Board of Trustees of the Nebraska State Colleges

Business and Finance

POLICY NAME: Travel Authorization and Claims

POLICY NUMBER: 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

None

C. POLICY

1. Approval of Travel

1.1. Supervisor Approval
All travel must be approved in advance by the immediate supervisor and by the designated financial approver.

1.2. Travel Outside the United States
No expenditure for traveling expenses outside the United States shall be allowed unless approval for such trip shall first be granted by the President or Chancellor or their designee. Each President and Chancellor are responsible for determining authorized designees, if any.

2. Travel Expense Claims

2.1. Information Required for Claim
Whenever any person is entitled to be reimbursed for travel expenses incurred in the line of duty, they shall be required to submit a claim with all necessary documentation. For most travel claims, the travel management system will be used to document the travel and should include all receipts. Meals are reimbursed per diem; therefore receipts are not required. For situations where the travel management software is unable to be used, a travel reimbursement claim with all receipts (excluding meal 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:

- 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 no later than sixty (60) days after the final day on which expenses were incurred for which reimbursement is sought.

2.3. Travel Expenses Covered by College Foundations

When a person, other than Presidents or Chancellor or Foundation employee, is entitled to be reimbursed for travel expenses from funds held by the Foundations, the College or System Office will establish procedures to pay approved travel costs and seek reimbursement from the Foundation.

Travelers, other than the Presidents, 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.

FORMS / APPENDICES:

None

SOURCE:

Legal Reference:	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
Policy Adopted:	January 1977	
Policy Revised:	April 1981, March 1994, September 1997, September 2006, June 2012, September 2013, June 2018, June 2021, November 2021, November 2025	