



Nebraska State
College System

CHADRON | PERU | WAYNE

Travel Manual

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Purpose

The purpose of the Nebraska State College System (NSCS) Travel Manual is to:

- Create a uniform travel process (from travel approval through reimbursement) for individuals traveling on NSCS business and employees processing the related expenses.
- Ensure consistent application of travel policies for all Travelers across the system.
- Ensure compliance with all Federal and State of Nebraska statutes and policies, NSCS policies, and relevant requirements for International Travel.

This Travel Manual applies to all NSCS employees traveling on official NSCS business.

Definitions

Affidavit – an electronically submitted statement confirming the required receipt(s) or proof(s) of payment was unattainable from a business or was lost by the Traveler.

Blanket Travel Authorization (BTA) – authorization for employee travel for trips with the same business purpose, which can consist of multiple trips throughout a fiscal year.

Commute – the normal, direct route between a Traveler’s home and permanent work location.

Departure Time – the time the Traveler leaves their tax home or designated work location to begin travel status.

Direct Payments – payments made by the NSCS on behalf of the Traveler for business-related travel expenses.

Direct Route – the shortest or most efficient route between a point of departure and a final destination.

Financial Approver – an NSCS employee who oversees, regulates and approves all expenses from a specific NSCS funding source(s); will review Travel Requests prior to approval to ensure the Traveler has approved, budgeted funding for the specific trip; will review actual, submitted expenses prior to approval and reimbursement to ensure they are allocated correctly.

International Travel – travel outside of the United States and its territories or travel to any destination that requires a passport unless otherwise stated within this Travel Manual or by outside vendors/suppliers.

Online Booking Tool – a utility of the Travel Management System that a Traveler may use to book airfare, lodging, and car rentals, subject to vendor participation.

Return Time – the time the Traveler returns to their home or work location after ending their Travel Status.

Supervisor Approver – an NSCS employee who manages the time and performance of duties of a specific NSCS Traveler; will review Travel Requests prior to approval to ensure Traveler’s compliance with this Travel Manual; may simultaneously be the Financial Approver for the same Travel Request.

Traveler – an NSCS employee, including a student employee traveling within the scope of his or her employment.

Travel Expense Report – the Traveler’s itemized request for reimbursement of expenses the Traveler incurred and paid with personal funds while in a Travel Status.

Travel Management System – software application integrated with the NCS accounting system used to record travel requests, approvals, and expenses.

Travel Request – the Traveler’s request--processed through the NCS Travel Management System--to travel for NCS business and/or to use NCS funding sources for expenses related to the business travel.

Travel Status – when a Traveler is outside of their normal city of work or residency or respective regular Commute while conducting or engaging in official NCS business.

University Travel Office – the University of Nebraska’s central travel administrator, which shall provide the NCS with general automation support and training.

General Specifications

College or Department Policies

This Travel Manual shall be uniformly adopted throughout the NCS. Chadron State, Peru State, Wayne State, the System Office, and any of their departments may not implement additional travel policy or establish business practices that conflict with any provision of this Travel Manual. Final submissions of Travel Requests and expense reimbursements shall be reviewed internally based solely on this Travel Manual.

NCS Funds

The NCS is responsible for two funding types: NCS funds and NCS-managed funds.

NCS funds include funds derived from tuition, fees, state appropriations, revolving accounts, and bond revenues.

NCS-managed funds include dollars accepted from sources external to the NCS, such as private donations held in trust, as well as federal, state, local and industry grants.

Federal and state compliance rules require that NCS funds and NCS-managed funds be subject to the same fiscal management policies. The Nebraska Auditor of Public Accounts (APA) does not distinguish between these two types of funds when auditing NCS financial activity. Therefore, all funding types will be subject to the policies of this Travel Manual.

Compliance and Exceptions

This Travel Manual is designed to ensure compliance with applicable federal law, State of Nebraska statutes and regulations, and NCS fiscal policies. Non-compliance could subject the NCS to financial risks such as tax assessments, penalties, and interest. Failure to comply with the requirements stated within this Travel Manual may result in a Traveler not receiving reimbursement for some or all claimed expenses, or the Traveler may be restricted from future access to NCS funds, as determined by their Supervisor Approver. Compliance by all Travelers will be monitored and addressed by their Supervisor Approver(s) and other NCS administrators, as applicable. Non-compliance with this Travel Manual should be referred to the respective Vice President for Administration and Finance (VPAF) or Vice Chancellor for Finance and Administration (VCFA) for review, which may result in disciplinary action.

Travelers may request exceptions to this Travel Manual in writing, and exceptions may be authorized by the respective VPAF/VCFA. Authorizations must also be in writing and must provide a reasonable rationale for granting each exception. Exceptions should generally be constrained to accommodations for physical limitations. This also applies to Travelers who qualify for an Americans with Disabilities Act (ADA) accommodation plan. The accommodation plan must be on file with the Traveler’s respective ADA/504 Coordinator. In such cases, the ADA/504 Coordinator shall provide the VPAF/VCFA with sufficient information to evaluate a Traveler’s request for exception.

