



NTC Business Services Center Travel SOP

Updated 1/9/2019

Information contained in this document was compiled from both the UNL Travel Policy and the College of Engineering Travel Policy, both of which supersede this document in the event this document becomes outdated.

The full UNL travel policy and Concur video tutorials can be found at <https://nebraska.edu/offices-policies/concur-help>.

The full College of Engineering travel policy can be found at <https://engineering.unl.edu/employee-resources-engineering-policies/>.

This SOP applies to all NTC faculty, staff and students traveling on approved University business and/or whose travel is paid and/or reimbursed by the University.

Travel between Campuses

Faculty and staff may use their personal vehicles for travel between City and Scott campuses. Students are not approved to use personally owned vehicles for University travel. The reimbursable mileage rate for personal vehicles is \$ 0.25/mile, effective September 1, 2017.

The College of Engineering Dean's Office (114 Othmer Hall) has two vehicles from the UNL Motor Pool; one at the City campus and one at the Scott campus. College vehicles may be reserved either online or during normal business operating hours, M-F, 8 am – 5 pm from the Dean's Office at both City and Scott campuses; <https://engineering.unl.edu/employee-resources-lincoln-car-reservations/>. Priority will be given to those reserving the College vehicles for the following purposes in the order shown: (1) teaching purposes, (2) official College business, and (3) other University business. Faculty, staff, and students must be approved as authorized drivers through UNL Transportation Services, prior to reserving and driving a College vehicle; <https://fleetmanagement.unl.edu/policies/authorized-drivers>.

The College also has a free bus service available between campuses during the school year for students, faculty and staff; <https://engineering.unl.edu/n-e-ride/>. All CoE faculty, staff and students are encouraged to use the bus service for travel between the City and Scott campuses to teach classes, attend meetings, or conduct other University business.

No Travel Authorization Request is required for travel between campuses.

Travel Authorization

All University travelers must have prior approval in the form of a Travel Authorization. This includes trips with no associated business expenses to the Traveler or University.

Travel requests are required prior to any bookings and/or payments or reimbursements for travel expenses. If an approved travel authorization form is not completed prior to travel, the College Business Office reserves the right to reject reimbursement requests.

The Travel Authorization Request must be submitted through <https://firefly.nebraska.edu/> > Business Applications > Concur Request, Booking & Expense. If you do not have access to the Concur tile in Firefly, please contact Janet Renoe or Thushaar Patmanathan.

Travel solely within the city limits of a Traveler's normal city of work does not meet the definition of Travel Status and, therefore, does not fall under the jurisdiction of this Travel Policy.

Travel Authorization is required when submitting parking receipts for University-business within the city limits of a Traveler's normal city of work.

Privately owned or piloted planes, chartered planes and the State of Nebraska plane require additional approval from the Traveler's respective Vice Chancellor of Business and Finance or their designee(s).

International Travel Authorization

In order to ensure timely review and the necessary approval by supervisors, export control offices, the University Travel Office and other University administration, Travelers are expected to submit Travel Authorization Requests for International and non-continental United States travel no less than thirty (30) days in advance of travel.

Blanket Travel Authorization

Blanket Travel Authorizations (BTAs) will be allowed for multiple business trips with the same business purpose during a single fiscal year. BTAs will be submitted as a single Travel Authorization Request through Concur. A BTA has a term of one fiscal year or less, will expire at the end of each fiscal year or earlier, as specified within the BTA, and may be renewed by submitting a new Travel Authorization Request. A BTA can consist of any combination of travel within city limits, a 100-mile radius of the Traveler's respective campus (or assigned work location) and/or State limits. Expenses incurred under a BTA will be submitted on a monthly basis through Concur. Travel not meeting this criterion must be requested through the standard, individual trip process.

Personal Travel

Travelers who engage in personal travel while in travel status, should acknowledge and include information concerning personal travel in the Travel Authorization Request. However, only University business-related travel expenses should be included in the Travel Authorization Request and expense reports. Actual reimbursement will be marginal based on University business-related expenses only.

