

All travel expenses must be submitted by the traveler within 60 days after the last day of travel. Expenses submitted past this deadline will not be paid or reimbursed by the university. This State of Nebraska statutory requirement cannot be waived.

Reimbursements will be approved by the Financial Approver(s) for all respective funding centers used for the trip. It is highly recommended expenses be submitted as soon as possible after the last date of travel. Do not wait until the deadline.

Accounts Payable will not be able to make changes to any expense report. If Accounts Payable returns an expense report for changes, all re-submissions have to be sent again through a financial approver and then on to Accounts Payable.

Using the Concur app can help travelers provide early submission of expense reports and can assist in quicker travel expense reimbursement.