## Guidelines and Policies for Travelers

***Please read carefully as some information has changed.***

Receipts should be submitted to the UNL Chemistry Financial Office (546 Hamilton Hall) **within the first 30 days** after the final day of the trip. Please also provide an itinerary with departure and arrival times from your home base (home, office, etc.; not the airport) to your destination and back, as well as dates of any meals that were provided to you that were not paid for out of pocket (i.e. hotel provided breakfasts, conference provided lunches, etc.).

**Meal and Lodging Information**

The following rates apply for (City, State)

GSA per diem rate is **$XX/day**. Expenses in excess of the per diem are the responsibility of the traveler.

Standard lodging rate (excluding taxes) is **$XX per night**.

Lodging and per diem rates are based on the location of the work activities, not the location of the accommodations. The agency may approve the lodging rate for another location if no other lodging was found in the work site destination. 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:** 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.

**Travelers must keep all original itemized receipts (includes what you ate) and turn them in for reimbursement.  *A credit card receipt only is not sufficient for full reimbursement.\**  You are to pay for your own meals and not others in your party.**

\*Detailed receipts are required for all meal expenses. If you provide only the credit card receipt, a reimbursement for $4.99 will be requested. Please remember to request a detailed receipt from the restaurant if you are not provided one with your meal.

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.

| **MEAL REIMBURSEMENT DURING UNIVERSITY TRAVEL** |
| --- |
| **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).

**Rules Regarding Meals and Snacks**

1. Up to three meals per day are reimbursable. Multiple receipts for one meal may be submitted but all receipts must be within the same hour timeframe and consist of items included in one meal. Employees with dietary restrictions requiring more than three meals per day may qualify for exemption.
2. Meals for companion travelers and alcohol should be paid separately from expenses for the UNL traveler. Alcohol and expenses for companion travelers are not reimbursable. If a receipt has items for other travelers, please indicate which items are yours. Do not cross out any items on the receipt or write in a value for reimbursement.
3. In between meal snacks are not reimbursable.
4. 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 dietary restrictions.
5. 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.

\*\*\****Gratuities***: The maximum reimbursable amount for gratuities 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 will not be included in the request for reimbursement.

**Conference Registration:** Receipt of the registration charges should include conference name and amount of the expense. A detailed copy of the agenda is required.

**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. 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:** $0.25/mile for personal vehicle. Mileage is not reimbursed for car rentals.

**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 will not garner a full reimbursement.**

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