The respective Traveler's trips and related expenses then may be processed in accordance with these approved and documented accommodations. The Traveler must document the authorization for any exceptions to Travel Manual with every Travel Request. Exceptions not documented until the claim for expense reimbursement may be disallowed at the discretion of the Financial Approver(s) on the basis that such cost was unbudgeted.

Time-sensitive situations, including but not limited to weather, unexpected health issues, and other emergencies, may merit a Traveler exception to this Travel Manual. Due to exigency, these may be evaluated and approved by the Traveler's Supervisor Approver on a case-by-case basis. The Traveler still must document the request for any such exceptions with the Travel Request, and the Supervisor Approver must document the rationale for approval/denial of the request. In such occurrences, the Supervisor Approver shall notify the respective VPAF/VCFA of the request, approval/denial, and rationale.

The NCS generally assumes that Travelers act as good stewards of NCS funds who limit their travel expenses to the lowest reasonable cost. Travelers shall not be required to demonstrate lowest reasonable cost unless it is required by this Travel Manual, State of Nebraska statutes and regulations, or unless it is requested by the Traveler's Supervisor Approver, the relevant VPAF/VCFA, or NCS finance staff performing pre-audit of expenses. Finance staff should limit such requests to those expenses that seem extraordinarily high-cost for the particular expense in a particular local economy.

Non-NCS Personnel

This Travel Manual applies only to active NCS employees, but it may be used as guidance for travel by non-employees, including but not limited to:

1. The NCS Board of Trustees and Student Trustees who are traveling on official NCS business.
2. Students who are not in an employment status.
3. Individuals doing business with or for the NCS, including but not limited to consultants, guests, independent contractors, volunteers, and speakers who have contracted with the NCS for an event, project or other service.
4. Candidates/applicants for employment.

Pre-Travel

Travel Request

All Travelers are required to submit a Travel Request prior to every instance of being in Travel Status. This includes Travel Status trips with no associated business expenses to the Traveler or the NCS. All requests will require approval by the Traveler's Supervisor Approver and Financial Approver (may be the same person) for all respective funding sources being utilized for the trip as applicable. Travel Requests are required prior to any bookings, direct payments, and reimbursements for travel expenses. Blanket Travel Requests will require a single Travel Request at the beginning of each fiscal year.

Travel Requests for International and non-continental United States travel should be submitted at least sixty (60) days in advance of travel to ensure timely review by the NCS, and to ensure compliance with any relevant government regulations for foreign travel. International Travel will require additional approval from the Traveler's respective College President or their designee(s), or in the case of Travelers employed at the System Office, approval is required from the Chancellor or his/her designee(s).

Privately owned or piloted planes, chartered planes, and the State of Nebraska plane require additional approval from the Chancellor or his/her designee(s) for all travel subject to this Travel Manual.

Most Economical Rates

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

Personal Travel

Travelers who engage in personal travel, while in Travel Status, should acknowledge and include details of the personal travel in the Travel Request. However, only NSCS business-related travel expenses may be included in the Travel Request and Travel Expense Reports. The NSCS will pay for or reimburse the Traveler for the portion of the expenses that relate to the business purpose of the respective trip. When submitting a request for reimbursement, the Traveler must deduct all personal expenses and related taxes and fees from the submitted, detailed receipts.

Blanket Travel

Blanket Travel Authorizations (BTA) may be granted for multiple business trips with the same business purpose during a single fiscal year. Requests for a BTA must be submitted as a single Travel Request through the NSCS Travel Management System. All blanket travel requests must be forwarded to and approved by the respective VPAF/VCFA. The VPAF/VCFA may set limits on the geographical radius of blanket travel, as appropriate. A BTA must specify a specific term, which may be for up to one fiscal year, but the term may not cross fiscal years. A BTA may only be extended or renewed by submitting a new Travel Request.

BTA Travelers should submit Travel Expense Reports for completed trips on a monthly basis through the NSCS Travel Management System.

Payment Methods

NSCS Warrant

The NSCS may have the ability to pay directly for a Travelers's approved air travel, rail, bus, car rentals, and lodging. The NSCS also may pay directly any traditionally pre-paid expenses, such as conference registrations.

Purchasing Card

The NSCS-issued purchasing card (known as a "P-Card") may be used for certain travel purchases in accordance with this Travel Manual and the NSCS Purchasing Card Procedures.

Travel Card

The NSCS may maintain credit accounts to serve NSCS Travelers who use the Online Booking Tool feature of the Travel Management System. A Traveler's use of this feature for available purchases will generate a vendor invoice to the NSCS instead of the Traveler. Travelers may use the Online Booking Tool to purchase airfare, lodging, and rental cars to the extent vendors and accommodations are available.

