

# UNIVERSITY OF Nebraska

## Travel Policy

### Effective Date:

UNK & UNO – July 1, 2018

UNMC – September 10, 2018

UNL and UNCA – September 24, 2018

Last Revised: April 11, 2019

## Scope and Reason for the Policy

The purposes and underlying reasons for the University of Nebraska's Travel Policy is multifaceted:

- To create a uniform travel process (from travel approval through reimbursement) for individuals traveling on University business and employees processing the related expenses;
- To ensure consistent application of travel policies for all Travelers across the University of Nebraska system; and,
- To ensure compliance with all Federal and State of Nebraska statutes and policies as well as with relevant requirements for International Travel.

This policy applies to all University employees traveling on approved University business and/or whose travel is paid and/or reimbursed by the University and to non-University personnel doing business with or for the University as stated within the policy.

## Policy Statement

The University will pay for and reimburse reasonable, necessary and approved travel and expenses incurred in the performance of University business in accordance with this travel policy.

## Definitions

**Affidavit** – an electronically submitted statement confirming one or more required receipts or proofs of payment were unattainable from a business or lost by the University Traveler

**Blanket Travel Authorization** – authorization for employee travel for trips with the same business purpose, which can consist of multiple trips throughout a fiscal year

**Commute** – the normal, direct route between a University Traveler's home and permanent work location

**Departure Time** – the time the Traveler leaves their home or work location to begin Travel Status

**Direct Route** – the shortest or most efficient route between a point of departure and a final destination

**Financial Approver** – a University employee who oversees, regulates and approves all expenses from a specific University funding source(s) and is responsible for: (1) reviewing Pre-Trip Requests prior to approval to ensure the Traveler has approved, budgeted funding for the specific trip and expense estimates; (2) reviewing actual, submitted expenses prior to approval and

reimbursement to ensure they are allocated correctly; and, (3) ensuring compliance with this Travel Policy and all other campus, college and/or unit-specific policies

**International Travel** – travel outside of the United States and its territories or travel to any destination that requires a passport, unless otherwise stated within this Travel Policy or by outside vendors/suppliers

**Pre-Trip Request** – an approval, processed through the University expense management tool, for University business travel and/or to use University funding sources for expenses related to the business travel, including but not limited to research and scholarly activity; formerly referred to as an employee travel authorization, pre-trip, pre-travel authorization, travel authorization or travel request

**Return Time** – the time the Traveler returns to their home or work location after ending Travel Status

**Supervisor Approver** – a University employee who manages the time and performance of duties of a specific University Traveler and is responsible for reviewing Pre-Trip Requests, prior to approval, to ensure compliance with this Travel Policy and all other campus, college and/or unit-specific policies

**Travel Status** – when a Traveler is outside of their regular or main city or town of work, or residency, or respective regular Commute, while conducting or engaging in approved University business

**Traveler** – a University employee, including a graduate assistant when traveling as an employee and not as a student, who is traveling on approved University business

**University Funds** – funds derived from tuition, fees, state appropriations, revolving and auxiliary accounts

**University-Managed Funds** – funds which include dollars accepted from sources external to the University; these include gifts not channeled through the University of Nebraska Foundation as well as foreign, Federal, state, local and industry grants

**University Travel Office** – the system-wide office dedicated to travel administration, Traveler services, education for University Travelers and management of system-wide travel resources

## Procedures

### General Specifications

#### ***Campus, College or Unit Policies***

Individual campuses, colleges and units may implement more restrictive travel policies. However, the campus, college or unit will have the sole responsibility of enforcing the more

restrictive policies. Internal compliance audits of Pre-Trip Requests and expenses will be based on this University of Nebraska Travel Policy.

### ***University Funds***

The University is responsible for two funding types: University Funds and University-Managed Funds. Federal and state compliance rules require the University of Nebraska to subject University Funds and University-Managed Funds according to the same policies. The Nebraska Auditor of Public Accounts does not distinguish between these two types of funds when auditing the University's financial activities. Therefore, both University Funds and University-Managed Funds are subject to the provisions of this Travel Policy.

### ***Non-University Personnel***

All individuals doing business with or for the University, including but not limited to consultants, guests, independent contractors and speakers who have contracted with the University for an event, project or other service, are expected to comply with all applicable policies and procedures stated within this Travel Policy.