***ONLY AFTER THE TRAVEL AUTHORIZATION REQUEST IS APPROVED
MAY THE TRAVELER (OR TRAVEL DELEGATE) START TRAVEL ARRANGEMENTS.***

Most Economical Rates

All Travelers should use their best efforts to choose the most economical means of travel that meet the approved goals of the trip within the parameters of this Travel Policy. ***The Traveler's business purpose, potential time in transit, special needs, cost efficiency and other business-related circumstances contribute to determining the most economic options.***

Air Travel

When air travel is considered to be the most reasonable means of travel, a Traveler is expected to use commercial (not private) airlines, unless another method of travel is clearly shown to be more economical and meets the mutual, reasonable needs of the University and the Traveler.

While under normal circumstances, the University will only pay for or reimburse the Traveler for travel expenses up to the total cost of the most economical option. However, the business purpose and special circumstances associated with some travel may support the approval of an alternative mode of travel.

Alternative modes of travel must be approved as part of the Travel Authorization Request process and will be treated as exemptions. Exemptions from commercial air will be evaluated on a case-by-case basis by the Traveler's Supervisor Approver and Financial Approver(s), and the University Travel Office will be notified to ensure the proper payment or reimbursement of travel expenses.

Booking

NTC faculty and staff are encouraged to use Concur for travel arrangements for domestic travel for two primary reasons:

1. The Traveler will have the ability to direct bill the flight to a UNL cost object thereby reducing the personal financial burden and;

2. The flight is guaranteed to be refundable in the event of cancellation.

International flights are required to be booked through Concur. Travelers may book international travel outside of Concur only when specific, required flights, such as those within an international country, are not available through Concur.

Travelers wishing to purchase and make their own *domestic* air travel arrangements outside Concur must submit a price comparison between Concur and the chosen booking site with the reimbursement request. This comparisons must be completed on the same day of booking to ensure price accuracy and include the following:

- Screenshot from Concur of comparable airfare (including all airfare-related fees, such as taxes, airport fees, ticket refundability, University-contracted travel management company fees, baggage fees, or other costs impacting the comparison) and;
- Note the source of funding to be used for the booking from a reputable travel booking site.

Other University-contracted booking agencies (Travel & Transport and Southwest) may be used instead of Concur by the Traveler and do not require proof of comparable, less expensive airfare; see <https://travel.unl.edu/AirTrans>.

Only economy class air travel will be reimbursed by the College. Any upgrades to Business Class or First Class are the personal financial responsibility of the Traveler.

Airline reservations should be made as far in advance of the date of travel as is reasonable and appropriate to take advantage of discount fares.

If the Traveler purchases a ticket that is not the lowest listed price, a brief explanation for this choice must be provided.

On out-of-state trips when commercial air service would have been more economical than driving to the destination, mileage will be reimbursed at the price of an economy airline ticket or at the prescribed mileage rate, whichever is less. No meals or lodging will be reimbursed while en route.

Cancellations

A cancelled standard and/or upgraded ticket purchased through Concur will be: (1) held for business use by the original Traveler at a later date; or (2) used by other University Travelers for future business trips with the original Traveler's funding source credited up to the original ticket price.

The cost of a cancelled ticket purchased outside of Concur will be the sole responsibility of the Traveler and will not be paid for or reimbursed by the University; see <https://travel.unl.edu/AirTrans/PurchAirTix.shtml>.

Ground Transportation

The most cost effective method of transportation should be used in all cases.

Hotel shuttle vans are recommended when available. Taxi/Uber/Lyft, or other public transportation, should be used only when hotel shuttle services are not available.

Town cars and limousines are not appropriate modes of transportation and will not be reimbursed.

Rental cars will be reimbursed when appropriate.

Rental Cars

University-negotiated car rental rates should be used for all University business travel; rental cars should be

booked with Enterprise Rent-A-Car and National Car Rental when these providers are available; see <https://travel.unl.edu/SurfaceTrans>.

If a contracted provider is not available or if they are unable to meet the Traveler's requirements, the booking may take place with another provider and be direct billed to the University in order to reduce the personal financial burden on the Traveler.

All rentals larger than a "Full-Size Car" require specific approval and a business purpose to be designated on the Travel Authorization Request supporting the larger vehicle. Additionally, rentals of vans designed to hold 12 or more passengers must be operated by a driver with documentation on file, as required by the University, evidence that the driver has the required training, along with approval from the driver's Supervisor Approver, prior to booking or rental.

When renting cars from National or Enterprise Rent-a-Car, decline all insurance offerings.