Expenses Paid by Employee

The NSCS encourages the Traveler, as much as is possible, to arrange for travel that allows the NSCS to pay directly for the associated expenses. Personal funding sources, including but not limited to cash, credit cards and debit cards, may be used to pay for travel expenses. The NSCS shall reimburse the Traveler for authorized travel expenses that the Traveler paid with personal funds, unless otherwise stated within this Travel Manual. Such expenses must be submitted through the NSCS Travel Management System and must include itemized receipts, subject to certain exceptions detailed in the [Appendix](#).

Travel Settlement

Travel Expense Deadline

Reimbursement requests must be submitted and approved through the NSCS Travel Management System no later than sixty (60) calendar days after the final day on which expenses were incurred. This State of Nebraska statutory requirement cannot be waived. The NSCS will not pay for or reimburse any reimbursement request submitted by the Traveler past this deadline.

The 60-day time limit remains in effect for each trip taken under the BTA. If a blanket traveler submits a Travel Expense Report containing one or more trip start/end dates allowable under a BTA, then expenses with trip end dates less than 60 days old are eligible for reimbursement. Expenses with trip end dates older than 60 days are not eligible for reimbursement.

The Financial Approver(s) shall review and approve reimbursement and the assignment of the appropriate cost center(s) after the corresponded travel has ended. Approved reimbursements will then be pre-audited for payment. Pre-Auditors shall evaluate all BTA Travel Expense Reports to ensure that each individual itinerary meets the 60-day rule.

Receipts

Travelers must provide required receipts that are detailed and itemized for all NSCS business-related travel expenses (see Appendix for exceptions). In accordance with State of Nebraska requirements, failure to submit required receipts may result in the NSCS not paying for or reimbursing the Traveler for the related expenses.

Detailed and itemized receipts must include:

- item(s) purchased (including gratuities, taxes and fees)
- name of the business where the transaction took place
- transaction date/time
- amount of the transaction

Split Receipts. If a receipt includes expenses for multiple Travelers, then Travelers must coordinate among themselves to cover the total cost of all meals. A single Traveler is limited to seeking reimbursement for only his or her own meal. If multiple Travelers are seeking reimbursement from a single receipt that includes the expenses of each of the Travelers, then each Traveler must provide a copy of the itemized receipt with their expense submittal, which annotates their corresponding share on the receipt.

If receipts are listed in any language other than English, the Traveler must translate the business name, location, date, and individual items. Associated prices can be converted through the Travel Management System to the U.S. dollar equivalency on the day of the transaction.

Exceptions for International Travel

When on International Travel: if a receipt has been lost, is not available, or is impossible to obtain, then an Affidavit may be allowed in lieu of receipt for certain expenses. An Affidavit is primarily an option for in order to mitigate the lack of adequate receipting practices in foreign countries. Except for situations specified in this Travel Manual, Affidavits are not allowed for domestic travel. Affidavits for international expenses require the same information required for receipts.

Details on specific receipt requirements and authorized Affidavits are outlined in the [Appendix](#).

Transportation

Most Economical Mode of Travel

A Traveler shall use the most economical mode of travel. The NSCS generally will pay for or reimburse the Traveler for travel expenses only up to the total cost of the most economical mode. The NSCS may waive this limitation and reimburse the full amount of the alternative mode of travel if the most economical mode will conflict with the Traveler's itinerary or if it is incompatible with the Traveler's physical limitations. The Traveler must document such conflicts in the Pre-Trip request. A Traveler may also request a less economical mode of travel due to personal preference. In such a case, the Supervisor Approver and Financial Approver must compare the costs of all reasonable modes of travel for the Travel Request in order to determine the most economical option. If the Traveler's requested mode exceeds the cost of most economical mode, then the Approver(s) shall document the cost of the most economical mode and annotate that any reimbursement will be limited to cost of the most economical mode.

Air Travel

Ticket Pricing

The Traveler should book a ticket not to exceed the price at the time of purchase for the lowest-priced available tier of seating, often referred to as "coach," "economy," or "main cabin" rate. Prior to booking, the Traveler may request from their respective VPAF/VCFA an exception to these limitations by documenting a reasonable justification for a higher priced fare that complies with this Travel Manual, as well as State of Nebraska statutes and regulations. The justification may be, but is not necessarily limited to lack of seat availability, lack of compatible and reasonable itinerary, an approved physical accommodation, or if the Traveler intends to pay the difference in fare. If the VPAF/VCFA approves the exception, then the Traveler may book the higher fare and annotate the approval on the Travel Expense Report, as applicable. When using the Online Booking Tool, the Traveler, when prompted, must indicate the VPAF/VCFA-approved justification for not choosing lowest available fare.