### ***Compliance and Exemptions***

This Travel Policy is designed to insure compliance with laws, regulations and policies promulgated and implemented by the Federal and State governments, as well as the University. Non-compliance could result in taxes, penalties and interest assessed against the University and/or the Traveler. Failure to comply with this Travel Policy may jeopardize the Traveler's reimbursement or access to University funds, as determined by the Traveler's Supervisor Approver and/or Financial Approver(s) as applicable. Compliance by all Travelers will be monitored and addressed by the Supervisor Approver(s), other appropriate University administrators and the University Travel Office.

Exemptions to this Travel Policy will only be authorized with proper documentation, such as an ADA accommodation plan, on file with the Traveler's respective campus ADA/504 coordinator. The campus ADA/504 coordinator will provide the University Travel Office with a written description of any exemption or other accommodation to be implemented to meet the provisions of the Traveler's ADA accommodation plan, and the Pre-Trip Request will be processed and evaluated for approval incorporating the accommodation in accordance with the law.

Exceptions with respect to permissible reimbursements are only allowed in the most extraordinary circumstances, following thorough documentation and approval by the Traveler's Supervisor Approver, **prior** to submission for reimbursement. The University makes no guarantee that a post-trip exception will be made.

Other situations, including but not limited to weather, health issues and emergencies, leading to exemptions to this Travel Policy will be evaluated on a case-by-case basis by the Traveler's Supervisor Approver in collaboration with the University Travel Office.

## Pre-Travel

### ***Pre-Trip Approval***

All Travelers are required to submit a Pre-Trip Request prior to each separate Travel Status instance. This includes Travel Status trips with no associated business expenses to the Traveler or University. The only exception to this Pre-Trip Request requirement are Travel Status trips that are between campuses (NCTA, UNCA, UNK, UNL, UNMC and UNO) and/or other locations owned by the University (i.e. teaching, research and Extension offices) with no related expenses or reimbursements to be paid by University Funds or University-Managed Funds.

All Pre-Trip Requests will require approval by the Traveler's Supervisor Approver and Financial Approver for all funding sources. Pre-Trip Requests are required prior to any bookings and/or payments or reimbursements for travel expenses. Blanket Travel Authorizations require a single Pre-Trip Request at the beginning of each fiscal year.

In order to ensure timely review and the necessary approval by supervisors, export control offices, the University Travel Office and other University administration, Travelers are well-advised to submit Pre-Trip Requests for International and non-continental United States travel no less than thirty (30) days in advance of travel. Failure to so submit the Pre-Trip Request may jeopardize both the needed approval and the trip. International Travel will require additional approval from the Traveler's respective Vice Chancellor of Business and Finance or their designee(s). Non-continental United States travel may require additional approval based on campus-specific procedures.

Privately owned or piloted planes, chartered planes and the State of Nebraska plane require additional approval from the Traveler's respective Vice Chancellor of Business and Finance or their designee(s).

### ***Most Economical Rates***

All Travelers should use their best efforts to choose the most economical means of travel that meet the approved goals of the trip within the parameters of this Travel Policy. The Traveler's business purpose, potential time in transit, special needs, cost efficiency and other business-related circumstances contribute to determining the most economic options.

### ***Personal Travel***

Travelers who engage in personal travel, while in Travel Status, should acknowledge and include information concerning personal travel in the Pre-Trip Request to the extent reasonably necessary to facilitate and comply with this Travel Policy. However, only University business-related travel expenses should be included in the Pre-Trip Request and expense reports. Following the trip, the University will pay for or reimburse the Traveler for the portion of the expenses that relate to the University-related business purpose of the trip. All personal expenses and related taxes, tips and fees should be deducted by the Traveler from the submitted, detailed receipts.

## ***Blanket Travel Authorization***

Blanket Travel Authorizations (BTAs) will be allowed for multiple business trips with the same business purpose during a single fiscal year. BTAs will be submitted as a single Pre-Trip Request through the University expense management tool. A BTA has a term of one fiscal year or less, will expire at the end of each fiscal year or earlier, as specified within the BTA, and may be renewed by submitting a new Pre-Trip Request. A BTA can consist of any combination of travel within city limits, a 100-mile radius of the Traveler's respective campus (or assigned work location) and/or State limits. Expenses incurred under a BTA will be submitted on a monthly basis through the University expense management tool. Travel not meeting this criteria must be requested through the standard, individual trip process.

Travel solely within the city limits of a Traveler's normal city of work does not meet the definition of Travel Status and, therefore, does not fall under the jurisdiction of this Travel Policy. However, the standard BTA process will be utilized to submit the mileage and parking expenses for this specific type of "in-city" travel.

