

# Travel Expense Reimbursement Deadline

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Updated April 8, 2026

## Travel Application

Expense

## Procedure

All travel expenses must be submitted by the traveler **within 60 days after the last day of business travel**. Expenses cannot be submitted past this deadline and 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. Once the traveler initially submits the expense report, the 60-day reimbursement deadline ceases. If Accounts Payable returns an expense report for changes, all re-submissions must be sent again through a financial approver and then on to Accounts Payable.

The 60-day reimbursement deadline calculation sheet can be found [here](#).