K. Conviction of a job-related criminal offense.

L. Insubordinate acts or language which seriously hampers the College's or department's ability to control, manage or function.

M. Work place harassment based, in whole or in part, on race, color, sex, religion, age, disability or national origin, which manifests itself in the form of comments, jokes, printed material and/or unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

N. Possession of materials and/or the utterance of comments in the work place that are derogatory towards a group or individual based upon race, gender, color, religion, disability, age or national origin.

O. Any action or behavior that negatively reflects upon the College, damages the College’s reputation or standing in the community or otherwise creates an environment in which an employee cannot effectively perform his or her job duties.

WORKING WITH MINOR CHILDREN
The College is committed to the safety and protection of minor children (any person under 19 years of age) on campus. Employees working with, or around, minor children, must at all times be aware of, and maintain, appropriate physical, emotional, and sexual boundaries. Employees are prohibited at all times from physically disciplining minor children. One-on-one meetings with minor children are best held in public areas or in spaces where interactions can be observed by other employees.

Employees who are aware of abuse or neglect of a minor child occurring on campus or in conjunction with any College activity or event, must report the matter to the College administration (President, Vice Presidents, Human Resources Director or Title IX Coordinator) as quickly as possible.

Nebraska State law requires any person who suspects that a child has been abused or neglected to report it promptly to law enforcement or to the Nebraska Department of Health and Human Services at 1-800-652-1999.

V. TRAVEL AND EXPENSE POLICIES AND PROCEDURES

BUDGET MANAGEMENT
Each school, department, office or major program receives an annual budget allocation. It is the responsibility of each Budget Supervisor to ensure that spending is within the budget allocation.

Budget allocations are divided into two parts: Personal Services and Non-Personal Services:

Personal Services - These funds cover salaries and benefits for full and part-time employees. Regular employee (includes Faculty, Professional and Support Staff) salaries and benefits are managed centrally. Most part-time employee budget allocations (includes adjunct faculty, student/part-time workers, and Federal Work Study student workers) are managed by the Budget Supervisor. Graduate Assistant budget allocations are managed by the Vice President for Enrollment Management and Student Affairs. Departments are encouraged to hire students whenever possible. Please contact the Financial Aid Office with questions about an individual student’s eligibility for Federal Work Study.
Non-Personal Services - These funds cover all non-personal services expenditures including operating expenses, supplies, travel and equipment (i.e. any expenditures that do not go through payroll). Non-personal services budget allocations are “pooled” to provide as much management flexibility as possible to pursue the priority objectives of the school, department or office.

Staying within this bottom-line total is the Budget Supervisor’s primary budgetary responsibility. Within the overall budget allocation, the Department may expend the non-personal services funds for the benefit of PSC and the school, department or office in accordance with Board/College policies and state laws, and in a manner that exhibits careful stewardship of state and student funds.

Budget Supervisors may request that funds they manage be reallocated by using the Budget Transfer Form. If adjustments to a budget allocation are made during the fiscal year, the Budget Supervisor will receive a Budget Adjustment Notification from the Budget Director. In the event of budget overages a budget transfer request should be submitted. Expenditures should not be reclassified to cover overages.

Several functions are performed centrally by the College and are automatically charged back to individual departmental accounts on a monthly basis. These include telephones, copy centers, paper, postage, express service, use of college vehicles, etc. Please contact the Accounting Office for the rates currently in effect.

Resources allocated to a school, department or office are to be used for that fiscal year’s operating expenses only. Funds remaining at the end of any fiscal year will not automatically carry forward into the next fiscal year unless approval is received prior to the end of the fiscal year to carry forward a specific dollar amount for an approved purpose. In all other instances, unspent allocations will revert to the College Reserve at the end of the fiscal year.

For further information and assistance in budget management contact the Budget Director at extension 2447.

