THE NATIONAL JUDICIAL COLLEGE

Reimbursement Form

Judicial College Bldg/MS 358 | Reno, NV 89557
• Phone 775.784.6747 • FAX 775.784.1253

SESSION NAME: «Class» **PA/CA**

DATES: «Class_Date»

NAME: «Title» «First_Name» «Middle_Name» «Last_Name»
AGENCY: «Court_Name»
MAILING ADDRESS: «Address1»
«Address2»
«Street»
«City», «State» «Zip»

ADDRESS CORRECTION (or mail/make check payable to):

____
____
____
____

I. TRANSPORTATION

A Air Travel ***(see policy on reverse)***

			ARRIVAL DATE	DEPARTURE DATE
Round-trip airfare	***Airline ticket must be attached***	$ **Paid by NJC**		
*To/from terminals (taxi, etc.)		$		
*Baggage check (1 bag round trip, no excessive baggage fee)		$		
*Airport Parking		$		

****RECEIPTS ARE REQUIRED FOR ALL ITEMS EACH WAY***

B Personal Automobile ***(see policy on reverse)***

Total round-trip miles ________ x $0.655 $

(if more than 50 miles, list start/end locations) __________

TOTAL TRAVEL $____________

II. SUBSISTENCE

A Lodging **HOTEL, CITY, STATE** **$ Paid by NJC**

B Meals

	Sun 0.00	Mon 0.00	Tue 0.00	Wed 0.00	Thu 0.00	Fri 0.00	
***Breakfast**		PROVIDED	PROVIDED	PROVIDED	PROVIDED		
***Lunch**		PROVIDED	PROVIDED	PROVIDED	PROVIDED		
***Dinner**		PROVIDED	$	PROVIDED	$		
Total/Day	$	PROVIDED	$	PROVIDED	$	$	

****Per Diem: $ /$ /$ on-site; 75% travel days***

TOTAL MEALS $ __________

TOTAL LODGING $ __________

REIMBURSEMENT REQUESTED $ __________

I would like to donate to The National Judicial College. Please initial choice.

____ All of my reimbursement
____ A portion of my reimbursement < $ ____________ >

*NOTE: Reimbursement requests are due to Finance within **5 days** of the close of the program.*

SIGNATURE ____________________ ***Date*** ____________

FOR NJC USE ONLY

Status	«status»		
Account Number	Click here, type acct# & description	Amount	
Account Number		Amount	
Verified for payment		Date	
Approved for payment		Date	

THE NATIONAL JUDICIAL COLLEGE

Reimbursement Policy

IMPORTANT NOTICE
Whenever the requirements listed below are not met, a statement explaining the reason for the deviation must be included, otherwise reimbursement will be delayed.

The National Judicial College will reimburse your travel *as designated* to and from the program/meeting, and subsistence for the dates of the program/meeting. If it is necessary to arrive at the program/meeting site the day before the scheduled start day, NJC will reimburse expenses related to the early arrival. **Your completed and signed Reimbursement Form is due to Finance <u>within 5 days of the close of the program</u>**. If you have any questions regarding your reimbursement, please check with the program attorney.

Receipts Required:	Receipts are required for any items <u>totaling</u> $25 or more. Passenger coupons will suffice for transportation by air.

I. TRANSPORTATION

A Travel

For locations serviced by regularly scheduled airlines, travel must be by air at *money-saving airfare by the most direct route. You will need approval from the NJC for any airfare over $600 prior to booking your flight.* Travel insurance is not reimbursable.

If you cancel or withdraw from the course, the only person who can use the ticket, after paying a penalty or cancellation fee, is you. We will work with you to have the ticket reissued or recuperate the cost. If you require a change to the ticket after it has been booked that is not requested by the College, any additional fees will be your responsibility.

Use of private automobile to/from the program site is authorized for locations not serviced by regularly scheduled airlines. *Approval by the NJC program attorney is required.*

When automobile travel is chosen for personal reasons, reimbursement will be the lower of (1) the money-saving airfare between the nearest airports in lieu of all other transportation expenses, or (2) $0.655 per mile plus $25 per 500 miles driven per day. Prior authorization from the program attorney is required for reimbursement on a rental car. Rental car charges will **NOT** be reimbursed unless the situation warrants and then only with advance NJC approval.

B Taxis, Shuttles, Etc.

Itemize charges for transportation to and from airports. Airport shuttles, when available, should be used. NJC does not reimburse transportation costs to and from your lodging location and the NJC.

II. SUBSISTENCE

A Lodging

Lodging will be reimbursed up to the federal per diem (night) plus taxes and fees. NJC cannot pay for spouses' hotel accommodations or meals. For grant-funded programs, the NJC will select the lodging location. If you choose to stay at another location, you are responsible for making the reservation and you will be reimbursed up to the host hotel rate plus taxes and fees. Internet resort fees is not reimbursable.

B Meals

The NJC uses the federal per diem rates as follows: 1) Travel days will be reimbursed at 75% of the federal per diem. 2) Days on-site will be reimbursed at the following rate for **CITY, STATE**: **Breakfast $; Lunch $; Dinner $** . 3) All tips and incidentals are included in the per diem amounts. 4) Not reimbursable by the NJC are meals provided by the College, alcoholic beverages, entertainment, or additional tips.

III. NON-REIMBURSABLE EXPENSES

Expenses not listed above, e.g., tips, early check-in/boarding fee, non-airport parking, meeting materials, computer hook-ups, phone charges, etc., are not reimbursable.