related to the missing receipt from the reimbursement and process the travel claim.
- D. If a traveler experiences an exception to the travel policy while traveling and does not provide an explanation, the expense will be reduced based on the Business Travel Policy.
- E. The Travel Claim form must be complete, or the form may be returned by the AOC Accounting Unit with a request to fill out any missing details and resubmit before processing for reimbursement.
- F. If a travel claim is submitted more than 30 calendar days after the last date of travel the travel claim will not be reimbursed see section [120.5.B](#).

- G. If a travel claim is submitted without pre-approval, the travel claim may not be reimbursed, limited to the exceptions noted in [Section 130.2.D](#).

Policy: 140 Lodging

140.1 General Lodging

- A. An itemized receipt, including the nightly rate and all other charges being claimed, must be provided in order for the traveler to receive reimbursement for any lodging expenses.
- B. Except when traveling to an AOC Sponsored event, overnight accommodations or lodging costs incurred will be reimbursed if the traveler is in travel status traveling to a destination that is more than 50 miles from their primary workstation or home location.
- C. If a traveler experiences a situation where their travel is extended due to inclement weather, travel delays from airlines, or other extenuating circumstances, then they will be reimbursed for any additional nights of lodging that exceeds the originally approved travel dates.
 - i. The traveler will need to provide an explanation either on the travel claim form or as part of the email submission of the travel claim form explaining the circumstances surrounding the additional night(s) or lodging claimed.
- D. As a reminder, use of third-party bookings or package deals are subject to specific policies outlined in [Section 120.8.G](#) and Section [120.8.H](#) and are not recommended.

140.2 Lodging Reimbursement GSA

Travelers should make a reasonable effort of searching for at least 3 lodging options before booking a room that exceeds the GSA rate for the destination, unless no other lodging options are available, such as in a rural area or a group rate is available for the approved event.

- A. Lodging reimbursement is limited to the [GSA rate](#) for the location in which the traveler is conducting court business, unless the lodging applies to other policy allowances in Sections [140.3](#), [140.4](#), or [140.5](#).
 - i. The GSA rate for reimbursement is determined using a nightly average for all nights stayed and is based on the nightly room rate only.
 - ii. Taxes and resort fees are not part of the consideration on determining if a traveler has an average nightly room rate within the GSA.
 - iii. A traveler must provide an explanation if they were unable to find lodging at the GSA rate for the area traveled to in order for accounting staff to consider the increased cost in processing the travel claim. Explanations will be considered on a case-by-case basis.
 - iv. If a traveler's average nightly rate exceeds the GSA rate without a reasonable explanation as to why the GSA rate was not obtained, then any nightly rate that exceeds GSA will be reduced to the GSA rate for that night of travel, and the taxes will be adjusted accordingly.

140.3 Lodging at Home Sharing or Room Rental Properties (i.e. Airbnb, VRBO, etc.)

- A. Home Sharing or Room Rental reimbursement is limited to the nightly GSA rate for the area the traveler is traveling to plus tax.
- B. All additional fees for the Home Sharing or Room Rental will be reimbursed at a rate of no more than \$50 per day.

140.4 Lodging for AOC Hosted Conference or Seminar (Host hotel provided)

- A. If the AOC provides a host hotel, then the traveler will be reimbursed up to the nightly rate as provided by the host hotel plus applicable taxes and fees.
- B. If a traveler submits reimbursement using any other lodging accommodations for the AOC Hosted event, the reimbursement will not exceed the host hotel rate plus applicable taxes and fees.
 - i. If a host hotel runs out of rooms in the contracted block, the traveler must notify AOC Accounting

Unit of their efforts to obtain lodging before the event begins. Exceptions will be considered on a case-by-case basis.

140.5 Lodging Under Group Rate Events

- A. If a Group Rate is available for a conference or training, the group rate will be honored as reimbursement by the AOC Accounting Unit.
- B. If a Group Rate is being claimed, the traveler should provide support of the Group Rate provided for the event unless clearly identified on the lodging receipt.
 - i. If the Group Rate is not clearly identified on the lodging receipt and proof of the group rate is not provided, then the claim will be reduced to GSA if the Group Rate exceeds the GSA rate.

