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Travel Policy

TO-01

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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.
- 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 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 before 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. (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.

Official Function – these payments are only allowable under State Statue 81-1174 for attendance at official functions, conferences, or hearing, not to include normal day to day operations of the department, agency, commission, council, committee, or board.

Per Diem – per diem or daily allowance is a specific amount of money that an organization gives an individual, typically an employee, per day to cover living expenses when travelling on the employer’s business. A Per Diem payment can cover part or all the expenses incurred.

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 services, are expected to comply with all applicable policies and procedures stated within this Travel Policy.

Compliance and Exemptions

This Travel Policy is designed to ensure 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 concerning permissible reimbursements are only allowed in the most extraordinary circumstances, following thorough documentation and approval by the Traveler's Supervisor Approver before 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. The Pre-trip Request must be approved before travel arrangements are created, and travel commences. This includes Travel Status trips with no associated business expenses to the Traveler or University. The only exception to this Pre-Trip Request requirement is 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.

Lack of compliance could result in travel expenses being denied reimbursement.

All Pre-Trip Requests will require approval by the Traveler's Supervisor Approver and Financial Approver for all funding sources.

Blanket Travel Authorizations require a single Pre-Trip Request at the beginning of each fiscal year.

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 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 monthly through the University expense management tool. Travel not meeting this criterion 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 pays direct for approved travel expenses for airfare, Amtrak, Rail Europe, through the University online booking tool. Lodging and car rental expenses incurred with certain vendors are encouraged to be direct billed to the University, as well as other pre-paid expenses, such as conference registrations. This method helps the traveler reduce the amount of out-of-pocket expenses incurred.

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. Reimbursement for advanced deposits/funds for individual employee travel will not be reimbursed until travel is completed. 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 for pre-paid conference registrations. 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. These purchases must also comply with the [Purchasing Card](#) with the Traveler's respective campus amendments.

Transportation

Commercial Air

When air travel is 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 the 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, University-contracted travel management company fees, baggage fees, or other costs impacting the comparison) from a reputable travel booking site and note the source of funding to be used for the booking. These comparisons must be completed on the *same day* to ensure price accuracy. Booking outside of the 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 prior to reserving any travel arrangements. Lack of timely comparison could result in denial of reimbursement. The Traveler should book a ticket not to exceed the price of the least expensive pricing in the coach section of the aircraft. Premium seating, advance seat assignments, and early-bird check-in fees are not reimbursable expenses.

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 canceled, 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 canceled standard and/or upgraded ticket purchased through the University-contracted travel management company will be: (1) held for business use by the original Traveler later; 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 canceled 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.

Flying vs. Driving

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 miles 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. The lesser of the two modes of transportation will be reimbursed. Meals will fall under the Per Diem model. Lodging would only be reimbursed at the destination, not while in route.

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, 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.

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 cars are only allowed to be driven by Travelers on University business.

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. For further information on what car rental insurance coverage is allowed, contact Fleet Management. The University will not provide, pay for, or reimburse rental car insurance for vehicles used for personal travel.

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 over 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-rate lodging should be booked as far in advance as possible to take advantage of discount pricing and other benefits. If the block of conference-rate lodging is no longer available, the Traveler may book lodging nearby at a similar, reasonable rate.

Travelers attending conferences may book their lodging under 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 under the 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

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 the destination point, shall be 70% of the relevant federal rates (GSA.gov).

The first and last days of travel will be prorated at 75% of the 70% allowed 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 through the per diem process.

Alcohol

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

Meal Allowances

To determine one-day 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).

Groceries

Groceries will be part of the traveler's daily Per Diem allowance.

Official Functions

These payments are only allowable under State Statute 81-1174 for attendance at official functions, conferences, or hearing, not to include normal day to day operations of the department, agency, commission, council, committee, or board.

LB-381 states 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.

The Universities definition of an official function includes but is not limited to: Sponsored community visit or program recruiting new faculty/staff members meals/receptions, visiting faculty, guest speaker(s) and/or consultant meal/ reception, faculty/staff retreat/training, sessions with external presenters, advisory board

meeting (composed all or in-part of external members), student orientation or other student recognition event, site/accreditation visit, student organization meal/reception, 4-H camp meal/reception with students (student employees must be participating as students) not in pay status.

All travel and 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.

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 the 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 non-meal 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.*

There may be specific requirements with sponsored programs that will require submission of meal receipts. Contact the campus Sponsored Programs department for further details.

One traveler will not be reimbursed for another traveler's meal. Each traveler wanting reimbursement will need to submit an expense report.

