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Board of Trustees of the Nebraska State Colleges

Finance and Business

POLICY

NAME: State or Fleet Vehicle Use ~~Travel; Motor Pool~~

POLICY

NUMBER: 70206100

A. PURPOSE

To provide guidance on the use of state vehicles for College travel. ~~business.~~ Additional guidance is provided in the NSCS Travel Manual.

B. DEFINITIONS

1. **Volunteers** – A volunteer is anyone who chooses to perform services without compensation or expectation of compensation and who performs a task at the direction of and on behalf of a College and/or the System Office. A volunteer must be officially accepted prior to performance of the task via successful completion of one of the Volunteer Service Agreement Forms as prescribed by the System Office. (As defined in Policy 5025.)~~As defined in Board Policy 5025.~~

2. State Vehicle – Vehicles checked out of the Department of Administrative Services Transportation Services Bureau fleet pool.

~~1.3.~~Fleet Vehicle – Vehicles available from the college fleet pool.

C. POLICY

1. Fleet ~~State~~Fleet -Vehicles

Each College shall maintain a pool of ~~state~~ vehicles for the official use of employees, student trustees, and authorized volunteers, ~~pursuant to Board Policy 5025.~~ Persons authorized by the ~~administration of each State~~ College and/or the System Office will be required to utilize the most economical transportation solution available as determined by the institution. Fleet State vehicles ~~from the motor pool~~ will typically provide the most value to the institution.

2. Expenses

- The cost of state vehicle use for travel shall be charged against the ~~travel budget of the institution's~~ academic, ~~activity,~~ and administrative or student activity budgets ~~or student activity fees,~~ as appropriate. No mileage reimbursement shall be allowed when

- such mileage accrues while using a fleet or state vehicle ~~from the institution's motor pool.~~
- ~~• Employees who choose to operate a personal vehicle when state vehicles are available may be compensated at a rate determined by the Chancellor and identified in the NSCS Travel Manual. (Moved to 6105.)~~

3. **Authorized Travelers**

3.1 **Requirements**

- ~~• Each person driving a vehicle person must have a valid driver's license.~~
- Each person using a state or fleet vehicle ~~shall will~~ follow all motor vehicular rules and regulations. ~~according to the laws of the State of Nebraska.~~

3.2 **Defensive Driving Course**

Every person authorized by the ~~administration of each State~~ College and/or the System Office to operate a state vehicle shall complete a defensive driving course approved by the Nebraska Transportation Services Bureau. The defensive driving course shall be successfully completed ~~by employees~~ prior to operating a state vehicle or when authorized to drive a personal vehicle. ~~for College business.~~ Volunteers shall also complete the defensive driving course prior to operating a state vehicle. ~~and meet the requirements of employees operating a state vehicle.~~

Should a person driving a state vehicle be found at fault after involvement in a personal injury or property damage motor vehicle accident, that person shall be required to enroll in an approved defensive driving refresher course before being authorized to again operate a state vehicle on College or System Office business.

Legal Reference: RRS 81-1008- Transportation services bureau, created, responsibility. State Owned Motor Vehicles
1025

Policy Adopted: January 1977

Policy Revised: March 1994, August 1997, April 2007, June 2018, January 2020, November 2021

Board of Trustees of the Nebraska State Colleges

Finance and Business

POLICY

NAME: ~~Travel; Personnel; Claims, Authorization~~ Travel Authorization and Claims

POLICY

NUMBER: ~~7021~~6101

A. PURPOSE

To identify the process for getting travel approved and for processing claims. Additional guidance is provided in the NSCS Travel Manual.