If the Traveler books a higher-cost fare without receiving pre-approval from the VPAF/VCFA, then the Traveler may be subject to disciplinary action, which may include reimbursement to the NSCS if the VPAF/VCFA later determines the higher priced fare was not justified. The NSCS shall not be required to pay for any travel expense incurred by a Traveler that violates the provisions of this Travel Manual and/or State of Nebraska regulations and statutes.

Personal Preference Upgrades

A Traveler may choose to upgrade a ticket to a higher-tier seat as a matter of personal preference, but the Traveler will be personally responsible for that upgrade. At a minimum, the Traveler must document the upgrade, itemize its cost differential on the airfare receipt, and deduct the difference from the request for expense reimbursement. The NSCS will not reimburse airfare costs incurred because of a personal preference upgrade.

This option is only available if the Traveler chooses to book travel outside of the Online Booking Tool. The Online Booking Tool will only accept direct payment from the NSCS.

Cancellations

In the case of a cancellation, the value of airfare purchased through the Online Booking Tool will be held in reserve by the NSCS for future business travel. The NSCS shall reimburse non-refundable airfare (or any non-refundable portion) purchased by the Traveler outside of the Online Booking Tool if the NSCS cancels the travel or if the Traveler fails to travel for any reasons except misconduct, negligence, or resignation from employment. In the event of such an exception, then any expenses incurred by the Traveler shall be the sole responsibility of the Traveler, and the NSCS shall not reimburse any such expenses.

Automobile Travel

General

The Traveler must have a valid driver's license and valid personal automobile insurance, both issued in the United States, in order to drive an automobile anywhere on NSCS business, including on NSCS or other private property. The Traveler must successfully complete a defensive driving course approved by the State of Nebraska Transportation Services Bureau (TSB) in order to drive an automobile anywhere on NSCS business.

Primary Mode of Transportation

State-Owned Vehicle

If the automobile is the primary mode of transportation (no air or rail travel), then Traveler should first consider a state-owned vehicle provided by TSB or the corresponding College motor pool. State-owned vehicles are each issued a charge card (ex. Voyager). The Traveler must use the state-issued vehicle charge card for all fuel expenses and other expenses as may be allowed by TSB. In the event a state-issued vehicle card is not functioning or is not otherwise available, then the Traveler may personally pay for fuel, and the Traveler may request reimbursement in accordance with this Travel Manual. It is the Traveler's responsibility to identify what expenses are authorized by TSB, and any expenditures ultimately rejected by TSB may be charged back to the Traveler.

Only NSCS employees may operate a state-owned vehicle while in Travel Status. NSCS students may ride as passengers if they have signed and submitted a liability waiver. All other use of state-owned vehicles must be approved in advance by the respective VPAF/VCFA. This Travel Manual does not apply to the use or occupancy of any vehicle not being used for purposes of official travel. Exceptions may be made for non-employees acting in emergencies that pose imminent risk to life and/or property.

The Traveler generally may not operate a state-owned vehicle for personal use. The Traveler may not retain possession of state-owned vehicles during nonworking hours and weekends, unless in an official overnight travel status. Vehicles may not be taken home before or after scheduled travel. The only exception is in accordance with State of Nebraska Executive Order 99-01 and only when approved in advance in writing by the Traveler's College President (or Chancellor) or his/her designee. Vehicles must be returned to the appropriate motor pool as soon as possible after the completion of travel.

Personal Vehicle

For primary travel, the Traveler may elect to use a personal vehicle (including vans, pickups, panel trucks and motorcycles). The NSCS shall limit reimbursement for personally procured travel while on NSCS business (excluding commuting miles) to the mileage rate established by the NSCS Chancellor. The NSCS shall not reimburse for any other type of cost associated with a personal vehicle.

Rental Vehicle

The NSCS may authorize the use of a commercial rental vehicle for primary travel only if a state-owned vehicle (passenger car, pickup, van, etc.) is not available, and if the Traveler is unable or unwilling to use a personal vehicle. A rental vehicle shall be limited to the lowest priced vehicle that can accommodate the Traveler's needs for official travel. The Traveler shall identify the size/type of vehicle needed in the Travel Request. Before approving a rental vehicle for primary travel, the Supervisor Approver must evaluate what vehicle size/type is appropriate and whether travel dates could be rescheduled to accommodate the availability of a state-owned vehicle. If rescheduling is viable, then a rental vehicle should not be authorized.

Supplemental Transportation

The Traveler shall be reimbursed for transportation costs incurred to and from the point of embarkation/debarkation for the primary mode of transportation (such as airport or rail station), as well as for transportation costs between locations at the Traveler's destination when such transportation is necessary for NSCS official business. Travelers are expected to limit supplemental transportation by choosing business locations (such as from conference to restaurant or hotel) that are reasonable distances apart. Upon pre-audit review of a Travel Expense Report, the NSCS may deny or reduce reimbursement of an expense for supplemental transportation if the distance is unreasonably greater than the distance to the nearest suitable location. Transportation that is not necessary for NSCS official business (such as for personal leisure, sightseeing, mall shopping, etc.) is generally considered to be **not** reimbursable.