Lodging receipts: if a receipt includes expenses for multiple Travelers, the single Traveler seeking reimbursement should reference the other Travelers on the expense submittal.

Expense estimates are not acceptable. Lodging receipts should only include the nightly rate and all taxes.

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 under 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 canceled 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), 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 \(EAR\)](#), [Office of Foreign Assets Control \(OFAC\) regulations](#), the campus export control policy ([UNK](#), [UNL](#), [UNMC](#), [UNO](#)) and all other applicable export control or sanction-related regulations. Consult the 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 will need to purchase additional coverage at their own expense for personal, sojourn, or companion travel.

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

State Department Smart Traveler Enrollment Program

Travelers are strongly 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.

Fly America Act

The *Fly America Act* is a federal regulation that requires the use of U.S. carriers for travel that will be reimbursed from federal grants and contracts. Travelers who will be reimbursed from federal grants and contracts can also use foreign air carriers with code-sharing agreements with U.S. flag carriers.

If traveling with or using funds from a federal grant, refer to the [Fly America](#) or contact the campus grants accounting office.

Travel with Students

This section applies 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.
- 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 Sponsored Programs.

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.

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.

Travelers may submit expenses associated with student travel for reimbursement including, but not limited to, transportation 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 [Purchasing Card](#) policies & procedures 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 before 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 [Education Abroad](#) 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 under 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.*”

Policy updated in accordance with Executive Memorandum No. 32 policy template and revised for clarification purposes with the implementation of the new university designated travel agency. The Athletics Addendum, which was previously a separate document, was appended. The policy was reviewed and approved by the Vice President for Business and Finance and the Campus Business Officers. It was approved by President’s Council on January 23, 2020.

Policy revised and updated as of January 01, 2021, based on LB-381 (meal per diem and use of purchasing card for all “Official Function” meal expenses). Additionally, flying v. driving mileage expectation for airfare comparison changed; Student travel available via Concur added; and Appendix A updated with receipt requirements.

APPENDIX A

Receipt Type	Expense Classification	Receipt Policy	Requirement of Receipt
Abstract, proceedings	Misc. Travel	Actual expense for copies of conference materials or related abstracts/papers.	Yes
Advance Seat Assignments- Premium Seats, Business Select	N/A	Not reimbursable.	N/A
Airfare	Airfare	Airline tickets should be purchased through the University-contracted travel management company; other sources require further review and approval as stated in the policy.	Yes
Airline baggage fees	Baggage & Airport Fees	Actual expense	Yes
Airline fees	Baggage & Airport Fees	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
Airport shuttle	Taxi/Shuttle/Train/Bus	Actual expense.	Yes
Airport tax/exit fee	Baggage & Airport Fees	Actual expense may be claimed when not already included in the cost of the ticket (mainly International airports).	Yes
Alcoholic beverages	N/A	Not reimbursable.	N/A
Animal boarding	N/A	Not reimbursable.	N/A
Car rental	Car Rental	Actual expense	Yes
Car repairs, maintenance, accidents, washes, oil changes, or locksmith charges for personal vehicles	N/A	Not reimbursable.	N/A
Childcare	N/A	Not reimbursable.	N/A
Conference facilities	Rental of Conf Facilities	Actual expense.	Yes
Conference registration/expenses	Registration/Conf Fees	Documentation of conference expense and agenda required for reimbursement.	Yes
Currency conversion fees	Misc. Travel	Actual expense on amount required for University business travel.	Yes
Dry cleaning (hotel services)	Laundry/Dry Cleaning	Reimbursable for International Travel with a trip more than six days.	Yes,
Early Check-in (airline)	N/A	Not reimbursable.	N/A