B. DEFINITIONS

1. None

C. POLICY

1. Approval of Travel

1.1 Supervisor Approval

All travel must be approved in advance by the ~~employee's~~ immediate supervisor and by the designated financial approver. [KD1]

1.2 Travel Outside the United States

No expenditure for traveling expenses outside the United States shall be allowed ~~for any college employee~~ unless approval for such trip shall first be granted by the ~~p~~President or ~~the e~~Chancellor or ~~their his/her~~ designee. Each ~~p~~President and ~~the e~~Chancellor are responsible for determining ~~the~~ authorized designees, if any. ~~The request shall be submitted to the pPresident of the college or the eChancellor of the system office or thiertheirhis/her designee and approved in writing or electronically by him/her.~~

2. Travel Expense Claims

2.1 Information Required for Claim

Whenever any ~~person~~employee is entitled to be reimbursed for travel expenses incurred in the line of duty, ~~he/she~~they shall be required to submit a claim with all

~~necessary documentation. present a claim to the respective chief business officer, or his/her designee, for review and approval. For most travel claims, the travel management system will be used to document the travel and should include all receipts. For situations where the travel management software is unable to be used, a travel reimbursement claim with all receipts included must be approved by the supervisor and submitted to the accounting department for audit and payment. Information necessary to process a travel claim will include: Such claim shall be fully itemized as to each charge, showing the following:~~

- ~~Date(s)~~
- ~~Purpose of travel~~
- ~~Start and end times of travel~~
- ~~Name and location of lodging documented with receipts~~
- ~~Meals provided~~
- ~~Other miscellaneous reimbursable expenses documented with receipts~~

~~2.2. The request for reimbursement must be submitted not later than sixty (60) days after the final day on which expenses were incurred for which reimbursement is sought.~~

~~2.2. Mileage Claims~~

~~No voucher, bill or claim for mileage shall be paid with general, cash, or revenue bond funds unless prior written approval for the same has been given by the assigned approver(s). (If trips included in an expense claim are made by personal automobile or otherwise, only one mileage claim shall be allowed for each mile actually and necessarily traveled by the most direct and efficient route, regardless of whether one or more persons are transported in the same motor vehicle; provided, funds expended for parking and tolls may be claimed in addition to mileage. The mileage rates allowed shall be those established for the System. When mileage by automobile is claimed, the request shall provide the following information:~~

- ~~Points between which said mileage accrued;~~
- ~~Time of departure and arrival;~~
- ~~Purpose for the trip; and Rate per mile claimed.) Moved to 6105~~
- ~~_____~~

~~2.3. Taxable Expenses~~

~~• Taxable Reimbursements~~

~~○ Reimbursement of travel expenses in a personal motor vehicle shall comply with the Internal Revenue Service Code for such expenses. Under some circumstances, the Internal Revenue Service requires that reimbursement for travel~~

~~expenses be paid to employees as a taxable adjustment to income and included on the employee's W-2 form. College administrators responsible for approving such reimbursables shall determine whether such payments are to be treated as taxable income and so note that on the payment documentation.~~

● ~~Commuting Expenses~~

~~○ The Internal Revenue Service Code has specific instructions regarding the commuting use of a state vehicle and the treatments of compensation for the use of a personal vehicle. The system office will develop/amend procedures to this policy as necessary to comply with the IRS Code.~~

2.3. Travel Expenses Covered by College Foundations

~~When an college person employee, other than the ppresidents or eChancellor or any Foundation employee assigned to work in the foundation office, is entitled to be reimbursed for travel expenses from funds held by the college fFoundations, he/she the College or System Office will establish procedures to pay approved travel costs and seek reimbursement from the Foundation. y shall be required to present a claim to the chief business officer Vice President for Administration and Finance in the same manner as those presented for other eCollege travel. The eCollege will establish procedures to pay approved travel costs from a restricted fund account and seek reimbursement from the fFoundation. Such reimbursement shall be deposited in the same account from which the expenditure was made.~~

~~College employees, Travelers, other than the Ppresidents, Chancellor, or any employee assigned to work in the foundation office, shall not submit reimbursements for travel expenses directly to the college foundations; and no such payments shall be made from the college foundations to travelers.employees.~~

Legal Reference: RRS 81-1174	Reimbursement for expenses; request; contents; automobile; airplane; statement required; receipts; limitation. Claims for expense;
RRS 81-1175	Contents; Automobile; Airplane; Statement required; Receipts Claims for expenses; Vouchers; Written authorization; Exceptions
RRS 81-1176	Reimbursement for expenses; vouchers; written authorization; exceptions.
RRS 85-316	Mileage; Rate; How computed; Adjustments; Application State Colleges; funds; contingencies; disbursements; travel expenses