140.6 Non-Reimbursable Lodging Expenses

Below is a list of non-reimbursable charges. This is not an all-inclusive list:

- A. Early check in or late check out.
- B. Purchases of any other amenities charged to the room (i.e. snacks, meals, laundry, etc.)
- C. Gratuities (tips) paid to lodging/hotel staff.
- D. Room cleaning fee, unless the traveler has booked 4 or more nights of travel.
- E. Charges for in-room movies.
- F. Hotel facilities such as the exercise room, pool, spa, etc., not including required resort fees charged.
- G. If the traveler was not financially responsible for the payment of the lodging, no reimbursement will be paid.
- H. If the traveler is accompanied by another traveler, the Court will only reimburse the cost of single room occupancy according to the GSA lodging rate for the location.
- I. Cancellations or no-show fees.

Policy: 150 Air Travel

150.1 General Air Travel Rules (All Travelers)

The traveler should book a coach or equivalent fare type, including refundable fares, taking into consideration the time in travel status, overtime hours that may be incurred, safety, and the Court's Business Travel Policy and Travel Procedures.

- A. An itemized receipt is required. The documentation submitted must include the traveler's name, fare or class type purchased, seat selection (if applicable), dates of travel, all costs incurred, and proof of payment. Any upgraded costs are not reimbursable.
 - i. Southwest sends an itemized receipt via email to the traveler when airfare is booked. This is the recommended documentation to be provided to ensure full reimbursement.
 - ii. Past flight details from Southwest is not acceptable documentation as "proof of payment" nor does it confirm the fare or class type purchased but is considered acceptable documentation for the traveler's name and dates of travel.
- B. There are circumstances which may reduce the airfare reimbursement to the capped amounts set in [Section C](#). This is not an all-inclusive list.
 - i. Documentation requested in [Section A](#) not fully provided.
 - ii. Upgraded costs are not clearly identifiable on the itemized receipt or documentation provided.
 - iii. Booking through a third party and unable to provide an itemized receipt outlining all costs related to airfare.
- C. Capped reimbursements will be applied if any of the circumstances noted in [Section B](#) occur, or at the discretion of the AOC accounting unit and are set at:
 - i. Round Trip: In State \$400; Out of State \$600

- ii. One Way: In State \$200; Out of State \$300
- D. If at a minimum a traveler cannot provide proof of payment, their name on the travel documentation as the individual in which the flight was purchased for, and dates of travel, airfare will not be reimbursed.
- E. Any flight changes related to the dates of travel identified on the Travel Claim form are also to be provided showing any changes in costs, including credits or additional charges. The flight change details also must include the type of airfare purchased, all costs incurred and proof of payment.
- F. Upgraded flights, including upgraded seat selection, identifiable on the receipt provided, will be reduced for the amount of the upgrade. If the upgraded cost is not identifiable on the receipt or documentation provided and the total cost of the flight exceeds the amount noted in [Section C](#), then the reimbursement will be reduced to capped amount noted in [Section C](#).
- G. Cancellation fees or unusable flight credits for any non-refundable flight will not be reimbursed.
 - i. Booking and canceling the Basic Fare through Southwest will not be reimbursed.
- H. No more than 1 checked bag per flight will be reimbursed unless:
 - i. The traveler is approved to travel for 7 or more business nights. If so, 1 additional checked bag will be reimbursed.
 - a) When booking with Southwest, the maximum reimbursement for 1 checked bag fee per flight is \$45 and in the event of traveling for 7 or more business nights, the maximum reimbursement for the second checked bag fee per flight is \$55.
 - ii. Any additional bag fees will be deducted from the travel claim unless the traveler receives written pre-approval from the AOC Accounting Unit that additional checked bag fees are allowed.
 - a) Written pre-approval must be provided when submitting the travel claim or the previously pre-approved additional checked bag fees will be deducted.
 - iii. Any checked bag fees must be included on the airfare receipt provided and clearly identifiable as to the number of checked bags or provided on an additional receipt if paid for at the time of travel.
- I. Use of "points" as a form of payment is not allowable in seeking reimbursement for the cost of any flight. If "points" are used as a form of payment, the flight expense will not be reimbursed.
- J. As a reminder, use of third-party bookings or package deals are subject to policy as noted in [Section 120.8.G](#) and [120.8.H](#) and are not recommended.
- K. Flights for approved Out-of-State Travel should be booked on the most economical airline available to ensure timely travel to the approved destination.
- L. A traveler electing to fly their own plane, will be reimbursed at the [GSA rate for an Airplane](#) only.
 - i. If the number of miles flown is not provided, the AOC Accounting Unit will use the miles required for travel by a personal vehicle from the travelers' home to the destination and will reduce those miles by 50%.