If the rental car is not booked with a University-contracted provider(s) and rental car insurance is not provided to the Traveler, the University will pay for or reimburse the Traveler for rental insurance supplied by the provider as deemed necessary. When travel includes personal days, rental car reimbursement will be marginal based on travel days related to University business.

International Travel Car Rentals

Extra rental car insurance is to be obtained and will be reimbursed or paid by the University for all rentals which qualify under International Travel according to the individual provider's specifications; see <https://travel.unl.edu/SurfaceTrans> to determine what coverage to purchase.

Fuel receipts for rental cars may be submitted by the Traveler for reimbursement.

Personal Vehicle Mileage

A Traveler can be reimbursed for use of a personal vehicle for travel to/from the airport (including vans, pickups, panel trucks and motorcycles) while in travel status at the standard mileage rate established by the University of Nebraska for the actual miles driven. Documentation of the Traveler's route will need to be submitted for reimbursement using an online mapping tool. All additional mileage that is in excess of the Direct Route of travel must be submitted with a detailed mileage log.

Fuel receipts will not be accepted for personal vehicle travel reimbursement.

Other Forms of Travel

Any Traveler wanting to use alternative means of travel, including but not limited to privately owned or chartered airplanes and charter buses, must submit a Travel Authorization Request outlining why the alternate form of travel is being requested and affirming that no other, more economical means of travel is available before these forms of travel may be used. The Traveler's Supervisor Approver and the University Travel Office will review the request and determine whether additional approval is appropriate.

Lodging

Travelers have the ability to bill UNL directly for travel lodging. This is strongly encouraged whenever possible in order to reduce the personal financial burden on the Traveler; see [https://www.collegiate-hotel-reservations.com/\(S\(i1xaf114z0bbjkkq4p2n5k\)\)/default.aspx?Schoolid=UN](https://www.collegiate-hotel-reservations.com/(S(i1xaf114z0bbjkkq4p2n5k))/default.aspx?Schoolid=UN).

Travelers are expected to book lodging that is reasonable and relevant for the specific destination, time of year and business purpose. Further justification may be required for expenses that appear to be excessive.

State, government or University-contracted rates should be utilized when available. Conference-rate rooms should be booked as far in advance as possible to take advantage of discount pricing and other benefits. If

the block of conference rooms is no longer available, the Traveler may book lodging nearby at a similar, reasonable rate.

Travelers attending conferences may book their lodging in accordance with the requirements of such conferences when applicable. Travelers making lodging arrangements as part of their conference registration will submit the conference agenda and proof of the respective rate when submitting the expense.

The submitted lodging receipt must be itemized and show that payment was made in full to be considered for reimbursement in accordance with State of Nebraska requirements. Certain items provided by lodging vendors are considered personal items and therefore will not be reimbursed. Examples of non-reimbursed items include in-room movies, laundry, dry cleaning and shoe shine expenses.

Exception: Laundry/Dry Cleaning expenses are reimbursable for International Travel with a trip in excess of six days. See Appendix A.

If the Traveler chooses to share lodging with another UNL Traveler, related expenses must be cross referenced on each Traveler's expense claims to ensure that each UNL Traveler is reimbursed at the marginal rate. Only the single occupancy rate plus taxes and fees, if applicable, will be covered by the University when the Traveler shares a room with a non-University companion(s).

Travel Expense Reimbursements

No advances for travel expenditures will be authorized.

Following the trip, the University will pay for or reimburse the Traveler for the portion of the expenses that relate to the University-related business purpose of the trip. All personal expenses and related taxes, tips and fees should be deducted by the Traveler from the submitted, detailed receipts.

Expense reimbursement requests must be received in the NTC Business Office no later than 40 days after the final day on which expenses were incurred. Each request must be fully itemized, including the amount, date and place of each expense incurred.

All expenses submitted for reimbursement must include an original, itemized receipt. If the travel includes a foreign component/destination, all receipts must be translated to English by the Traveler.

A receipt is required for any non-meal expense in excess of \$25 to qualify for reimbursement; see Appendix A for reference.

The Dean of the College of Engineering has the express authority to refuse reimbursement for any expense deemed inappropriate or excessive.

