

## TRAVEL AND EXPENSES POLICIES AND PROCEDURES

### **GENERAL INFORMATION**

#### TRAVEL REQUEST

Employees must complete a Travel Request form via Firefly prior to travel with approval by the supervisor/director 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. Payment requests for expenses charged on state purchasing cards prior to travel must have the associated trip number written on the top of the invoice or a copy of the employees' approved Travel Request form attached.

#### 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 allowable. State purchasing cards should be accessible via Deans and Vice President's. Please see the Accounting 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.

#### 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 cards 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 person card usage.

#### MEALS

The per day allowable meal Per Diem for the State of Nebraska (excluding Omaha) is \$46.00 for 3 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 Per Diem rate includes taxes and tips.
- The maximum reimbursement for tips on meals is 20% calculated by the total of the expense.

- Meal Per Diem and Meal & Incidental expense breakdowns for Omaha and other cities in the continental United States may be found at [www.gsa.gov](http://www.gsa.gov).
- Expenses 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.
- Whenever a meal is provided by a lodging facility or as part of a conference/official function/event a claim for purchasing another meal and seeking reimbursement is not allowable, unless properly supported documentation detailing why a replacement meal is required.

### Overnight travel

If you are gone before 6:30am or return home after 7:00pm on overnight travel, you are allotted \$46.00 per day for 3 meals. If your overnight travel begins after 6:30am or ends before 7:00pm your allotted per day amount will need to be adjusted for the following meal amounts, Breakfast: \$11, Lunch \$12 and Supper \$23. Use the below timeframes to determine your per day allotment.

### Reimbursement Timeframes

#### Overnight Travel:

- Breakfast – when an employee leaves for overnight travel at or before 6:30am, breakfast may be reimbursed.
- Lunch – when an employee leaves for overnight travel at or before 11:00am or returns from overnight travel at or after 2:00pm, the noon meal may be reimbursed.
- Supper – when an employee leaves for overnight travel at or before 5:00pm or returns from overnight travel at or after 7:00pm, the evening meal may be reimbursed.

### One-Day Travel

You must be away from your official station longer than 12 hours to be reimbursed for any meals while on one-day travel. On one-day travel, lunch is not reimbursable.

- Breakfast – when an employee leaves for one-day travel at or before 6:30am, breakfast may be reimbursed.
- Supper – When an employee returns from travel at or after 7:00pm, supper may be reimbursed.

### Incidentals

Overnight and one-day Travel includes \$5.00 for incidentals. Incidentals include bell hop/room service tips and local transportation such as bus/uber/metro/taxi/subway tips.

**\*\* Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located are not reimbursable, except as discussed in General Policy #22. State Employee Expenses While Not in Travel Status and Travel Expense Policy #3. Conference (attendance by State Employees).**

### PERSONAL VEHICLE USAGE

State vehicles may not be parked at the airport during employee travel. If an Employee chooses to and is approved to use their personal vehicle, PSC will reimburse at the maximum allowable rate established by the Department of Administrative Services, which is currently \$0.535 per mile (effective January 1, 2017). Employees may not be reimbursed for gasoline purchases in lieu of mileage. Reimbursement for valet parking is not an allowable expense unless it is equal to or less than self-parking. Expense reimbursement requests must be submitted within 60 days from the last day of a trip.

**\*All reimbursements and expenses are subject to department policies and approval.**

**\*To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated.**

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