



# STATE BAR OF NEVADA

## Travel/Expense Reimbursement Form

Date Submitted: \_\_\_\_\_

Name: \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Please read the back of this document for receipt requirements and other information

Only State Bar employees  
or section treasurers  
need to fill out this column

Date	Description (airfare, taxi, food etc)	Amount	Receipt Attached? (y/n)	Accounting code
	Mileage @ 37.5 cents per mile		No	

**Total For Reimbursement Requested**

\$ \_\_\_\_\_

Approved By

I incurred the expenses shown above for the purpose stated. I certify that this request is correct to the best of my knowledge

\_\_\_\_\_  
Signature of Person Requesting Reimbursement

Section Members Only:

Thank you for traveling on the behalf of the State Bar of Nevada. The State Bar of Nevada is NOT a taxable entity. You do not need to separately total meals, miles, lodging etc. Just put down the date, what the expense was for, how much, and if attached a receipt. If your travel was on behalf of a Section, please make sure your Section treasurer or Chairperson signs thi

The State Bar of Nevada carefully budgets travel to cover the out-of-pocket expenses you might incur that are necessary for your presence at a meeting or seminar. We have established guidelines for travel and we ask that you keep your travel expenses reasonable.

#### **WHAT IS CONSIDERED REASONABLE?**

We apply a "reasonableness" standard, taking into account location and other circumstances. If you anticipate a large or unusual expense, please call us before incurring it. Perhaps we'll know of a less expensive way to meet the need.

#### **RECEIPTS ARE NECESSARY**

You do not need a receipt for expenses under \$25.00, however, we want you to provide as many receipts as possible. We are not allowed to reimburse you for expenses over \$25.00 without a receipt.

#### **AIRFARE**

We will try to book your flights. If we cannot, you will be reimbursed based on lowest available coach or economy fares.

#### **LODGING**

We will try to book your lodging. If we cannot, please get approval from State Bar staff as the bar has several plans available that can save on the cost.

#### **TRANSPORTATION**

If you use your personal car, we will reimburse you at the rate of 36 cents per mile. Please help us by not renting a car unless absolutely necessary. Taxis and airport buses are usually cheaper plus you don't have to worry about finding your destination. If you must rent a car, please get approval from State Bar staff as the bar has several plans that can save on the cost.

#### **DISCRETIONARY EXPENSES**

We are NOT allowed to reimburse for discretionary expenses, such as: entertainment, laundry service, copying services, persc long distance calls, purchases at gift shops, child care services, beauty shop or barber services, exercise or health club usage sports events, tours, or in-room movies.

#### **DEADLINE FOR REIMBURSEMENT REQUESTS**

Always submit your reimbursement request within 45 days of the event for which the expenses were incurred or by the end of the calender year, whichever occurs first.

**Send your request with receipts to:**

**State Bar of Nevada -- Reimbursements  
600 E. Charleston Blvd.  
Las Vegas, NV 89104**

#### **NEED ASSISTANCE?**

Call us in Las Vegas at (702) 382-2200  
or (800) 254-2797