## **Travel Expenses**

### ***Expenses Paid Directly by the University***

The University has the ability to pay directly for approved travel expenses for airfare, Amtrak, Rail Europe, and car rentals booked through the University on-line booking tool. Lodging and car rental expenses incurred with certain vendors can also be directly billed to the University, as well as other pre-paid expenses, such as conference registrations.

### ***Expenses Paid by Employee***

The University encourages payment directly by the University for travel expenses whenever possible. Personal funding sources, including but not limited to cash, credit cards and debit cards, may be used to pay for travel expenses, and the Traveler may request reimbursement for those personally-funded travel expenses otherwise allowed under this Travel Policy. These expenses will be submitted through the University expense management tool and must include itemized receipts, as more specifically described in [APPENDIX A](#).

### ***Purchasing Card***

The University-issued purchasing card (known as a "P-card") is available only for pre-paid conference registrations. Other travel expenses must be pre-approved by the Traveler's respective campus purchasing card office before a Traveler may use a P-card for travel purchases. These purchases must also comply with the [University Purchasing Card Policy](#) with the Traveler's respective campus amendments.

## **Transportation**

### ***Commercial Air***

When air travel is considered to be the most reasonable means of travel, a Traveler is expected to use commercial (not private) airlines, unless another method of travel is clearly shown to be

more economical and meets the mutual, reasonable needs of the University and the Traveler. While under normal circumstances, the University will only pay for or reimburse the Traveler for travel expenses up to the total cost of the most economical option. However, the business purpose and special circumstances associated with some travel may support approval of an alternative mode of travel. Alternative modes of travel must be approved as part of the Pre-Trip Request process and will be treated as exemptions. Exemptions from commercial air will be evaluated on a case-by-case basis by the Traveler's Supervisor Approver and Financial Approver(s), and the University Travel Office will be notified to ensure the proper payment or reimbursement of travel expenses.

## Booking

International flights are expected to be booked through the University-contracted travel management company. Travelers may book international travel outside of the University-contracted travel management company only when specific, required flights, such as those within an international country, are not available through the University-contracted travel management company. Domestic flights are also expected to be booked through the University-contracted travel management company.

Travelers wishing to purchase and make their own domestic air travel arrangements outside the University-contracted travel management company must submit proof of comparable, less expensive airfare (including all airfare-related fees, such as taxes, airport fees, ticket refundability, University-contracted travel management company fees, baggage fees, or other costs impacting the comparison) from a reputable travel booking site and notes the source of funding to be used for the booking. These comparisons must be completed on the same day to ensure price accuracy. Other University-contracted booking agencies may be used by the Traveler and do not require proof of comparable, less expensive airfare.

The Traveler should book a ticket not to exceed the price of the coach or main cabin rate at the time of purchase. If the Traveler purchases a ticket that is not the lowest listed price, a brief explanation for this choice must be provided.

## Upgrades

Any Traveler choosing to upgrade a ticket will be personally responsible for that upgrade. The Traveler can contact the University-contracted travel management company, arrange the ticket exchange and pay for all fees associated with the upgrade, including change and transaction fees. In the event that an upgraded ticket is cancelled, the University will reimburse the Traveler for the ticket cost only. The change, transaction and other fees associated with the ticket upgrade will not be refunded to the Traveler.

## Cancellations

A cancelled standard and/or upgraded ticket purchased through the University-contracted travel management company will be: (1) held for business use by the original Traveler at a later date; or (2) used by other University Travelers for future business trips with the original Traveler's funding source credited up to the original ticket price. The cost of a cancelled ticket purchased outside of the University-contracted travel management company will be the sole responsibility of the Traveler and will not be paid for or reimbursed by the University.

## **Rental Cars**

### **Booking**

Rental cars should be booked with contracted University providers when these providers are available. University-negotiated car rental rates shall be used for all University business travel. If a contracted provider is not available or if they are unable to meet the Traveler's requirements, booking may take place with another provider and be direct billed to the University or reimbursed to the Traveler by the University.

All rentals larger than a "Full Size Car" require specific approval and a business purpose to be designated on the Pre-Trip Request supporting the larger vehicle. Additionally, rentals of vans designed to hold 12 or more passengers must be operated by a driver with documentation on file, as required by the University, evidencing that the driver has the required training, along with approval from the driver's Supervisor Approver, prior to booking or rental.