150.2 Appellate Court Staff Air Travel

- A. Flights should be purchased through Southwest using [SWABIZ.com](#) or through another low-cost airline if the cost benefit is less than booking through Southwest or Southwest does not provide a reasonable route to the approved Out-of-State destination.
- B. SWABIZ enrollment information can be found on the AOC Accounting Unit [Appellate Court Intranet](#) page.
- C. The Supreme Court credit card can be used when booking a business flight on SWABIZ.com after notification is received from the AOC Accounting Unit indicating the travel is approved.
 - i. Flights purchased on the Supreme Court credit card cannot be claimed when submitting the travel claim.
 - ii. The only allowable fare types that can be purchased on the Supreme Court credit card are Basic, Choice and Choice Preferred. See [Section 150.2.D](#) related to Basic fares as Basic fare is not

recommended.

- iii. Using the Supreme Court credit card to pay for an upgraded flight or upgraded seat selection is not allowed and must be repaid to the AOC either in a travel claim reduction or through direct payment in the form of a check or cash to be given to the AOC Accounting Unit.
 - i. Appellate Court staff may elect to personally pay for their flight and seek reimbursement, all rules outlined in Section [150.1 General Air Travel Rules \(All Travelers\)](#) are applicable.
- D. The Basic Fare with Southwest is a non-refundable fare. If a traveler elects to book a Basic Fare with Southwest and their flight is changed or cancelled, the AOC Accounting Unit will not reimburse the traveler for their loss of funds regardless of reason for change or cancellation.
- i. If a Basic Fare was purchased on the Supreme Court's credit card, the traveler is financially responsible to reimburse the AOC for the expense if the flight is cancelled.

150.3 Non-Appellate Court Staff Air Travel

- A. Flights should be purchased through Southwest or through another low-cost airline if the cost benefit is less than booking through Southwest or Southwest does not provide a reasonable route to the approved Out-of-State destination.
- B. The Basic Fare with Southwest is a non-refundable fare. If a traveler elects to book a Basic Fare with Southwest and their flight is changed or cancelled, the AOC Accounting Unit will not reimburse the traveler for their loss of funds, regardless of reason for change or cancellation.
- C. Non-Appellate Court Staff must purchase their own airfare and submit for reimbursement after travel concludes. All rules outlined in Section [150.1 General Air Travel Rules \(All Travelers\)](#) are applicable.

Policy: 160 Ground Transportation

Travelers should evaluate the most economical means possible in determining the use of Ride Share, Rental Car, Public Transportation, or Personal Vehicle options when traveling. Use of a free shuttle from the airport to reserved lodging is highly encouraged and should be utilized whenever possible.

160.1 Rental Cars

- A. An itemized receipt is required for full reimbursement.
- B. Rental cars should be booked through the State's Rental Car contract.
 - i. Information is provided on the AOC Accounting unit web pages previously referenced as to how to book a car using the State's Rental Car Contract.
 - ii. The traveler should be sure the reservation is being booked under "Business" travel.
 - iii. Rental cars booked through any other site or under any other contract/group will be reduced to \$50 per day inclusive of all costs if the daily cost exceeds \$50 per day after deducting sales tax.
- C. Booking a standard 2/4 door sized sedan or smaller is required for full reimbursement.
 - i. Some rental car companies let travelers choose different cars on the day of travel without charging more. This is still acceptable as long as there is no increase from the rate booked under the contract for the standard-sized sedan.
 - ii. Rental cars within the State of Nevada that are charged for a larger vehicle than the standard sized 2/4 door sedan, will be reduced to \$50 per day inclusive of all costs.
- D. Exceptions to allow a traveler to rent a larger size vehicle requires written pre-approval from the AOC Accounting Unit prior to traveling.
 - i. If a travel request was already approved for a standard sized vehicle and circumstances change prior to the first day of travel in which an upgraded vehicle is needed, then an email should be sent to AOCaccounting@nvcourts.nv.gov to receive pre-approval for the upgrade.
 - ii. Written pre-approval may be granted for these general exceptions but are not limited to:

- a) Parties of 4 or more business travelers traveling together. Only 1 traveler may claim reimbursement and must provide the names of all business travelers utilizing the shared rental car upon submission of their travel claim form.
- b) Parties of 3 or more business travelers traveling together for 4 or more days to accommodate the travelers and all required luggage. Only 1 traveler may claim reimbursement and must provide the names of all business travelers utilizing the shared rental car upon submission of their travel claim form.
- c) Travelers required to transport goods/supplies for business purposes that exceeds the capacity of a 2/4 door sedan.
- d) Expected inclement weather which requires an upgraded vehicle for safety.
 - 1) If the inclement weather occurs during the approved travel, the traveler is not required to seek written pre-approval before selecting an upgraded vehicle for safety reasons, but they must include an explanation when submitting their Travel Claim Form explaining the circumstances surrounding the upgrade.
- E. Travelers should not approve any additional costs when booking the rental car, including but not limited to insurance, liability, skip the pump, etc. as these costs are not reimbursable and will be deducted from the claim.
 - i. Use of the State's Rental Car contract automatically includes insurance, and all travelers should be aware of this in the event of an accident. When asked about insurance do not provide your personal insurance details and direct the rental car company to the State's rental car contract.
- F. Travelers must refuel the rental car before returning to the rental car company. Any fuel charged by the rental car company will be deducted from the travel claim prior to reimbursement.
- G. Sales tax charged for any In-State rentals will be deducted. Out-of-State sales tax on rentals is allowable.

160.2 Ride Share and Taxis

- A. An itemized receipt including the details of the trip, all costs incurred, including any tip, must be submitted with the travel claim. Proof of payment only will result in the ride share or taxi cost being reduced by 25%.
- B. Reimbursement for tips are capped at \$5 per trip. These tips are not considered part of the daily incidental GSA allowance and can be claimed as part of the Ground Transportation for each trip.
- C. Upgrades identified on the receipt provided will be reduced from the claim.
- D. Reservation fees are generally not reimbursable. The traveler should provide a sufficient explanation justifying the need as part of their travel claim, or the reservation fee charge will be deducted.
- E. A wait time charge cannot exceed \$3 and will be reduced if claimed for more than the allowable \$3.
- F. Use of "points", "credits", "promotions", "discounts" etc. will not be reimbursed.
- G. Limousine and private car services are generally not allowable and will be removed from travel claims in their entirety, even when the car is shared by multiple people. Any extenuating circumstance is to be noted on the Travel Claim Form and then the situation will be reviewed on a case-by-case basis. Ride shares, taxis, or shuttles should be used instead.
- H. While there may be certain circumstances when the traditional, lowest cost ride share will not suffice, upgraded ride share services such as Uber Black, "Extra comfort", Lyft Lux etc. are not allowable without additional justification as to why using such upgraded services was necessary. Without additional acceptable justification, the upgraded ride shares will be reduced by 50% of the total allowable costs, not including the allowable \$5 tip.

160.3 State Motor Pool

- A. State Motor Pool (Fleet Services) offers vehicles to employees traveling on Court business. Information on how to use State Motor Pool may be obtained from <https://motorpool.nv.gov/>

- B. A bill will be sent to the AOC Accounting Unit if a traveler elects to use State Motor Pool and the cost cannot be claimed by the traveler.
- C. State Motor Pool (Fleet Services) cannot be used when traveling for personal means.

Policy: 170 Mileage

170.1 Mileage Reimbursement Rate

- A. The Court follows the federal GSA rate for mileage reimbursement.
- B. When a less expensive method of travel is available such as motor pool, rental car, or airfare, etc. is available the traveler must select the personal convenience rate (half of the standard federal GSA rate) on the travel claim form when submitting their claim.

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170.2 Mileage Calculation

- A. All travelers claiming more than 100 miles one-way on a specific date must provide an online confirmation of the miles traveled (i.e. googlemaps.com) from the starting to end points of travel.
- B. All travelers should not claim any mileage until they have traveled further than they would from their home to their primary workstation. (i.e. Home to primary workstation is 10 miles, business travel from home to destination is 30 miles, traveler can only claim 20 miles).
 - i. The exception is if the starting point for the mileage being claimed is their primary workstation, then all mileage can be claimed from the primary workstation to the destination for business travel.

Policy: 180 Parking

180.1 Airport Parking

- A. An itemized receipt including the dates and amount paid is required.
 - i. In the event a receipt is unavailable, proof payment is allowed in place of the itemized receipt.
- B. Airport parking in Nevada is limited to \$18 per day at the Reno Tahoe International Airport.
- C. Airport parking in Nevada is limited to \$20 per day at the Harry Reid International Airport.
 - i. This will be reevaluated as additional information becomes available from Reno Tahoe International Airport and Harry Reid International Airport and updated accordingly.
- D. Costs associated with prepaid, reservations, valet, etc. for parking at the airport are not reimbursable.