Policy Adopted: ~~1/28/~~January 1977

Policy Revised: April 1981, March 1994, September 1997, September 2006, June 2012, September 2013, June 2018, June 2021, **November 2021**

Board of Trustees of the Nebraska State Colleges

Finance and Business

POLICY

NAME: ~~Travel; Personnel; Airplanes~~ Travel

POLICY

NUMBER: ~~70226102~~

A. PURPOSE

To clarify when airline travel is allowable and when the costs are reimbursable. Additional guidance is provided in the NSCS Travel Manual.

B. DEFINITIONS

1. None

C. POLICY

1. Airplane Travel

All airplane travel must be approved by the immediate supervisor.

- 1.1. Charter

Periodically, it may become necessary to charter airplanes to travel to distant locations when commercial airline transportation is not available, or is available but is a only at great inconvenience to reach the destination. to state college staff employees using air transportation to reach their destination. The designated eColleges' purchasing agent shall act in the best interest of the State of Nebraska to select a Federal Aviation Register 135-certified air charter carrier that satisfies the Colleges' scheduling needs in a reliable and cost competitive manner.

- 1.2. Privately Owned or Rented

Travel in privately-owned planes or personally-rented planes must be approved by the institution's pPresident or the Chancellor Chief Executive Officer before such travel occurs. This type of travel shall only be authorized when it is more economical than surface transportation or will result in a substantial saving of productive time.

- 1.3. Commercial

The traveler-employee will be reimbursed for an approved economy or coach priced ticket at the lowest-priced available tier of seating.

2. Expense Reimbursement

The statement of expenses for air travel shall be duly verified and supported by receipts for all such expenditures for which reimbursement is claimed.

2.1. Direct Billed

No claim for airline travel reimbursement shall be submitted, ~~including the cost of air transportation,~~ when the such cost has been paid by direct voucher a College or System Office credit card. ~~from the agency or department concerned College or System Office.~~

2.2 Commercial

When the cost of air transportation has been paid by the individual traveler employee and is submitted for reimbursement, a receipt for the actual expenditure for air transportation shall be attached to the voucher.

2.3. Charter ~~or~~ Rented

When reimbursement of expenses for expense incurred in air travel in planes chartered by the College is claimed for chartered or personally-rented planes, the request shall include the following:

- Points between which such travel occurred;
- Time of arrival and departure
- Necessity and purpose of such travel;
- and the Actual expense of such travel.

2.4. Privately Owned or Personally-Rented

When reimbursement of expenses for expenses incurred in air travel by privately-owned planes is claimed for privately-owned airplanes, the request shall include the following:

- Points between which such travel occurred
- The time of arrival and departure
- The necessity and purpose of such travel
- The cost of operating the plane not to exceed a rate established by the State
- Actual expense of such travel ~~shall be shown on such claim~~

2.5 Timely Claims

The request for reimbursement must be submitted not later than sixty (60) days after the final day on which expenses were incurred for which reimbursement is sought.

SOURCE:

Legal Reference: RRS 81-1174 Reimbursement for expenses; request; contents; automobile; airplane; statement required; receipts; limitation.
Claims for expenses; Claim; Contents; Automobile; Airplane; Statement required; Receipts

RRS 81-1175 Claims for expenses; Vouchers; Written authorization; Exceptions; Time by airplaneReimbursement for expenses; vouchers; written authorization; exceptions.

RRS 81-1176 Claims against the state; Mileage; Rate; How computed; Adjustment; ApplicationMileage; rates; how computed; adjustments; application.

RRS 85-316 State Collegescolleges; funds; contingencies; disbursements; travel expenses.

Policy Adopted: ~~1/28/~~January 1977

Policy Revised: March 1994, October 1997, November 2021

Board of Trustees of the Nebraska State Colleges

Finance and Business

POLICY

NAME: **Meals Reimbursement**

POLICY

NUMBER: **70246103**

A. PURPOSE

To explain reimbursement rules for meal costs related to College or System Office business.
~~related to College business.~~ Additional guidance is provided in the NSCS Travel Manual.