### **Rental Car Insurance**

Rental car insurance is provided to all Travelers traveling on University business when the rental car is booked with a University-contracted provider(s). If the rental car is not booked with a University-contracted provider(s) and rental car insurance is not provided to the Traveler, the University will pay for or reimburse the Traveler for rental insurance supplied by the provider as deemed necessary. The University will not provide, pay for or reimburse rental car insurance for vehicles used for personal travel.

Extra rental car insurance is to be obtained and will be reimbursed or paid by the University for all rentals which qualify under International Travel according to the individual provider's specifications.

### **Other**

Fuel receipts for rental cars may be submitted by the Traveler for reimbursement.

## **Personal Vehicles**

### **Mileage**

A Traveler will be reimbursed for use of a personal vehicle (including vans, pickups, panel trucks and motorcycles) while on University business (excluding Commuting miles) at the standard mileage rate established by the University of Nebraska for the actual miles driven on University business.

Fuel receipts will not be accepted for personal vehicle travel reimbursement. Documentation of the Traveler's direct route will need to be submitted through the University expense management tool. All additional mileage that is in excess of the Direct Route of travel must be submitted with a detailed mileage log.

### **Home to Temporary Work Location**

Mileage for the Direct Route from a Traveler's home to a temporary work location, including but not limited to travel from the Traveler's home to an airport, is reimbursable.



## Commuting

Commuting miles are not reimbursable.

## Additional Mileage from Commute

Additional mileage incurred outside of the direct Commute for an employee is reimbursable if the extra miles are for University business travel and the Traveler is in Travel Status.

## Personal Insurance

The Traveler's personal vehicle insurance will be the primary coverage for all travel while on University business and driving a personal vehicle. The University insurance policy will be utilized as secondary coverage if necessary.

The University will not reimburse or be held responsible for any personal insurance coverage, deductibles or uninsured losses.

## ***Other Forms of Travel***

Any Traveler wanting to use alternative means of travel, including but not limited to privately owned or chartered airplanes and charter buses, must submit a Pre-Trip Request outlining why the alternate form of travel is being requested and affirming that no other, more economical means of travel is available before these forms of travel may be used. The Traveler's Supervisor Approver and the University Travel Office will review the request and determine whether additional approval is appropriate.

## Lodging

Lodging expenses may be directly billed to the University, paid directly by the University or reimbursed to the Traveler according to the specific needs and capabilities of the providers. These providers may include, but are not limited to hotel chains, campgrounds/parks, Airbnb, HomeAway, VRBO, and similar sources that may emerge over time. Travelers are expected to book lodging that is reasonable and relevant for the specific destination, time of year and business purpose. Further justification may be required for expenses that appear to be excessive. State, government or University-contracted rates should be utilized when available. Conference rooms should be booked as far in advance as possible to take advantage of discount pricing and other benefits. If the block of conference rooms is no longer available, the Traveler may book lodging nearby at a similar, reasonable rate.

Travelers attending conferences may book their lodging in accordance with the requirements of such conferences when applicable. Travelers making lodging arrangements as part of their conference registration will submit the conference agenda and proof of the respective rate when submitting the expense. The submitted lodging receipt must be itemized and show that payment was made in full to be considered for reimbursement in accordance with State of Nebraska requirements.

If the Traveler chooses to share lodging with another Traveler, related expenses must be cross referenced on each Traveler's expense claims. Only the single occupancy rate plus taxes and

fees, if applicable, will be covered by the University when the Traveler shares a room with a non-University companion(s).

## Meals

### **Reimbursements**

Travelers may be reimbursed for up to three (3) meals per day in compliance with requirements for State of Nebraska governmental agencies. Ideally, each meal should be represented by a single receipt; however, multiple receipts for a given meal may be submitted so long as the transaction times shown on the receipts are within a 60-minutes of each other and consist of items typically included in one meal. The total cost of daily meal receipts, including tips and taxes, may not exceed the [General Services Administration \(GSA\) daily per diem rate](#). [This rate is based off of the last travel destination for each day of an extended trip or the last travel destination prior to returning to the Traveler’s home or work location from a one-day trip](#). Daily meal expenses in excess of the stated [GSA daily per diem rate](#) are the sole responsibility of the Traveler and will not be paid for or reimbursed by the University. The number of meals allowed and their associated allowances (breakfast and lunch at 25% and dinner at 50% of the [GSA daily per diem rate](#)) will be deducted from the daily allowance if such meals are included in conference rates, lodging offerings, cost of transportation and other registrations. Deductions will also be made in accordance with the Traveler’s Departure Times and Return Times. See “[Meal Allowances](#)” for more details.