180.2 Hotel Parking

- A. When traveling by personal vehicle or rental car, reimbursement for hotel parking is allowable.
 - i. Self-Parking should be utilized when available.
- B. Parking must be included either on the lodging receipt, or another receipt if provided by a separate entity.

180.3 Other Parking Reimbursement

It is understood that travelers may incur other parking costs during travel.

- A. An itemized receipt indicating the cost of parking, date parking was used and paid, and an explanation as to the need for the parking cost incurred, will allow the AOC Accounting Unit to review and reimburse accordingly.
- B. Metered parking is assumed to be included with the incidental allowance approved by the GSA; however, if the traveler wishes to include credit card documentation showing the cost of the metered parking, it will be reimbursed in full.

Policy: 190 Meals and Incidentals

190.1 General Rules for Meals and Incidentals

- A. Receipts for meals are not required and will be discarded if provided as part of the travel claim.
- B. Meals will be reimbursed up to the [GSA rate](#) for the destination traveled to for business purposes.
- C. Reimbursement for meals is limited to when the traveler is in travel status and only meals paid for by the traveler during travel should be claimed.
 - i. Meals may be reduced depending on flight details submitted by the traveler if a meal claimed appears to be outside of a reasonable travel status period.
 - ii. For travelers traveling by vehicle, the time to travel will be taken into consideration when reviewing allowable meals.
- D. Incidentals are limited to \$5 per day (rate promulgated by the GSA) and are provided to cover any gratuities while in travel status, with the exception of ride share as tips are allowed up to \$5 per trip, see Section [160.2.B](#).
 - i. Incidentals cannot be claimed unless meals or lodging are claimed for that day of travel.

190.2 Meals Provided (Not paid for by Traveler)

- A. Meals provided at an event, conference, training, or purchased by another traveler, etc. cannot be claimed by the traveler.
 - i. If a traveler is unable to attend or participate in the meal provided at an event, conference or training, a written explanation in the field provided on the travel claim form, or as part of the email submission to the AOC Accounting Unit, must be provided indicating the circumstances in which the traveler could not partake in the provided meal.
 - ii. If an explanation is not provided and the AOC Accounting Unit has documentation that meals were provided, the meal(s) claimed will be reduced from the reimbursement.
 - iii. If an agenda indicates a continental breakfast was provided, the AOC Accounting Unit may allow reimbursement as it is generally understood that this is not a complete breakfast option.
- B. If a traveler pays additional costs to attend a banquet or luncheon event, reimbursement is still limited to the GSA rate, and the additional cost of the banquet or luncheon cannot be reimbursed.
 - i. Providing documentation proving that the banquet or luncheon was at the expense of the traveler will help avoid the complete removal of the GSA meal cost claimed by the AOC Accounting Unit.

Policy: 200 Training (Appellate Court only)

200.1 Registration

- A. Registration should not be completed until the travel request is approved by the AOC Accounting Unit.
- B. Registration for events should be invoiced to the AOC Accounting Unit whenever possible.
- C. Registration may be paid for using a Court Pcard, if invoicing is not available, once the training is approved. The traveler may reach out to the AOC Accounting Unit to request assistance in using a Court Pcard to pay for their approved registration.
 - i. The traveler is required to provide the paid registration receipt to the AOC Accounting Unit once the payment is complete, regardless of which Court Pcard is used.
- D. While it is preferred that reimbursement for registration is done so together with the submission of the travel claim form, it is understood that at times this is a financial hardship on the traveler. As such, reimbursement may be requested once registration is paid if invoicing or use of a Court Pcard is not available at the time of registration.
 - i. The traveler would need to submit the paid registration receipt to the AOC Accounting Unit requesting reimbursement indicating the approved PO #.

- E. In the event that training is cancelled, the Appellate Court staff approved for the training is responsible for making an adequate effort in having the registration cost refunded, regardless of the method of payment.

200.2 Virtual Training Option

Appellate Court Staff should evaluate if a virtual training option is available and discuss with their manager to determine if travel is required to attend the training event and justify why the virtual option does not provide them with the necessary information without attending in person.

