## Guidelines and Policies for Travelers NEW CHANGES

**Please read carefully as some policies have changed.**

**The following are guidelines and policies for your trip.**

Expense reimbursement requests must be submitted no later than 60 days after the final day on which expenses were incurred.

**Meal and Lodging Information**.

The following rates apply for (City, State)

Per diem is $XX/day.  The department requests that you keep the cost for meals reasonable.

Maximum lodging (excluding taxes) is $XX per night.

Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained. University travelers are expected to select reasonably priced lodging accommodations when on official business and will be requested to justify charges that appear to be excessive.

**Meal Expenses While Traveling**

**Out-of-state travelers who choose to use motor vehicles instead of available commercial air service will not be reimbursed for food or lodging expenses that would have been avoided by using commercial air service.**

University travelers are expected to make reasonable selections when ordering meals. On May 26, 2009, Nebraska Legislation (LB 533) went into effect.  **Each request must be** **fully itemized, including the amount, date, place, and essential character of the expense incurred.**  Reimbursement claims for food are audited and travelers will be requested to justify claims. Without satisfactory justification, questioned claims will not be reimbursed.

| **MEAL REIMBURSEMENT DURING UNIVERSITY TRAVEL** |
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| **TRIP** | **BREAKFAST** | **LUNCH** | **DINNER** |
| One day trip | Yes, if departure from home is prior to 6:30 am | No | Yes, if departure is prior to 5:00 pm and return is after 7:00 pm |
| First & Last Day of a Multi-Day Trip | Yes, if departure is prior to 6:30 am. or return is after 10:00 am | Yes, if departure is prior to 11:00 am or return is after 2:00 pm | Yes, if departure is prior to 5:00 pm or return is after 7:00 pm |

**Note:** Meal reimbursements for one day trips are taxable income and must be reported by the University to the IRS after the traveler exceeds $200 in a twelve month period (December 1 through November 30).

**No reimbursement may be made for alcoholic beverages.**

**NEW RULES regarding meals**

**Meals and Snacks**

Effective November 1, 2017.

1.       Up to three meals per day are reimbursable.  An employee in travel status who claims receipts for food or beverages during a full day of travel will be reimbursed for the three largest dollar value receipts only.  Employees with dietary restrictions requiring more than three meals per day may qualify for exemption if a physician’s note is attached.

2.       In between meal snacks are not reimbursable. Reimbursement may be allowed if the traveler attaches a physician’s note citing dietary restriction.

3.       When a meal is provided by a lodging facility or as part of a conference/official function/event, then a claim for purchasing another meal and seeking reimbursement is not allowed.   Reimbursement may be allowed if the traveler provides documentation that the purchased meal was for a business purpose or attaches a physician’s note citing dietary restrictions.

4.       If a traveler purchases groceries for a group of University employees or for themselves to consume while in travel status, the purchasing traveler should identify the number of meals the groceries covered, and fellow travelers should not include meal reimbursement requests for those meals.

**Notes:**

**1)** **Departure and return times are from your home, not the airport.**

**2) Must keep all original itemized receipts (includes what you ate) and turn them in for reimbursement.  A credit card receipt only will not be sufficient for reimbursement.  You are to pay for your own meals and not others in your party.  You can only claim reimbursement for yourself.**

***Gratuities***
Travelers will be reimbursed for reasonable gratuities.  The amount of the tip should reflect the quality of the service received and/or the prevailing custom for that particular service.  A tip of 15% for a meal is customary. The maximum reimbursable amount is 20%.   If service fees are included in group dinner bills or room service charges, no additional gratuity is necessary.   If an employee has not included gratuity on the receipt, gratuity should not be included in the request for reimbursement.

**Registration**

Receipt of registration charges to include conference name and amount of the expense.

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| **MANDATORY:**  |

Copy of the detail agenda.

Additional documentation may be provided to include confirmation of presentation.

**Airfare**

The originalpassenger receipt OR E-ticket OR invoice itinerary that has the total cost and how it was paid.

**Lodging**

All claims for lodging reimbursement must be supported by original receipts that show:

* The name of the hotel
* The number of occupants
* The goods or services for which each individual charge is made (room rental, food, tax, etc.)
* The receipt must show a zero balance; how the payment was made

No reimbursement will be made for unauthorized lodgers who occupy the quarters of an authorized traveler. The authorized traveler must note and claim only the single rate. For example, if a spouse accompanies an authorized traveler, the amount of the single occupancy rate should be noted on the receipt and the claim for reimbursement should be made for only that portion of the rental charge. The names of all authorized travelers should be noted on the receipt or Employee Expense Voucher. If one traveler pays the entire lodging, then both traveler's employee expense vouchers must be submitted together, as the State requires these to be cross-referenced.

**Car Rental**

You must submit an original receipt and any receipts for fuel, tolls & parking. The individual renting the car will be responsible for payment of parking, gasoline, tolls and other associated expenses.

Refer to this website for policy in regards to car rental insurance coverage,

<http://travel.unl.edu/SurfaceTrans#Rentals>

**Mileage:** Currently $.25/mile (effective September 1, 2017)

**Taxi, Bus.** Original receipts are required for expenses claimed.

**Gasoline.** Original receipt is required for expenses claimed.

**What Expenses Will Not be Covered:**

**Laundry**

**Cleaning**

**Valet**

**Personal telephone and internet access**

**Alcoholic beverages**

**In summary, keep all original itemized receipts for everything.  This way you will be covered when submitting items for reimbursement.  Credit card receipts by themselves are not accepted as receipts.**

If you have any questions, do not hesitate to contact me.

DeAnna  ......