

Board of Trustees of the Nebraska State Colleges

Fiscal Operations

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

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.

FORMS / APPENDICES:

None

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