Policy: 210 Out-of-State Travel

Out-of-State travel not related to training, conference, or seminar is not allowed for any traveler with the exception of a Nevada Supreme Court Justice or Court of Appeals (COA) Judge.

210.1 Supreme Court Justice and COA Judges Out-of-State Travel

Supreme Court Justices and COA Judges are limited to \$2,000 for out-of-state travel per fiscal year. Any unspent funds in one fiscal year do not carry forward to the next. These funds cannot be shared to increase the available funding for any other person.

Policy: 220 AOC or Court Sponsored Events

220.1 General Rules for AOC or Court Sponsored Events

- A. All Business Travel Policies outlined above apply unless the AOC provides specific travel rules pertaining to an individual event, in which case the specific rules for the event will supersede the Business Travel Policy.
 - i. The AOC may provide specific travel rules pertaining to an individual event on the website page along with a sample travel claim form, also provided on the website page dedicated to the event.
- B. When using a personal vehicle, mileage will be limited to:
 - i. First and last day of travel, unless a traveler does not submit any lodging as part of their travel claim.
- C. All attendees, regardless of location, may stay at the host hotel for an AOC or Court Sponsored event and be reimbursed.
- D. Non-Appellate Court Staff are not required to submit a Preauthorization for Travel form but must complete the online registration provided by the AOC Court Education and Development Department.
- E. Appellate Court Staff are required to submit a Travel Request form if they are attending to assist in the event and submitting a travel claim which will include lodging.

Policy: 230 Elected Officials Required and Elective Education

Elected Officials should also reference the Judicial Education Policies related to Required and Elective Education. Required and elective education requests are subject to review by the Court Education & Development Department along with the AOC Accounting Unit.

230.1 Required Education for Elected Officials

- A. Preauthorization for Travel form must be submitted and approved by the AOC Accounting Unit in order for reimbursement to be paid by the AOC.
 - i. Preauthorization for Travel forms should be submitted within 15 business days before the first day of travel.
 - ii. If the required education is not pre-approved by the AOC Accounting Unit, then reimbursement may be limited depending on funding availability.
- B. Proof of course completion or certificate of attendance is required for reimbursement.

- C. Registration for National Judicial College (NJC) and NCJFCJ courses should be invoiced to the AOC Accounting Unit, and the AOC Accounting Unit will process payment on behalf of the Elected Official once the proof of course completion or certificate of attendance is received.
 - i. If assistance is needed to ensure registration will be deferred as an invoice to the AOC Accounting Unit, please email AOCaccounting@nvcourts.nv.gov for assistance.
- D. Reimbursement for all other travel expenses will be based on the Business Travel Policy.
- E. Travel and registration expenses cannot be advanced.

230.2 Elective Education for Elected Officials

- A. Elective Education is not guaranteed and is capped at a rate set by the AOC based on available funding.
 - i. Unused funding does not carry over to any future fiscal year and is not guaranteed for any additional requests made within the same fiscal year and is not transferable between Elected Officials.
 - ii. The amount allowed can change at any time based upon available funding.
 - iii. If an elective education request is approved, the AOC Accounting Unit will note the cap for the approved elective education. Travel claims submitted should be up to the cap stated in the approval email and shown on the Preauthorization for Travel form returned to the Elected Official.
- B. Preauthorization for Travel form must be submitted and approved by the AOC Accounting Unit in order for reimbursement to be paid by the AOC.
 - i. Preauthorization for Travel forms should be submitted within 15 business days before the first day of travel. Any request submitted within 7 days or less of the first day of travel may not be approved.
 - ii. CLE form indicating the number of hours/education credits earned at an elective education event is required, or Certificate of Attendance is required.
 - iii. If a CLE form or Certificate of Attendance is not provided at the event, then a CLE attestation form which can be found on the NVCOURTS.gov website is required to be filled out and signed by the Judge.
 - iv. The event sponsored CLE form, Certificate of Attendance, or AOC CLE attestation form must be submitted with the travel claim or reimbursement may not be processed.
- C. If an elective education event is held more than once in a fiscal year (July-June), pre-approval for reimbursement will be limited to only one of the scheduled dates.
- D. Other stipulations may apply in evaluating a request for elective education funding.
- E. Reimbursement for all travel-related expenses will be based on the Business Travel Policy.
- F. Travel and registration expenses cannot be advanced.
- G. Travel claims submitted for an elective education event not pre-approved will be subject to section [130.3.G](#).