**CONTRACTS/PURCHASING**

Whether a document is titled as a contract, an agreement, a memorandum of understanding, or any other type of cooperative undertaking, any written arrangement wherein parties exchange value, such as the exchange of services for payment, is legally considered to be a contract. *Peru State College should use a Contract for Services form (either the NSCS long form or the short form) to document agreements between the College and a party, other than an employee, who provides services to Peru State College.*

Purchases and contracts for services, materials, supplies, or equipment, and all leases of property must be in accordance with NSCS Board Policy #7010, which is summarized below. *All contracts must be reviewed and signed by the Vice President for Administration and Finance.*

Policy 7010 Bidding requirements are summarized as follows:

- **Under $2,500. No Bid Required**
- **$2,500 - $10,000 Informal Bids**
- **$10,000 - $25,000 Informal Competitive Sealed Bids**
Greater than $25,000 Formal Competitive Sealed Bids

All contracts for purchases and leases shall be bid as a single whole item. In no case shall contracts be divided or fractionated in order to produce several contracts, which are of an estimated value below that required for competitive bidding.

Items may be purchased without competitive bidding when the price has been established by the federal General Services Administration (GSA), an existing State Contract or participation in a contract competitively bid by another state or group of states or other appropriate public entity.

For further information and assistance in purchasing, please refer to Policy 7010 or contact Accounts Payable at extension 2362.

Purchasing Cards or P-Cards are issued at the request of the Vice President for Administration and Finance office in an individual employee’s name. The Purchasing Card Program is intended for use when normal purchasing procedures are not available. The P-Card can also be used for in-store, mail order and internet purchases. A Travel P-Card can be used for airlines and hotels, but it cannot be used for food or meal purchases for employees. Under no circumstances can the P-Card be used for personal expenses. To request a P-Card, please contact the Business Office at extension 2221.

GENERAL INFORMATION

TRAVEL REQUEST
Employees must complete a Travel Request form via Firefly prior to travel with approval by the supervisor/director and Vice President for travel expenses before paying conference registration fees, booking airline tickets or making hotel reservations. If travel is out of state, the President’s approval and signature is also required. The Travel Request must indicate the destination city and state, the reason for the trip and start and stop dates and times of the trip. A Travel Request form and Vehicle Reservation form are needed to reserve a state vehicle.

AIRFARE
Airfare is an allowable expense, provided that it is less expensive to fly than to drive. Using the internet to book airline tickets is permissible. State purchasing cards should be accessible via Deans and Vice President’s. Please see Kathy Tynon in the Business Office for a complete list of cardholders. If a State purchasing card is not available, airline reservations may be made through Bagby Travel (800-497-6911) and billed to the college directly. Please see EXPENSE REIMBURSEMENT section for personal card usage.

CONFERENCE REGISTRATION
Payment requests for registration fees will not be paid without the accompanying Travel Request Trip Number indicated on the top of the invoice or a copy of the employee’s approved Travel Request form is attached.

EXPENSE REIMBURSEMENT
The Expense Reimbursement form must be completed via Firefly after returning from travel. The Travel Request Trip Number or copy of the Travel Request form must accompany the Expense Reimbursement form when the employee returns from travel and is submitting for reimbursement of meals and/or other expenses. Detailed receipts for all requested reimbursement expenses must be
attached to the Expense Reimbursement form. Expense reimbursement requests must be submitted within 60 days of return from travel. The use of an employees’ personal card(s) for advanced payment for airfare, lodging and conference registration is discouraged as reimbursement will not be paid out until the trip is complete.

LODGING
Hotel reservations should be made with a State purchasing card. Employees are expected to exercise good judgment in making lodging reservations and always request the government rates. Lodging receipts must be on hotel statement forms and reflect all charges incurred during the stay. Credit card receipts are not acceptable documentation for reimbursement. Please see EXPENSE REIMBURSEMENT section for personal card usage.

MEALS
Detailed meal receipts are required for all food/meal expenses. Meals without itemized receipts can only be reimbursed up to a maximum of $4.99. The maximum allowance for meals per day on in-state travel (except Omaha) shall not exceed $46.00. Maximum allowances for Omaha and other cities in the continental United States may be found at www.gsa.gov. Expense reimbursement requests must be submitted within 60 days from the last day of a trip. State purchasing cards may not be used to pay for employees meals. No reimbursement may be made for alcoholic beverages or alcohol sales tax.