B. DEFINITIONS

1. None

C. POLICY

1. Eligible Meal Reimbursement

1.1. Overnight Travel

Meal expenses incurred during overnight travel on official business for the eCollege or System Office will be paid or reimbursed pursuant to a percentage of the per diem rates of the federal General Services Administration in conformance with ~~Department of Administrative Services procedures and~~ the NSCS Travel Manual.

1.2. One-Day Travel

Breakfast or dinner expenses for one- ~~(1)~~ day travel will be allowed if the time of travel begins at or before 6:30 a.m. or ~~ends at or ends~~ after 7:00 p.m. Lunch expenses for one (1) day travel are not allowed. able reimbursables.

1.3. Meals Provided

Any meal provided to, but not paid for by the ~~traveler~~employee, shall be identified on the request for reimbursement and will be deducted from the maximum per diem by the component amount of per diem allocated for the meal provided. This includes, but is not limited to, any meals provided as part of a business meeting, conference, or hotel. However, employees are entitled to claim reimbursement for breakfast if no hot protein meal is provided by the hotel.

1.4. Local Meals Provided

No ~~personal maintenance~~meal expenses shall be allowed ~~to any state college employee~~ when such expenses are incurred in the city or town where the residence or headquarters of ~~the such~~ employee is located, except for meal expenses that occur when the ~~individual employee~~ is required to attend official functions, conferences

or hearings within such location. Written approval to attend such activities shall be obtained from the ~~appropriate college~~ President, ~~or~~ Chancellor, or their designee prior to incurring the expenses.

2. Filing Claims

2.1 Detail of Claim

The request for reimbursement shall include the date the travel began and ended, the time of departure and time of return, ~~and~~ the purpose for the travel and any meals provided.

2.2 Timely Claim

-The request for reimbursement must be submitted not later than sixty (60) days after the final day on which expenses were incurred for which reimbursement is sought.

SOURCE:

Legal Reference: RRS 81-1174 ~~Claims for expenses; contents; automobile; airplane; statement required; limitation.~~ Reimbursement for expenses; request; contents; automobile; airplane, statement required; receipts; limitation.

Policy Adopted: ~~3/11/~~ March 1994

Policy Revised: September 2006, January 2021, June 2021, November 2021

Board of Trustees of the Nebraska State Colleges

Finance and Business

POLICY

NAME: Lodging

POLICY

NUMBER: 6104

A. PURPOSE

To provide guidance on booking lodging and getting reimbursed for lodging while on College or System Office business. Additional guidance is available in the NSCS Travel Manual.

B. DEFINITIONS

1. None

C. POLICY

1. Lodging Reservations

All travel and related lodging must be approved by the immediate supervisor and designated financial approver.

1.1. Authorized Rates

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 for a government or event rate. The traveler is expected to book the lowest rate offered.

1.2. Direct Billed

Many lodging establishments are willing to bill the Colleges or System Office directly for employee lodging. The traveler should inquire with the respective accounting office if the lodging can be direct billed. Nebraska lodging that is direct billed should be tax-exempt. The traveler is solely responsible for initially paying any other charges incurred with the lodging.

1.3. Conference or Event Lodging

Travelers are expected to take advantage of special priced lodging blocked for conference or events. If discounted lodging collocated with the event is no longer available, then the traveler may choose the lowest priced rate currently available at the location or at a nearby location.

1.4. Individual Reservation

The traveler may personally reserve and pay for all lodging expenses if the location will not agree to a direct billing.

2. Lodging Claims

2.1. Authorized Reimbursement

Payment/reimbursement for lodging will be limited to the single occupancy rate, plus applicable fees and taxes. NSCS is not required to pay lodging taxes in Nebraska so travelers should request an exemption.

2.2. Non-Reimbursable Expenses

Charges incurred for personal comfort/entertainment are not reimbursable. Meals charged to a room and included on a lodging receipt are not reimbursable.