Personal Vehicle

Supplemental mileage shall be reimbursed at the standard mileage rate established by the NSCS Chancellor. The Traveler must record the business-related mileage in a log that documents to/from miles, date, time, and purpose. The Traveler may use a personal vehicle for personal reasons at any time, but the additional mileage is not reimbursable and should not be included in a log for reimbursable additional mileage.

Taxi/Shuttle Service

Vendor charges for taxi/shuttle service shall be reimbursed when a personal vehicle or rental vehicle is not used. A valid receipt is required for reimbursement.

Rental Vehicle

Rental vehicles may be authorized for supplementary transportation only if the primary transportation is aircraft, rail/train, or rental car. When primary transportation is aircraft or rail/train, the Traveler should first consider taxi/shuttle service. If the Traveler expects to incur supplemental transportation to the extent that taxi/shuttle service may cost more than a rental vehicle, or if taxi/shuttle service would be incompatible with the various destinations, then the Traveler may request a rental vehicle in the Pre-Request Trip. The Supervisor shall evaluate the relative cost benefit and compatibility concerns before approving a rental vehicle.

Rental Car Reimbursable Expenses.

If a Traveler is authorized to rent and pay for a vehicle personally, then the NSCS shall reimburse the Traveler for authorized rental car expenses upon final settlement of the Travel Expense Report. If the Traveler books a rental vehicle through the Online Booking Tool, then the NSCS shall pay all authorized costs directly to the vendor.

If the Travel Request is approved for personal travel dates, then the Traveler may rent a vehicle personally for a period that includes the approved personal travel dates. The NSCS shall reimburse the Traveler only for the rental car costs associated with business dates of travel. The Traveler shall not utilize the Online Booking Tool to rent a vehicle for a period that includes personal travel dates.

The following are the only rental car expenses that are automatically eligible for reimbursement to the Traveler from the NSCS:

- Rental price, mandatory fees, and taxes.
- Fuel, fluids, and compressed air purchases.
- Car wash, general cleaning.
- Flat tire repair (if rental car company does not provide roadside assistance). Does not include purchase of new tire.

Potentially Reimbursable Expenses (with relevant approval) may be, but are not necessarily limited to the following:

- Larger/upgraded vehicle
- Additional insurance and associated deductibles (see section, Automobile Insurance)
- Trailer hitch
- Navigation device
- Rental of a replacement vehicle if original rental vehicle malfunctions.

Temporary Work Location (Personal Vehicle)

Personal vehicle mileage to any temporary work location less than 60 miles from an employee's permanent work location shall be reimbursable if the total daily mileage exceeds the Commuting distance, the excess miles are for NSCS official business, and the Traveler is in Travel Status. Mileage reimbursement shall be limited to the mileage that is in addition to the Commuting distance. Commuting mileage is not reimbursable.

Extraordinary Modes of Transportation

Any Traveler wanting to use an extraordinary means of travel—including but not limited to privately owned or piloted aircraft, chartered aircraft (including the State Plane), and chartered buses—must document the rationale for such in the Travel Request, outlining the cost comparison with the most economical form of customary travel modes (commercial air, commercial rail, or automobile). Only the Chancellor or his/her official designee may approve a request for extraordinary transportation, except for chartered buses, which may be approved by the relevant College President or their official designee.

Automobile Insurance

State-Owned Vehicle

All vehicles owned by the State are covered by the State for liability (bodily injury and property damage to personal or real property) caused by a State vehicle.

Personal Vehicle

The Traveler's personal automobile insurance shall be considered primary, with the State of Nebraska automobile insurance policy providing excess liability coverage under certain circumstances. However, the state's policy will not provide any coverage for damage to the employee's personal vehicle, and the NSCS will not reimburse or be held responsible for any personal insurance coverage, deductibles, or uninsured losses.

Rental Vehicle

The State of Nebraska automobile insurance policy provides physical damage insurance to rental cars. When renting a car, the Traveler should usually decline the addition of any such coverage.

For domestic (non-international) travel, generally the NSCS shall not reimburse the Traveler for any additional insurance the Traveler may purchase from a rental car company. In the Travel Request, the Traveler may request and document the rationale for additional insurance, and the Supervisor Approver may approve in writing.

For international travel, the NSCS shall reimburse the Traveler for any additional insurance coverage that is mandatory in accordance with the laws of the host nation and the rental company's policies.

Lodging

Booking

Travelers are expected to book lodging that is reasonably priced and relevant for the specific destination, time of year, and business purpose. When choosing a location, the Traveler should always ask the vendor or booking agent if a government or “GSA” rate is available, and the Traveler should book the lowest rate offered. The Financial Approver should conduct market research whenever the Traveler submits a request for lodging reimbursement that appears excessive with respect to the locality. The Financial Approver may require the Traveler to provide further justification for expense, and if not satisfactory, may recalculate a market-appropriate lodging rate, document the rationale, and reduce the approval for reimbursement accordingly.

