
NU Travel Policy Change – Effective January 1, 2021

Page 2 Definitions: Added definition of “Official Function.”

Page 2 Definitions: Added definition of “Per Diem.”

Page 4 Pre-Travel: The Pre-trip Request must be approved before travel arrangements are created, and travel commences.

Page 5 Purchasing Card: Added Other travel/non-travel expenses, such as “Official Function” meals, must be pre-approved by the Traveler’s respective campus purchasing card office before a Traveler may use a P-card for travel purchases.

Page 6 Booking: Added verbiage on the process for using an outside source for an airline ticket and that it should be a rare occurrence, since Fox has a price match guarantee. These comparisons must be completed on the **same day** to ensure price accuracy. Booking outside of our University-contracted travel management company should rarely occur since our travel management company has a guaranteed price match process. Contact the NU Travel Office for the process of reserving flights outside our agency, before, travel arrangements are reserved. Lack of timely comparison could result in denial of reimbursement.

Page 7 Flying v. Driving: Changed the mileage requirement from 200/400 to 400/800. Added that meals in route will be part of the Per Diem. When a traveler decides to drive over fly to their destination, an airfare comparison is required if the destination is outside of Nebraska or 400 one way/800 round trip miles from the traveler’s respective campus. The airfare price can be obtained via the Concur booking tool, or by contacting the University contracted Travel Management Company and must be obtained when the Pre-trip request is created. Deleted verbiage on 3 meals, since meals are part of the Per Diem model.

Page 7 Rental Cars: Changed verbiage regarding vendor. If a contracted provider is not available or if they are unable to meet the Traveler’s requirements, the booking may take place with another provider. The Traveler will need to provide their personal credit card and be reimbursed via the Concur expense report tool.

Page 7 Rental Car Insurance: Added For further information on what car rental insurance coverage is allowed, contact Fleet Management.

Page 9 Meals, Reimbursements: Changed the entire section to reflect the Per Diem model. Added verbiage on possible requirements on Grant-funded travel. Meal expenses incurred during travel shall be reimbursed on a per diem basis pursuant to Neb. Rev. Stat. § 81-1174 (LB381). The Per Diem rate, at your destination point, shall be 70% of the relevant federal rates ([GSA.gov](https://www.gsa.gov)).

The first and last days of travel will be prorated at 75% of the State Per Diem rate. Any meal that is provided shall be deducted from the daily Per Diem rate. Examples include meals included in a conference fee, meals purchased by a 3rd party, or meals charged directly to and paid for by the state. Meal receipts will no longer be required. Grant and contract funded travel also will abide by the Per Diem model for meals.

Grant sponsors may still require itemized meal receipts to allow reimbursement at 70% of the federal rate. Check with the campus office of Sponsored Programs or the department’s grant liaison to determine whether receipts will be required for expense reimbursement.

Meals should not be charged to a hotel room and will only be reimbursed via the Per Diem model.

Page 9 Alcohol: Added that Alcohol, and its associated tips and taxes, will not be paid for by the University under the Per Diem model.

Page 9 Official Functions: Added that personal credit card no longer allowed for “Official Functions” events and what is considered an “Official Function”. Per LB-381 expenses for official functions, conferences, hearings, interviews, or group meetings while in Travel Status will no longer be allowed using a personal credit card as the form of payment. An official function includes but is not limited to recruiting new faculty/staff members meals/receptions, visiting faculty, guest speaker(s) and/or consultant meal/reception, faculty/staff retreat/training, session with external presenter(s), advisory board meeting (composed all or in-part of external members), student orientation or another student recognition event.

Page 10 Added: All non-travel meal reimbursement using the expense type “official function” will need to be paid via a university purchasing card. The business purpose, an agenda, and a list of attendees, including the place of employment/headquarter city of attendees must be provided in addition to the required receipts for approval.

Page 10 Receipts: Added verbiage that receipts are no longer needed and that each traveler must submit their expense report for reimbursement. Verbiage also added on sponsored programs. One traveler will not be reimbursed for another traveler's meal. Each traveler wanting reimbursement will need to submit an expense report.

There may be specific requirements on your sponsored program that will require the submission of meal receipts. Contact your campus-sponsored programs department for further details.

Page 12 State Department Smart Traveler Enrollment: Added *strongly* to reiterate our Duty of Care responsibilities. Travelers are strongly encouraged to enroll in the [Smart Traveler Enrollment Program \(STEP\)](#).

Page 12 Travel with Students: Added that students can book via the Concur booking tool. Student airline travel is available via the Concur booking tool, as a “Guest” reservation, through the University-contracted travel management company’s reservation desk, or group department.

Page 15 Appendix A: Changed “Requirement of Receipt” column to show all expenses require a receipt, no matter the value, except meal receipts are not required. The only expense types that have a threshold are parking, photocopying, telephone calls. A receipt is required if the expense is over \$9.99.

Page 15 Appendix A: Changed “Meals (plus tip)” to “Meals (per diem)” and added per policy: Per Diem rate, at the destination point, shall be 70% of the relevant federal rate. First/last days of travel will be prorated at 75% of the 70%.

Employees may sign up for the university’s travel listserv to receive up-to-date travel information [here](#).