2.3. Shared Lodging

If more than one (1) traveler on NSCS business chooses to share lodging, then the lodging expenses must be cross-referenced in each traveler's request for reimbursement. Total reimbursement for the shared lodging shall not exceed the combined cost of a single occupancy rate, plus applicable fees and taxes, for each traveler.

3. Filing Claims

3.1. Detail of Claim

The request for reimbursement shall include the date the travel began and ended, the time of departure and time of return, the purpose for the travel and any meals provided.

3.2. Timely Claim

The request for reimbursement must be submitted not later than sixty (60) days after the final day on which expenses were incurred for which reimbursement is sought.

SOURCE:

Legal Reference: RRS 81-1174	Reimbursement for expenses; request; contents; automobile; airplane, statement required; receipts; limitation
RRS 81-1175	Reimbursement for expenses; vouchers; written authorization; exceptions.
RRS 85-316	State colleges; funds; contingencies; disbursements; travel expense.

Policy Adopted: November 2021

Board of Trustees of the Nebraska State Colleges

Finance and Business

POLICY

NAME: Private Vehicle Use

POLICY

NUMBER: 6105

A. PURPOSE

To provide guidance on the use and reimbursement for using a private vehicle for College or System Office business. Additional guidance is available in the NSCS Travel Manual.

B. DEFINITIONS

1. Volunteers – A volunteer is anyone who chooses to perform services without compensation or expectation of compensation and who performs a task at the direction of and on behalf of a College or the System Office. A volunteer must be officially accepted prior to performance of the task via successful completion of one of the Volunteer Service Agreement Forms as prescribed by the System Office. (As defined in Policy 5025.)

C. POLICY

1. Private Vehicle Use

Every person authorized to operate a private vehicle for College business shall have completed a defensive driving course approved by the Nebraska Transportation Services Bureau. Employees, volunteers, or student trustees that choose to use a private vehicle for College business must have a valid driver's license and valid personal automobile insurance. Authorized persons are entitled to be reimbursed on a per mile basis based on the circumstances.

1.1. No State Fleet Vehicle Available

If there is no appropriate state vehicle available for business travel and the traveler chooses to use their own personal vehicle, they will be reimbursed at the high-mileage rate established by the Chancellor.

1.2. Written Approval

When a traveler has received written authorization to use a personal vehicle, the reimbursement rate will be the high-mileage rate established by the Chancellor.

1.3. State or Fleet Vehicle Available

If a traveler chooses to utilize a personal vehicle when a state or fleet vehicle is available, they will be reimbursed at the low-mileage rate established by the

Chancellor.

2. Mileage Claims

If trips included in an expense claim are made by personal vehicle, only one (1) mileage claim shall be allowed for each mile actually and necessarily traveled by the most direct and efficient route, regardless of whether one (1) or more persons are transported in the same motor vehicle. Exceptions to the most direct route will be allowed for unusual circumstances such as road closures or accidents if documented by the traveler. No expenses beyond the mileage reimbursement will be paid for personal vehicle use. When mileage for a personal vehicle is claimed, the travel management system reimbursement request shall include the following information:

- Start and stop points for travel segments
- Time of departure and arrival
- Purpose for the trip
- Related receipts for tolls and parking fees
- Rate per mile claimed
- If the higher rate for personal mileage reimbursement is being claimed because no state or fleet vehicle was available, the approval document should be included with the claim.

3. Miscellaneous Expenses

Parking fees and toll charges incurred while on business can be reimbursed with appropriate receipts and documentation.

SOURCE:

Legal Reference: RRS 81-1174	Claims for expense; Contents; Automobile; Airplane; Statement required; Receipts Reimbursement for expenses; request; contents; automobile; airplane; statement required; receipts; limitation.
RRS 81-1175	Claims for expenses; Vouchers; Written authorization; Exceptions Reimbursement for expenses; vouchers; written authorization; exceptions.
RRS 81-1176	Mileage; R ates; H ow computed; A adjustments; A pplication.
RRS 85-316	State C olleges; funds; contingencies; disbursements; travel expenses.
RRS 81-1014	Privately owned vehicles, mileage allowance, conditions.

Policy Adopted: November 2021