

# Board of Trustees of the Nebraska State Colleges

## Business and Finance

POLICY  
NAME: Airplane Travel

POLICY  
NUMBER: 6102

---

### 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

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 great inconvenience to reach the destination. The designated purchasing agent shall act in the best interest of the State of Nebraska to select a certified air charter carrier that satisfies the 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 President or Chancellor 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 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 when the cost has been paid by a College or System Office credit card.

### 2.2. Commercial

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

### 2.3. Charter

When reimbursement of expenses 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
- Actual expense of such travel

### 2.4. Privately Owned or Personally-Rented

When reimbursement of expenses 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

### 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.

## FORMS / APPENDICES:

None

---

**SOURCE:**

<b>Legal Reference:</b>	Neb. Rev. Stat. 81-1174	Reimbursement for expenses; request; contents; automobile; airplane; statement required; receipts; limitation
	Neb. Rev. Stat. 81-1175	Reimbursement for expenses; vouchers; written authorization; exceptions
	Neb. Rev. Stat. 81-1176	Mileage; rates; how computer; adjustments; application
	Ne. Rev. Stat. 85-316	State colleges; funds; contingencies; disbursements; travel expense

**Policy Adopted:** January 1977

**Policy Revised:** March 1994, October 1997, November 2021