Travel & Miscellaneous Reimbursement Quick Reference

This information is compiled from the Nebraska State Accounting Manual, University Business Travel Policy & uniform Campus Travel Guidelines and is not inclusive of all rules and policies. Refer to individual campus/college policies as necessary.

ℹ️ Please note that expenses must be submitted, approved and received by Accounting/Accounts Payable within 60 days from the last date of the expense/trip.

Airfare:
Arrangements should be made using the contracted travel agency (Travel & Transport) or Southwest (http://www.swabiz.com). An Airfare Situation Report is required if the agency is not used. See the campus contacts for website, phone & contact information.

Trip Date/Time:
- **Air Flight Travel:**
  - Start of Trip – Time left for airport
  - End of Trip – Time returned to home or work
- **Vehicle Travel:**
  - Start of Trip – Time left from home or work
  - End of Trip – Time returned to home or work

Required Receipts:
Submit to Accounting/Accounts Payable with Travel Expense Statement (created through SAP) or Employee Expense Voucher (paper form).

- **Commercial Travel** (airline, bus, rail and train)
- **Car Rental** (showing all insurances declined)
- **Gasoline** (rental cars or University vehicles only)
- **Lodging** (must claim single rate or provide explanation; receipt must show zero balance)
- **Registration Fees**
- **Miscellaneous Travel Expenses** ($75.00 or more)
  (Note: Itemized receipts must be provided for all non-travel related supplies purchased while traveling (e.g. books, CDs, etc.).
- **Meals (including tip & taxes)**
  Itemized receipts are required for all food/meal expenses equal to or greater than $5.00. This requirement is effective for food/meal expenses incurred on or after May 27, 2009. Also, no meals may be reimbursed to employees for expenses incurred in the city in which the employee lives or works.
  (Note: ACTUAL meal expenses must be claimed. Claims appearing to be submitted as per diem amounts will be questioned.)
Refer to the chart below to determine which meals are reimbursable.

<table>
<thead>
<tr>
<th>Trip</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Day Trip</td>
<td>Yes, if departure from home is prior to 6:30 a.m.</td>
<td>No</td>
<td>Yes, if departure is prior to 5:00 p.m. and return is after 7:00 p.m.</td>
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<tr>
<td>First &amp; Last Day of a Multi-Day Trip</td>
<td>Yes, if departure is prior to 6:30 a.m. or return is after 10:00 a.m.</td>
<td>Yes, if departure is prior to 11:00 a.m. or return is after 2:00 p.m.</td>
<td>Yes, if departure is prior to 5:00 p.m. or return is after 7:00 p.m.</td>
</tr>
</tbody>
</table>

All other receipts are to be kept in the department and should be available upon request.

**Shared expenses** - Each traveler will claim expenses individually. One is not allowed to claim expenses for another, except when a hotel room is shared.

**Official Function** - Include detailed, original itemized meal receipts (remove alcohol and related taxes & tips), list of attendees & meeting agenda/conference flyer.