Purchase Methods

Accounts Payable Billing

The NSCS often can coordinate with a vendor to bill the NSCS directly for employee lodging, which the NSCS may pay with state warrant or P-Card. The Traveler should inquire with the respective NSCS accounting office to determine if lodging with a desired vendor can be direct-billed. Direct charges to the NSCS are limited to room rate plus fees and taxes associated with the room rate only. The Traveler is solely responsible for initially paying any other charges incurred with the lodging vendor and must make separate arrangements with the vendor upon check-in/check-out.

Traveler Purchase

The Traveler may personally reserve and pay for all lodging expenses.

Lodging Reimbursement

For lodging costs paid for by the Traveler, the NSCS shall reimburse for the amount(s) attributable to room rate, plus mandatory fees and taxes associated only with the room rate, and certain other itemized charges on the lodging receipt if such charges are required for NSCS official business. The NSCS is not required to pay lodging taxes in Nebraska, so the Traveler must notify a Nebraska lodging vendor of the official NSCS business and request a tax exemption by completing “Form 13, Nebraska Resale or Sale Certificate for Sales Tax Exemption.” If the lodging vendor refuses to provide the exemption, then the Traveler shall be reimbursed for Nebraska lodging taxes if the Traveler submits with the Travel Expense Report a copy of the Form 13 and attests in writing that the lodging vendor refused the exemption.

Form 13 and instructions on how to complete it shall be provided by the Traveler’s respective accounting office; or it may be downloaded here: http://www.revenue.nebraska.gov/tax/current/fill-in/f_13.pdf

Charges incurred for personal comfort/entertainment are not reimbursable. Meals charged to a room and included on a lodging receipt are reimbursable in accordance with meal reimbursement procedures contained in this Travel Manual, and must contain all the information required for any other travel receipt. Allowable charges are limited to those itemized in the [Appendix](#) of this Travel Manual.

Payment/reimbursement for a Traveler will be limited to the single occupancy rate, plus applicable fees and taxes. If more than one Traveler on NSCS official business chooses to share lodging, then related expenses must be cross-referenced in each Traveler’s request for reimbursement. The combined reimbursement shall be apportioned equally but shall not exceed the combined costs of a single occupancy rate, fees, and taxes for each Traveler. Additional costs to lodge individuals not on NSCS official business shall not be reimbursed.

Attending Official Functions

Lodging blocked for official functions (such as conferences) should be booked as far in advance as possible to take advantage of any discount. If discounted lodging collocated with an official function is no longer available, then the Traveler may choose the lowest priced rate currently available at the conference location; or the Traveler may choose nearby lodging that does not exceed the current rate of the conference location. The Traveler shall indicate on the Travel Expense Report that the conference rate was not available at the time of booking and that the rate paid was the same or lower than the lowest available rate at the conference location.

Travelers attending official functions with prescribed lodging arrangements may book lodging in accordance with the requirements of such official functions when applicable. If there is no separate contract or receipt for lodging, then the Traveler must submit documentation of the official function that details what items were included in the total price of the official function. If lodging is billed separately to the Traveler, then the documentation must include an itemized cost of the prescribed lodging. The corresponding lodging receipt must be itemized and show that payment was made in full to be considered for reimbursement.

Meals

General Limitations

Travelers may be reimbursed for up to three (3) meals per day. Ideally, a single receipt should represent each meal; however, multiple receipts for a given meal may be submitted so long as the transaction times of the receipts are within a 60-minute period and consist of items typically included in one full meal. The cumulative cost of the daily meal receipts, including tips and taxes, for each day may not exceed the General Services Administration (GSA) daily per diem rate. This rate is based on the last travel destination for each day of an extended trip or the last travel destination prior to returning to the Traveler's tax home or work location during a one-day trip. If the cumulative daily meal expenses are in excess of the stated GSA daily per diem rate, then these excess expenses shall be the sole responsibility of the Traveler; the NCS will not pay for or reimburse them. The number of meals allowed and the associated reimbursement allowance for each meal (as itemized by the GSA rate schedule for daily meals and incidentals) will be deducted from the total daily allowance if 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. See "Meal Allowances" section for more details.

Groceries

Groceries may be reimbursed in lieu of meals. The purchase should be equivalent to a reasonable amount of food for the number of people and the total meals, which the purchase covers. For each meal covered with the grocery purchase, the corresponding GSA daily per diem rate will be deducted from each Traveler's total meal allowance for their respective day(s) of travel. The Traveler may record the total purchase as allocated over multiple days if the purchase covers meals for multiple days of travel.

Snacks

Individual food items purchased from one or more vendors may be reimbursable if the Traveler requests reimbursement for the item(s) in lieu of a daily meal, or if the corresponding receipt(s) for the items are time-stamped within one hour (60 minutes) of a daily meal receipt. Total reimbursement for the day would still be limited to the GSA daily per diem rate.