### **Alcohol**

Alcohol, and its associated tips and taxes, will not be paid for by the University and is not a reimbursable expense. These expenses must be deducted from all submitted expenses and receipts.

### **Meal Allowances**

To determine meal allowances, refer to the Departure Time and Return Time stated within the Traveler’s trip details:

One-Day Travel Meal Allowances*	
Breakfast	Departure time is at or before 6:30 a.m.
Lunch	Not Allowed
Dinner	Return time is at or after 7 p.m.

\*Reimbursements for one-day travel food expenses are reportable on the employee’s W-2 if the total expenses are greater than \$200 from December 1 to November 30 (twelve-month period).

First and Last Day of Extended Travel Meal Allowances	
Breakfast	Departure time is at or before 6:30 a.m. or return time is at or after 10 a.m.
Lunch	Departure time is at or before 11 a.m. or return time is at or after 2 p.m.
Dinner	Departure time is at or before 5 p.m. or return time is at or after 7 p.m.

### **Groceries**

Groceries may be reimbursed, in lieu of meals. The grocery purchase should be equivalent to a reasonable amount of food for the number of people and the total number of meals which the purchase covers. For each meal covered with the grocery purchase, the corresponding [GSA daily per diem rate](#) (breakfast and lunch at 25% and dinner at 50% of the [GSA daily per diem rate](#)) will be deducted from each individual Traveler's total meal allowance for their respective day(s) of travel. The Traveler may split the total purchase over multiple days if the purchase covers meals for multiple days of travel.

### **Official Functions**

Expenses for official functions, conferences, hearings, interviews or group meetings while in Travel Status are allowed for various business purposes. The business purpose, an agenda and a list of attendees including the place of employment/headquarter city if attendees are University employees must be provided in addition to the required receipts for approval. These expenses should be reasonable for the business purpose, specific function and the number of individuals in attendance.

## **Reimbursements**

### **Travel Expense Deadline**

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. This State of Nebraska statutory requirement cannot be waived.

### **Approval of Travel Expenses**

Reimbursement expense claims will be approved by the Financial Approver(s) for all respective funding centers used for the trip. Reimbursement expense claims will be processed for payment after the related travel has occurred. In the rare case a dispute/conflict arises regarding the processing and payment of a travel expense, the issue will be referred to the Traveler's dean, director or head of administrative unit, if different from the Financial Approver, or to the Financial Approver's supervisor if the Financial Approver is a dean, director or head of administrative unit for a final review and decision.

### **Receipts**

Travelers must provide all required receipts that are detailed and itemized for all University business-related travel expenses. Detailed and itemized receipts must include:

- the item(s) purchased;
- the name of the business where the transaction took place;
- the transaction date/time; and,
- the amount of the transaction.

Expense estimates are not acceptable. If a receipt includes expenses for multiple Travelers, the single Traveler seeking reimbursement should reference the other Travelers on the expense submittal. If multiple Travelers are seeking reimbursement from a single receipt which includes the expenses of multiple Travelers, a copy of the itemized receipt and proof of the individual Traveler's payment must be provided with each Traveler's expense submittal. The Traveler should make every effort to obtain and submit all detailed travel expense receipts when available. Failure to submit required receipts may result in the University not paying for or reimbursing the Traveler for the related expenses in accordance with Nebraska state requirements.

In the absence of a detailed receipt(s), a receipt substitution may be made. With a signed written explanation, this substitution may include a copy of a cancelled check, charge card slip or subsequently acquired receipt. If a receipt (or its stated substitute), has been lost, is not available or impossible to obtain, an Affidavit may be acceptable. Affidavits will mainly be accepted for International Travel and in very rare cases for domestic travel. For all detailed receipt substitutions and Affidavits, the name and location of the business where the transaction took place, the transaction date, the purpose for the expense and the amount of the transaction must be provided. These receipt substitutions and Affidavits can only apply to the following expense types, which can be found in [APPENDIX A](#): Copy Charges, Educational Supplies, Fuel/Gas, Laundry/Dry Cleaning (International and Team/Group Travel only), Meals and Taxi/Shuttle/Train/Bus.

If receipts are listed in any language other than English, the business name, location, date, and individual items must be translated by the Traveler. Associated prices can be converted through the expense management tool to the U.S dollar equivalency on the day of the transaction.

Details on specific receipt requirements are outlined in [APPENDIX A](#).