Meals

Travelers may be reimbursed for up to three (3) meals per day in compliance with requirements for State of Nebraska governmental agencies. Ideally, each meal should be represented by a single receipt; however, multiple receipts for a given meal may be submitted so long as the transaction times shown on the receipts are within a 60-minutes of each other and consist of items typically included in one meal.

Reimbursement for meal tips is limited to 20%.

The total cost of daily meal receipts, including tips and taxes, may not exceed the GSA daily per diem standard; see <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Receipts exceeding this standard are the sole responsibility of the Traveler and will not be paid for or reimbursed by the University.

The number of meals allowed and their associated allowances (breakfast and lunch at 25% and dinner at 50% of the GSA daily per diem rate) will be deducted from the daily allowance if such meals are included in conference rates, lodging offerings, cost of transportation and other registrations. Deductions will also be

made in accordance with the Traveler's Departure Times and Return Times.

One-Day Travel Meal Allowances	
Breakfast	Allowed if departure time is at or before 6:30 a.m.
Lunch	Not Allowed
Dinner	Allowed if return time is at or after 7 p.m.

First and Last Day of Extended Travel Meal Allowances	
Breakfast	Allowed if departure time is at or before 6:30 a.m. or return time is at or after 10 a.m.
Lunch	Allowed if departure time is at or before 11 a.m. or return time is at or after 2 p.m.
Dinner	Allowed if departure time is at or before 5 p.m. or return time is at or after 7 p.m.

Alcohol

Alcohol, and its associated tips and taxes, will not be paid for by the University and is not a reimbursable expense. These expenses must be deducted from all submitted expenses and receipts.

Groceries

Groceries may be reimbursed, in lieu of individual meals. The grocery purchase should be equivalent to a reasonable amount of food for the number of people and the total number of meals which the purchase covers. For each meal covered with the grocery purchase, the corresponding [GSA daily per diem rate](#) (breakfast and lunch at 25% and dinner at 50% of the [GSA daily per diem rate](#)) will be deducted from each individual Traveler's total meal allowance for their respective day(s) of travel. The Traveler may split the total purchase over multiple days if the purchase covers meals for multiple days of travel.

Official Functions

Expenses for official functions, conferences, hearings, interviews or group meetings while in Travel Status are allowed for various business purposes. The business purpose, an agenda and a list of attendees including the place of employment/headquarter city if attendees are University employees, must be provided in addition to the required receipts for approval. These expenses should be reasonable for the business purpose, specific function and the number of individuals in attendance.

Miscellaneous Expenses

Employees can be reimbursed for reasonable long-distance telephone calls for University business (including access charges) with appropriate receipts.

Tips to service personnel such as bellhops, porters and skycaps are reimbursed provided they are reasonable. Limited to \$5/day while in travel status.

Airport parking will be reimbursed with an appropriate receipt.

Recreational tours, programs, etc. offered as a part of a conference at a reduced price are not reimbursable expenses.

Any non-employee expense associated with companion travel will not be reimbursed.

Baggage fees for one bag are allowable. Additional baggage charges will not be reimbursed unless a business reason is authorized prior to travel.

Receipt Requirements

Travelers must provide all required receipts that are detailed and itemized for all University business-related travel expenses. See Appendix A for reference.

Detailed and itemized receipts must include the item(s) purchased; the name of the business where the transaction took place; the transaction date/time; and the amount of the transaction.

If a receipt includes expenses for multiple Travelers, the single Traveler seeking reimbursement should reference the other Travelers on the expense submittal.

If multiple Travelers are seeking reimbursement from a single receipt which includes the expenses of multiple Travelers, a copy of the itemized receipt and proof of the individual Traveler's payment (i.e., credit card statement) must be provided with each Traveler's expense submittal.

The Traveler should make every effort to obtain and submit all detailed travel expense receipts when available. Failure to submit required receipts may result in the University not paying for or reimbursing the Traveler for the related expenses in accordance with Nebraska state requirements.

In the absence of a detailed receipt(s), a receipt substitution may be made. With a signed written explanation, this substitution may include a copy of a cancelled check, credit card statement or subsequently acquired receipt.

If a receipt has been lost, is not available or impossible to obtain, an Affidavit may be acceptable. Affidavits will mainly be accepted for International Travel and in very rare cases for domestic travel.