Refer to the chart below to determine which meals are reimbursable.

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Noon Meal</th>
<th>Evening Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Day Travel</td>
<td>Yes, when an employee leaves at or before 6:30 a.m.</td>
<td>No, lunch expenses for one-day travel are not allowable reimbursements</td>
<td>Yes, when an employee returns from travel at or after 7:00 p.m.</td>
</tr>
<tr>
<td>Overnight Travel</td>
<td>Yes, when an employee leaves at or before 6:30 a.m.</td>
<td>Yes, when an employee leaves at or before 11:00 a.m. or returns at or after 2:00 p.m.</td>
<td>Yes, when an employee leaves at or before 5:00 p.m. or returns at or after 7:00 p.m.</td>
</tr>
</tbody>
</table>

The time limits set forth in these policies do not include the time taken for the meal.

PERSONAL VEHICLE USAGE
If a State vehicle is available and employees choose to drive personal vehicles, PSC will reimburse at $0.40 per mile. State vehicles may not be parked at the airport during employee travel. If a State vehicle is not available PSC will reimburse at the maximum allowable rate established by the Department of Administrative Services, which is currently $0.56 per mile (effective January 1, 2014). Employees may not be reimbursed for gasoline purchases in lieu of mileage. Expense reimbursement requests must be submitted within 60 days from the last day of a trip.
TRAVEL ADVANCES
Travel advances are not allowed. Employees must pay for their travel out-of-pocket and then be reimbursed upon return from travel. However, when travel involves taking students on a trip, the Business Office can issue a check in advance for students’ travel expenses, if a Revolving Fund Request form is completed. All receipts and unused cash must be returned to the Business Office after travel is complete along with a listing of students who traveled.

ACCOMMODATIONS FOR EMPLOYEES WITH DISABILITIES
Employees who need special accommodations for travel may request use of their personal vehicle with mileage to be reimbursed. Accommodation requests should be directed to the supervisor and Human Resources. Prior approval must be received by the supervisor.

AUTOMOBILES
Nebraska statutes prohibit the use of any State-owned vehicle for any personal use. It is the employee’s responsibility to see that the car is used for College business only. Traffic violations are the personal responsibility of the operator and may be grounds for disciplinary action. The supervisor may require the employee traveling on state business to use a state vehicle.

LIABILITY INSURANCE
The State of Nebraska provides insurance in the amount of $5,000,000 per occurrence for liability (bodily injury, liability and property damage to personal or real property) caused by a State vehicle. Medical expenses for employees are covered under Workers’ Compensation.

All accidents, regardless of fault, should be reported within 24 hours or next business day, whichever is sooner, to the employee's supervisor. At the time of an accident the employee should neither acknowledge fault nor disclose the amount of insurance carried. This report should be on the Vehicle Accident Report form of the State Claims Board and submitted to the Campus Services Office.

Making a Vehicle Accident Report to the State Claims Board does not relieve the driver of the responsibility of filing the Motor Vehicle Accident Report required by the Motor Vehicle Department. And, in the event of injury to a State employee, a First Report of Alleged Accident form and other forms are required. These forms may be obtained from and returned to the Director of Human Resources, and will be filed with Workers’ Compensation.

RENTAL CARS
The State of Nebraska automobile insurance policy provides physical damage insurance to rental cars. When renting a car, decline this coverage, as PSC will not reimburse this expense. Rental cars will be reimbursed only when need is substantiated in writing. (Example: staying in motel away from conference site when savings in motel cost are more than the cost of the rental car.)

TRAVEL - STUDENTS
If an employee is traveling with students, several important notes follow. Students, with a sponsor, participating in a field trip or activity, may temporarily be authorized to drive on a per-use basis. Students driving on College business must have a valid driver’s license, and must have completed the Defensive Driving Course. A copy of the student’s driver’s license must be on file in the VPAF Office prior to departure. Students can be transported home from competitions by a parent/guardian with a signed waiver by the parent/guardian.