## International Travel

All policies stated throughout this Travel Policy apply to International Travel, Pre-Trip Requests and expense reimbursement claims. Pre-Trip Requests for international destinations should be submitted for approval at least thirty (30) days in advance of departure. This allows time for the required export control review and the Traveler to be informed of and enrolled in all international support services.

### ***Executive Memorandum No. 25***

All travel to a United States Department of State Level 3 or Level 4 Travel Advisory Country/Area or Centers for Disease Control and Prevention High Risk Warning Country must follow all guidelines, restrictions and approvals as stated within [Executive Memorandum No. 25](#).

## ***Export Control***

Export controls are regulations designed to ensure that certain information, technology, biological and chemical agents and other sensitive items are secure and not improperly transferred to an international entity or person. When planning travel abroad, it is important to ensure that any information or items taken out of the U.S. are either not controlled; or if controlled, the proper approvals or licenses are in place. All personnel, including faculty, staff, research associates and fellows, visiting scholars, students and all other persons retained by or working at the University of Nebraska and its affiliates will comply with [Export Administration Regulations \(EAR\)](#), [International Traffic in Arms Regulations \(ITAR\)](#), [Office of Foreign Assets Control \(OFAC\) regulations](#), their campus export control policy ([UNK](#), [UNL](#), [UNMC](#), [UNO](#)) and all other applicable export control or sanction-related regulations. Consult your export control office for further information.

## ***International Travel Insurance***

All University benefits-eligible employees are covered by the University International Travel Insurance Policy for University business travel. No pre-trip reporting or enrollment is required for insurance coverage. The employee may need to purchase additional coverage at their own expense for personal travel.

Contact the University Travel Office or the Traveler's respective risk management office for more information or International Travel insurance for non-University employees.

## ***State Department Smart Traveler Enrollment Program***

Travelers are encouraged to enroll in the [Smart Traveler Enrollment Program \(STEP\)](#), which is a free service that allows U.S. citizens and nationals traveling and living abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

## **Travel with Students**

This section is applicable to Travelers who travel with students when the students are:

- Members of the Board of Regents;
- Members of an official University committee, which is traveling on University business, approved by the Chancellor's or President's office;
- Participants of field trips conducted as part of an approved instructional program;
- Participants in Education Abroad trips and programs; or,
- Representatives of the University such as members of performing groups, teams or research groups.

In addition to this policy section, Travelers should also be familiar with and follow respective campus policies concerning travel with students and comply with [Executive Memorandum No. 25](#).

## ***Expenses***

The University will pay for costs approved by the academic, athletic or auxiliary unit sponsoring the trip associated with transportation, food, lodging, necessary insurance and other travel expenses for the students traveling with the group and who are also members of the group. Some costs associated with study abroad programs will be paid with student fees, tuition and, in some instances, by the students themselves.

Travelers may submit expenses associated with student travel for reimbursement including but not limited to transportation, food and lodging. However, a list of students must be included with the request for proper reimbursement.

Approved, out-of-pocket travel expenses of a University student will be covered by the University. These reimbursements will be processed within the sponsoring unit of the respective trip.

A group travel card is available for Travelers who travel with students. Please see the [Group Travel Card Policy](#) for more information.

## ***Student Travel Insurance***

Travelers traveling with students, including graduate assistants if they are traveling as students, must submit a student roster at least one week prior to the trip departure date if possible.

Travelers will be required to complete and submit the additional student travel insurance form to ensure that all students are covered while in Travel Status. Each student's individual policy should serve as the primary insurance, and the University student travel insurance may serve as secondary coverage when the primary insurance has reached its maximum. Certain groups are already covered by a campus-wide policy and will not require this additional University student travel insurance. Please see the respective campus student group coverage below:

UNK – University-recognized Athletic Teams, Band, Cheerleaders, Dance, Mascot

UNL – University-recognized Athletic Teams, Cheerleaders, Dance No mascot or band?

UNMC – Only students covered by UNMC student health insurance

UNO – University-recognized Athletic Teams, Band, Cheerleaders, Dance, Mascot

## ***International Travel with Students***

For all International Travel involving students, the Traveler must contact their respective [Study Abroad/International Education Office](#) and follow respective campus and insurance policies associated with International Travel with students.

## History

This policy is the initial policy developed, processed and reviewed pursuant to Executive Memorandum No. 32, “Development and Issuance of University-wide Policies.” It has been reviewed and approved by the Executive Vice President and Provost, the Interim Vice President for Business and Finance, and the Interim Vice President and General Counsel. It was approved by President’s Council on June 5, 2018.