For all detailed receipt substitutions and Affidavits, the name and location of the business where the transaction took place, the transaction date, the purpose for the expense and the amount of the transaction must be provided. These receipt substitutions and Affidavits can only apply to the following expense types: Copy Charges, Educational Supplies, Fuel/Gas, Laundry/Dry Cleaning (International and Team/Group Travel only), Meals and Taxi/Shuttle/Train/Bus.

If receipts are listed in any language other than English, the business name, location, date, and individual items must be translated by the Traveler. Associated prices will be converted to the U.S dollar equivalency on the day of the transaction by the Concur system when the receipt is submitted for reimbursement.

International Travel

All policies stated throughout this Travel Policy apply to International Travel, Travel Authorization Requests, and expense reimbursement claims.

Travel Authorization Requests for international destinations should be submitted for approval at least thirty (30) days in advance of departure. This allows time for the required export control review and the Traveler to be informed of and enrolled in all international support services.

Compliance and Exemptions

This Travel Policy is designed to ensure compliance with laws, regulations and policies promulgated and implemented by the Federal and State governments, as well as the University.

Non-compliance could result in taxes, penalties and interest assessed against the University and/or the Traveler. Failure to comply with this Travel Policy may jeopardize the Traveler's reimbursement or access to University funds, as determined by the Traveler's Supervisor Approver and/or Financial Approver(s) as applicable.

Compliance by all Travelers will be monitored and addressed by the Supervisor Approver(s), other appropriate University administrators and the University Travel Office.

Exemptions to this Travel Policy will only be authorized with proper documentation, such as an ADA accommodation plan, on file with the Traveler's respective campus ADA/504 coordinator. The campus ADA/504 coordinator will provide the University Travel Office with a written description of any exemption or other accommodation to be implemented to meet the provisions of the Traveler's ADA accommodation plan, and the Pre-Trip Request will be processed and evaluated for approval incorporating the accommodation in accordance with the law.

Exceptions with respect to permissible reimbursements are only allowed in the most extraordinary circumstances, following thorough documentation and approval by the Traveler's Supervisor Approver, **prior** to submission for reimbursement. The University makes no guarantee that a post-trip exception will be made.

Other situations, including but not limited to weather, health issues and emergencies, leading to exemptions to this Travel Policy will be evaluated on a case-by-case basis by the Traveler's Supervisor Approver in collaboration with the University Travel Office.

APPENDIX A

Receipt Type	Expense Classification	Receipt Policy	Requirement of Receipt
Abstract, proceedings	Misc Travel	Actual expense for copies of conference materials or related abstracts/papers	Yes, if greater than \$24.99
Airfare	Airfare	Airline tickets should be purchased through the University-contracted travel management company; other sources require further review and approval as stated in policy	Yes
Airline baggage fees	Baggage & Airport Fees	Actual expense	Yes, if greater than \$24.99
Airline fees	Baggage & Airport Fees	The University will reimburse employees for airline fees that are necessary/required by the airline for the University business purpose of the trip; please itemize these expenses by date and explain any unusual or excessive charges	Yes, if greater than \$24.99
Airport shuttle	Taxi/Shuttle/Train/Bus	Actual expense	Yes
Airport tax/exit fee	Baggage & Airport Fees	Actual expense may be claimed when not already included in the cost of the ticket (mainly International airports)	Yes, if greater than \$24.99
Alcoholic beverages	N/A	Not reimbursable	N/A
Animal boarding	N/A	Not reimbursable	N/A
Car rental	Car Rental	Actual expense	Yes
Car repairs, maintenance, accidents, washes, oil changes, or locksmith charges for personal vehicles	N/A	Not reimbursable	N/A
Child care	N/A	Not reimbursable	N/A
Conference facilities	Rental of Conf Facilities	Actual expense	Yes
Conference registration/expenses	Registration/Conf Fees	Documentation of conference expense and agenda required for reimbursement	Yes
Currency conversion fees	Misc Travel	Actual expense on amount required for University business travel	Yes, if greater than \$24.99
Dry cleaning (hotel services)	Laundry/Dry Cleaning	Reimbursable for International Travel with a trip in excess of six days	Yes, if greater than \$24.99
Educational Supplies	Educational Supplies	Actual expense of supplies needed for University business and purchased while in Travel Status	Yes
Entertainment (including in-room movie rentals)	N/A	Not reimbursable	N/A
Exercise equipment/room fees	N/A	Not reimbursable	N/A