Meals Provided

Using the NSCS Travel Management System, the Traveler must indicate every meal that was offered for which the Traveler was not required to pay directly, and the Traveler may not request reimbursement for such a meal or another meal that the Traveler may have purchased instead. This may include, but is not limited to a free airline meal, free hotel breakfast (including “continental breakfast”), and a meal included in the overall cost of a conference. Exceptions may be granted for documented dietary/health reasons that are approved by the NSCS. Specifically, when attending a conference or similar event, the Traveler must provide a copy of the conference agenda that highlights any meals that were included for no direct charge to the Traveler.

Alcohol

The NSCS will not pay for or reimburse charges for alcohol and its associated gratuities and taxes. The Traveler must exclude such expenditures from the reimbursement request and show the itemized deductions on the corresponding receipt.

Meal Allowances

To determine meal allowances, refer to the Departure Time and Return Time stated within the Traveler’s trip details:

One-Day Travel	
Breakfast	Departure time is at or before 6:30 am
Lunch	Not Allowed
Dinner	Return time is at or after 7:00 pm

*Reimbursements for one-day travel food expenses are reportable on the employee’s W-2 if the total expenses are greater than \$200 from December 1 to November 30.

First and Last Day of Extended Travel	
Breakfast	Departure time is at or before 6:30 am or return time is at or after 10:00 am
Lunch	Departure time is at or before 11:00 am or return time is at or after 2:00 pm
Dinner	Departure time is at or before 5:00 pm or return time is at or after 7:00 pm

Other Expenses

Refer to the [Appendix](#) for a complete list of authorized travel and non-travel-specific expenses.

Official Functions

Attendee

Fees charged the Traveler to attend an official function (e.g. conference, special event) are reimbursable. The Traveler must attach to the Travel Request a copy of the event's available registration documents, such as agenda, schedule, and pricing; and attach the documents again with the Traveler's request for reimbursement.

Host

Expenses to conduct 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 NSCS 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. Food purchases for serving attendees of the official function is authorized as an official function expense and should not be accounted for as food expense.

International Travel Preparation

Export Control

Export controls are regulations designed to ensure that certain information, technology, biological and chemical agents and other sensitive items are secure and not improperly transferred to an international entity or person. When planning travel abroad, it is important to ensure that any information or items taken out of the U.S. are either not controlled; or if controlled, the proper approvals or licenses are in place.

All NSCS employees, visiting scholars, students and all other persons retained by or working on behalf of the NSCS and its affiliates shall comply with [Export Administration Regulations \(EAR\)](#), [International Traffic in Arms Regulations \(ITAR\)](#), or [Office of Foreign Assets Control \(OFAC\) regulations](#), and all other applicable export control or sanction-related regulations.

Insurance

The NSCS has secured international travel insurance for NSCS business travel. The Traveler should check with the relevant VPAF/VCFA regarding coverage.

State Department Smart Traveler Enrollment Program

Travelers are encouraged to enroll in the [Smart Traveler Enrollment Program \(STEP\)](#), which is a free service that allows U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

Appendix

Expense Type	Expense Classification	Reimbursement Policy	Requirement of Receipt*
Abstract, proceedings	Miscellaneous Travel	Actual expense for copies of conference materials or related abstracts/papers.	Yes
Airfare	Airfare	Actual expense.	Yes
Airline baggage fees	Baggage & Airport Fees	Actual expense.	Yes
Airline fees	Baggage & Airport Fees	NSCS will reimburse the Traveler for airline fees that are necessary/required by for the NSCS business purpose; unusual charges require supervisor approval.	Yes
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
Alcoholic beverages	N/A	Not reimbursable.	N/A
Animal boarding	N/A	Not reimbursable.	N/A
Car rental	Car Rental	Actual expense.	Yes
Cellular Plan (International)	Phone/Fax/Internet	Reimbursed if required for NSCS business during International Travel.	Yes
Child care	N/A	Not reimbursable.	N/A
Conference facilities	Rental of Facilities	Actual expense.	Yes
Conference registration/expenses	Registration/Fees	Documentation of conference expense and agenda required for reimbursement.	Yes
Currency conversion fees	Miscellaneous Travel	Actual expense on amount required for NSCS business travel.	Yes
Entertainment (including in-room movie rentals)	N/A	Not reimbursable.	N/A
Exercise equipment/room fees	N/A	Not reimbursable.	N/A
Educational Supplies	Educational Supplies	Actual expense of supplies needed and purchased while in Travel Status.	Yes
Faxes	Phone/Fax/Internet	Actual expense necessary for NSCS business.	Yes*
Film developing	Copy Charges	Actual expense necessary for NSCS business; purpose should be explained on reimbursement.	Yes
Flight insurance	N/A	Included when booking through the Online Booking Tool; personal purchase of insurance is not reimbursable.	N/A
Gasoline	Fuel/Gas	Actual expense for rental or state-owned vehicles; not reimbursable for travel with personal vehicle.	Yes
Gifts	Miscellaneous Travel	Actual expense of gift when it is considered customary to present a gift to a host within international countries; no alcohol.	Yes
Gratuities (without receipt)	Incidentals	International only: Limited daily to the local GSA rate for "incidentals:" porters, courtesy drivers, baggage carriers, etc.	No, but Affidavit and itemized list required.*