Policy revised March 6, 2019, for consistency with State Statute 81-1174. Under section Reimbursement – Travel Expense Deadline: changed from “*Reimbursement expense claims must be submitted and approved by the Traveler’s Financial Approver(s) through the University expense management tool no later than sixty (60) calendar days after the final day on which expenses were incurred.*” to “*All travel expenses must be submitted within 60 days after the last day of travel. Expenses submitted past this deadline will not be paid or reimbursed.*” It was approved by the Vice President of Business and Finance on November 2, 2018.

Policy revised March 7, 2019, for consistency with March 6, 2019 revision and State Statute 81-1174. Under section Reimbursement – Travel Expense Deadline: removed “*Reimbursement expense claims submitted and approved past this deadline will not be paid for or reimbursed by the University.*”

Policy revised April 11, 2019, for clarification purposes. Under section Reimbursement – Travel Expense Deadline: added “*by the traveler*” as follows: “*All travel expenses must be submitted by the traveler within 60 days after the last day of travel.*”

## APPENDIX A

<b>Receipt Type</b>	<b>Expense Classification</b>	<b>Receipt Policy</b>	<b>Requirement of Receipt</b>
<b>Abstract, proceedings</b>	<b>Misc Travel</b>	Actual expense for copies of conference materials or related abstracts/papers	Yes, if greater than \$24.99
<b>Airfare</b>	<b>Airfare</b>	Airline tickets should be purchased through the University-contracted travel management company; other sources require further review and approval as stated in policy	Yes
<b>Airline baggage fees</b>	<b>Baggage &amp; Airport Fees</b>	Actual expense	Yes, if greater than \$24.99
<b>Airline fees</b>	<b>Baggage &amp; Airport Fees</b>	The University will reimburse employees for airline fees that are necessary/required by the airline for the University business purpose of the trip; please itemize these expenses by date and explain any unusual or excessive charges	Yes, if greater than \$24.99
<b>Airport shuttle</b>	<b>Taxi/Shuttle/Train/Bus</b>	Actual expense	Yes
<b>Airport tax/exit fee</b>	<b>Baggage &amp; Airport Fees</b>	Actual expense may be claimed when not already included in the cost of the ticket (mainly International airports)	Yes, if greater than \$24.99
<b>Alcoholic beverages</b>	<b>N/A</b>	Not reimbursable	N/A
<b>Animal boarding</b>	<b>N/A</b>	Not reimbursable	N/A
<b>Car rental</b>	<b>Car Rental</b>	Actual expense	Yes
<b>Car repairs, maintenance, accidents, washes, oil changes, or locksmith charges for personal vehicles</b>	<b>N/A</b>	Not reimbursable	N/A
<b>Child care</b>	<b>N/A</b>	Not reimbursable	N/A
<b>Conference facilities</b>	<b>Rental of Conf Facilities</b>	Actual expense	Yes
<b>Conference registration/expenses</b>	<b>Registration/Conf Fees</b>	Documentation of conference expense and agenda required for reimbursement	Yes
<b>Currency conversion fees</b>	<b>Misc Travel</b>	Actual expense on amount required for University business travel	Yes, if greater than \$24.99
<b>Dry cleaning (hotel services)</b>	<b>Laundry/Dry Cleaning</b>	Reimbursable for International Travel with a trip in excess of six days	Yes, if greater than \$24.99
<b>Educational Supplies</b>	<b>Educational Supplies</b>	Actual expense of supplies needed for University business and purchased while in Travel Status	Yes
<b>Entertainment (including in-room movie rentals)</b>	<b>N/A</b>	Not reimbursable	N/A
<b>Exercise equipment/room fees</b>	<b>N/A</b>	Not reimbursable	N/A