Faxes	Phone/Fax/Internet	Actual expense necessary for University business	Yes, if greater than \$24.99
Film developing	Copy Charges	Actual expense necessary for University business; purpose should be explained on reimbursement	Yes, if greater than \$24.99
Flight insurance	N/A	Included in travel management company booking; extra insurance not reimbursable	N/A
Gasoline	Fuel/Gas	Actual expense for rental or University vehicles; may not be claimed on travel with personal vehicle	Yes
Gifts	Misc Travel	Actual expense of gift when it is considered customary to present a gift to a host within International countries; no alcohol	Yes, if greater than \$24.99
Gratuities (including tips for cabs, skycaps and bellmen)	Incidentals	Limited to the GSA per diem total of \$5.00 per day for porters, baggage carriers, hotel staff and staff on ships (this limit does not apply to student group travel)	No, \$5.00 limit per day
Groceries	Meal (or grocery equivalent)	Actual expense with an explanation of the number of meal equivalencies and individuals covered by the expenses	Yes, if greater than \$4.99
Gym fees	N/A	Not reimbursable	N/A
International, personal cell phone plans	Phone/Fax/Internet	Reimbursed if required for University business during International Travel	Yes, greater than \$24.99
Internet fees	Phone/Fax/Internet	Actual expense for University business	Yes, if greater than \$24.99
Job applicant & applicant recruiting	Job Applicant	Actual expense; domestic travel only; applicant meeting itinerary required	Yes
Laundry	Laundry/Dry Cleaning	Reimbursable for International Travel with a trip in excess of six days	Yes, if greater than \$24.99
Lodging	Lodging or Lodging/Conference Rate	Itemized lodging receipt required; charges for staying with family or friends are not reimbursable; parking and University business related phone long distance fees must be listed as a separate expense item	Yes
Meals	Meal (including tips) or Meals One Day Travel	Detailed, itemized receipts for meal expenses greater than \$4.99; max of three meals per day; see specifics on allowance within policy Gratuities for meals must be included on their respective receipts with a cap of 20% of the total bill	Yes, if greater than \$4.99

Mileage for personal vehicle	Mileage/Personal Car	Direct route will be entered into University expense management tool; additional mileage will require an additional mileage log	Log required for additional miles; otherwise, N/A
Newspapers/magazines	N/A	Not reimbursable	N/A
Office Supplies	Office Supplies	Actual expense of supplies needed for University business and purchased while in Travel Status	Yes
Official function	Official Func Exp	Business purpose/agenda and a list of attendees must be submitted in addition to receipt(s); see policy for more details	Yes
Parking	Misc Travel	Actual expense	Yes, if greater than \$24.99
Passports	N/A	Not reimbursable	N/A
Personal grooming items	N/A	Not reimbursable	N/A
Photocopying	Copy Charges	Actual expense if required for University business purposes	Yes, if greater than \$24.99
Safe deposit box/secured storage fees	Misc Travel	Actual expense if required for University business purposes; storage of personal items is not reimbursable	Yes, if greater than \$24.99
Snacks	N/A	Not reimbursable	N/A
Spouse/companion expenses	N/A	Not reimbursable	N/A
State, private, rented or chartered planes	State/Private/Rented/Chartered Plane	Actual expense or expense based on standard IRS rates; contact University Travel Office for details	Yes
Student expenses	Subsistence/Student Exp	Actual approved expenses; additional list of students required	Yes
Taxis, Ubers, Lyfts, buses, airport shuttles, subways, etc.	Taxi/Shuttle/Train/Bus	Actual expense including tips	Yes
Telephone calls	Phone/Fax/Internet	Actual expense of University business related calls	Yes, if greater than \$24.99
Tolls	Misc Travel	Actual expense	Yes, if greater than \$24.99
Tour/cruises	Misc Travel	Actual expense for University business related tours or mandatory conference events; optional or pleasure tours are not reimbursable	Yes, if greater than \$24.99
Vaccinations/required medicine	Visa/Vaccinations	Actual expense, including the office visit charge, if required for University business travel; may only claim amount not covered by personal insurance	Yes
Visas	Visa/Vaccinations	Actual expense if required for University business travel; Traveler expected to plan ahead and will not be reimbursed for expediting fees except in extraordinary circumstances	Yes