Expense Type	Expense Classification	Reimbursement Policy	Requirement of Receipt*
Groceries	Meal (or grocery equivalent)	Actual expense with an explanation of the number of meal equivalencies and individuals covered by the expenses.	Yes*
Gym fees	N/A	Not reimbursable.	N/A
Internet fees	Phone/Fax/Internet	Actual expense for NSCS business	Yes
Laundry/Dry Cleaning	Laundry/Dry Cleaning	Reimbursable for International Travel with a trip in excess of six days.	Yes*
Lodging	Lodging or Lodging/Conference Rate	Itemized lodging receipt required; charges for staying with family or friends are not reimbursable; parking and NSCS business related long distance fees must be listed as a separate expense item.	Yes
Meals	Meal (including tips) or Meals One Day Travel	Original, itemized receipts for meal expenses greater than \$4.99; max of three meal receipts per day; see specifics on allowance within Travel Manual. Gratuities/tips for meals must be included on the respective receipt with a cap of 20% of the pre-tip bill.	Yes*
Mileage for personal vehicle	Mileage/Personal Car	Calculation of reimbursement is generally limited to the most direct round trip road route from home/work address to travel destination address. If Traveler does not provide exact addresses, then the NSCS may compute the relative distance between city centers, or as is computed by commercial map services. Additional round trip mileage may be authorized if traveler demonstrates that a longer route was faster or indicates the presence of a required detour. Additional mileage for business purposes in and around the travel destination requires an additional mileage log.	Log required for additional miles; otherwise, N/A
Office Supplies	Office Supplies	Actual expense of supplies needed and purchased while in Travel Status.	Yes
Official function	Official Function Expense	Business purpose/agenda and a list of attendees must be submitted in addition to receipt(s); see Travel Manual for more details.	Yes
Parking	Miscellaneous Travel	Actual expense limited to lowest rate at business location for covered parking, or uncovered if covered is unavailable, excluding public street parking, which is not limited. Valet parking is not eligible for reimbursement unless required by parking lot operator.	Yes*. For domestic travel, affidavit is acceptable for cash-only parking, and/or illegible automated receipts.
Passports	N/A	Not reimbursable	N/A
Periodicals	N/A	Not reimbursable	N/A
Personal grooming items	N/A	Not reimbursable	N/A

Expense Type	Expense Classification	Reimbursement Policy	Requirement of Receipt*
Personal Vehicle: repairs, maintenance, accidents, washes, oil changes, or locksmith charges	N/A	Not reimbursable	N/A
Photocopying	Copy Charges	Actual expense if required for NSCS business purposes	Yes
International, personal cell phone plans	Phone/Fax/Internet	Reimbursed if required for NSCS business during International Travel	Yes
Job applicant & applicant recruiting	Job Applicant	Actual expense; domestic travel only; applicant meeting itinerary required	Yes
Safe deposit box/secured storage	Miscellaneous Travel	Actual expense if required for NSCS business purposes; storage of personal items is not reimbursable	Yes*
Snacks	N/A	Reimbursable when purchased in lieu of regular meal or within one hour of regular meal purchase.	Yes
Spouse/companion expenses	N/A	Not reimbursable except for spouses specifically authorized pursuant to NSCS Board Policy 5024.	Yes
State, private, rented or chartered planes	State/Private/Rented/Chartered Plane	Actual expense or expense based on standard rates	Yes
Student expenses	Subsistence/Student Expense	Actual approved expenses; additional list of students required	Yes
Taxis, Ubers, Lyfts, buses, fee-charging shuttles, subways, etc.	Taxi/Shuttle/Train/Bus	Actual expense including tips. Tips must be included on the respective receipt with a cap of 20% of the pre-tip bill.	Yes*
Telephone calls	Phone/Fax/Internet	Actual expense of NSCS business related calls	Yes
Tolls	Miscellaneous Travel	Actual expense	Yes*
Tour/cruises	Subscriptions/Fees/Dues	Actual expense for NSCS business related tours or mandatory conference events; optional or pleasure tours are not reimbursable	Yes
Vaccinations	Visa/Vaccinations	Actual expense, including the office visit charge, if required for NSCS business travel; may only claim amount not covered by personal insurance	Yes
Visas	Visa/Vaccinations	Actual expense if required for NSCS business travel	Yes

*Asterisked items indicate that an Affidavit may be acceptable for International Travel only.