<b>Faxes</b>	<b>Phone/Fax/Internet</b>	Actual expense necessary for University business	Yes, if greater than \$24.99
<b>Film developing</b>	<b>Copy Charges</b>	Actual expense necessary for University business; purpose should be explained on reimbursement	Yes, if greater than \$24.99
<b>Flight insurance</b>	<b>N/A</b>	Included in travel management company booking; extra insurance not reimbursable	N/A
<b>Gasoline</b>	<b>Fuel/Gas</b>	Actual expense for rental or University vehicles; may not be claimed on travel with personal vehicle	Yes
<b>Gifts</b>	<b>Misc Travel</b>	Actual expense of gift when it is considered customary to present a gift to a host within International countries; no alcohol	Yes, if greater than \$24.99
<b>Gratuities (including tips for cabs, skycaps and bellmen)</b>	<b>Incidentals</b>	Limited to the GSA per diem total of \$5.00 per day for porters, baggage carriers, hotel staff and staff on ships (this limit does not apply to student group travel)	No, \$5.00 limit per day
<b>Groceries</b>	<b>Meal (or grocery equivalent)</b>	Actual expense with an explanation of the number of meal equivalencies and individuals covered by the expenses	Yes, if greater than \$4.99
<b>Gym fees</b>	<b>N/A</b>	Not reimbursable	N/A
<b>International, personal cell phone plans</b>	<b>Phone/Fax/Internet</b>	Reimbursed if required for University business during International Travel	Yes, greater than \$24.99
<b>Internet fees</b>	<b>Phone/Fax/Internet</b>	Actual expense for University business	Yes, if greater than \$24.99
<b>Job applicant &amp; applicant recruiting</b>	<b>Job Applicant</b>	Actual expense; domestic travel only; applicant meeting itinerary required	Yes
<b>Laundry</b>	<b>Laundry/Dry Cleaning</b>	Reimbursable for International Travel with a trip in excess of six days	Yes, if greater than \$24.99
<b>Lodging</b>	<b>Lodging or Lodging/Conference Rate</b>	Itemized lodging receipt required; charges for staying with family or friends are not reimbursable; parking and University business related phone long distance fees must be listed as a separate expense item	Yes
<b>Meals</b>	<b>Meal (including tips) or Meals One Day Travel</b>	Detailed, itemized receipts for meal expenses greater than \$4.99; max of three meals per day; see specifics on allowance within policy  Gratuities for meals must be included on their respective receipts with a cap of 20% of the total bill	Yes, if greater than \$4.99

<b>Mileage for personal vehicle</b>	<b>Mileage/Personal Car</b>	Direct route will be entered into University expense management tool; additional mileage will require an additional mileage log	Log required for additional miles; otherwise, N/A
<b>Newspapers/magazines</b>	N/A	Not reimbursable	N/A
<b>Office Supplies</b>	<b>Office Supplies</b>	Actual expense of supplies needed for University business and purchased while in Travel Status	Yes
<b>Official function</b>	<b>Official Func Exp</b>	Business purpose/agenda and a list of attendees must be submitted in addition to receipt(s); see policy for more details	Yes
<b>Parking</b>	<b>Misc Travel</b>	Actual expense	Yes, if greater than \$24.99
<b>Passports</b>	N/A	Not reimbursable	N/A
<b>Personal grooming items</b>	N/A	Not reimbursable	N/A
<b>Photocopying</b>	<b>Copy Charges</b>	Actual expense if required for University business purposes	Yes, if greater than \$24.99
<b>Safe deposit box/secured storage fees</b>	<b>Misc Travel</b>	Actual expense if required for University business purposes; storage of personal items is not reimbursable	Yes, if greater than \$24.99
<b>Snacks</b>	N/A	Not reimbursable	N/A
<b>Spouse/companion expenses</b>	N/A	Not reimbursable	N/A
<b>State, private, rented or chartered planes</b>	<b>State/Private/Rented/Chartered Plane</b>	Actual expense or expense based on standard IRS rates; contact University Travel Office for details	Yes
<b>Student expenses</b>	<b>Subsistence/Student Exp</b>	Actual approved expenses; additional list of students required	Yes
<b>Taxis, Ubers, Lyfts, buses, airport shuttles, subways, etc.</b>	<b>Taxi/Shuttle/Train/Bus</b>	Actual expense including tips	Yes
<b>Telephone calls</b>	<b>Phone/Fax/Internet</b>	Actual expense of University business related calls	Yes, if greater than \$24.99
<b>Tolls</b>	<b>Misc Travel</b>	Actual expense	Yes, if greater than \$24.99
<b>Tour/cruises</b>	<b>Misc Travel</b>	Actual expense for University business related tours or mandatory conference events; optional or pleasure tours are not reimbursable	Yes, if greater than \$24.99
<b>Vaccinations/required medicine</b>	<b>Visa/Vaccinations</b>	Actual expense, including the office visit charge, if required for University business travel; may only claim amount not covered by personal insurance	Yes
<b>Visas</b>	<b>Visa/Vaccinations</b>	Actual expense if required for University business travel; Traveler expected to plan ahead and will not be reimbursed for expediting fees except in extraordinary circumstances	Yes