Receipt Type	Expense Classification	Receipt Policy	Requirement of Receipt
Educational Supplies	Educational Supplies	Actual expense of supplies needed for University business and purchased while in Travel Status.	Yes
Entertainment (including in-room movie rentals)	N/A	Not reimbursable.	N/A
Exercise equipment/room fees	N/A	Not reimbursable.	N/A
Faxes	Phone/Fax/Internet	Actual expense necessary for University business.	Yes,
Film developing	Copy Charges	Actual expense necessary for University business; purpose should be explained on reimbursement.	Yes
Flight insurance	N/A	Included in travel management company booking; extra insurance not reimbursable.	N/A
Gasoline	Fuel/Gas	Actual expense for rental or University vehicles; may not be claimed on travel with personal vehicle.	Yes
Gifts	Misc. Travel	Actual expense of gift when it is considered customary to present a gift to a host within International countries; no alcohol.	Yes,
Gratuities Incidentals, including tips for cabs,skycaps, and bellmen	N/A	Do not claim. This expense type is included in the per diem allowance.	N/A
Groceries	N/A	Do not claim. This expense type is included in the per diem allowance.	N/A
Gym fees	N/A	Not reimbursable	N/A
International, personal cell phone plans	Phone/Fax/Internet	Reimbursed if required for University business during International Travel	Yes
Internet fees	Phone/Fax/Internet	Actual expense for University business.	Yes,
Foreign Interpreter Note: US Citizen must be paid through A/P	Misc. Travel	Actual expense.	Yes
Job applicant & applicant recruiting	Job Applicant	Any expense related to the applicant needs to be on a University credit card (ghost card).	Yes
Laundry	Laundry/Dry Cleaning	Reimbursable for International Travel with a trip more than six days.	Yes,

Receipt Type	Expense Classification	Receipt Policy	Requirement of Receipt
Lodging	Lodging or Lodging/Conference Rate	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
Lodging: Early check-in, or late check-out	Lodging Expense	Early check in fee for international arrivals allowed. Late check out is not reimbursable.	Yes
Meals (per diem)	Meals	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%.	N/A
Mileage for personal vehicle	Mileage/Personal Car	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
Newspapers/magazines	N/A	Not reimbursable.	N/A
Office Supplies	Office Supplies	Actual expense of supplies needed for University business and purchased while in Travel Status.	Yes
Official function	Official Function Exp	Business purpose/agenda and a list of attendees must be submitted in addition to a receipt. Official Function expense type can only be purchased via a purchasing card. Official Function expense types: Sponsored community visit or program, recruiting new faculty/staff members meals/receptions, visiting faculty, guest speaker(s) and/or consultant meal/reception, faculty/staff retreat/training, session with external presenters, advisory board meeting (composed all or in- part of external members), student orientation or other student recognition event, site/Accreditation visit, student organization meal/reception, 4-H camp meal/reception with students (student employees must be participating as students) not in pay status.	Yes
Parking	Misc. Travel	Actual expense.	Yes, if greater than \$9.99

Receipt Type	Expense Classification	Receipt Policy	Requirement of Receipt
Passports	Misc. Travel	Reimbursable for students only if on a university sponsored trip.	Yes
Personal grooming items	N/A	Not reimbursable.	N/A
Photocopying	Copy Charges	Actual expense if required for University business purposes.	Yes, if greater than \$9.99
Safe deposit box/secured storage fees	Misc. Travel	Actual expense if required for University business purposes. Storage of personal items is not reimbursable.	Yes
Snacks	N/A	Not reimbursable.	N/A
Spouse/companion expenses	N/A	Not reimbursable.	N/A
State, private, rented, or chartered planes	State/Private/Rented/Chartered Plane	Actual expense or expense based on standard IRS rates (contact University Travel Office for Details)	Yes
Student expenses	Subsistence/Student Exp	Actual approved expenses: additional list of students required.	Yes
Taxis, Ubers, Lyfts, buses, airport shuttles, subways, etc.	Taxi/Shuttle/Train/Bus	Actual expense including tips.	Yes
Telephone calls	Phone/Fax/Internet	Actual expense of University business related calls.	Yes, if greater than \$9.99
Tolls	Misc. Travel	Actual expense.	Yes, if greater than \$9.99
Tour/cruises	Misc. Travel	Actual expense for University business related tours or mandatory conference events: optional or pleasure tours are not reimbursable.	Yes,
Vaccinations/required medicine	Visa/Vaccinations	Actual expense, including the office visit charge, if required for University business travel; may only claim amount not covered by personal insurance.	Yes
Visas	Visa/Vaccinations	Actual expense if required for University business travel; Traveler expected to plan and will not be reimbursed for expediting fees except in extraordinary circumstances.	Yes

Addendum A

Purpose of Addendum

The purpose of this Addendum is to meet the regulations of University of Nebraska Athletics departments concerning recruiting, NCAA regulations, and other specific needs. The Addendum shall modify and supplement the University of Nebraska Travel Policy. Wherever there is any conflict between this Addendum and the University Travel Policy, the provisions of this Addendum will control, and the University Travel Policy will be construed accordingly. The regulations of the University Travel Policy are for employee travel. Team travel and other travel with students must comply with individual campus policies, which are compliant with the “Travel with Students” section of the University Travel Policy.

The following changes and modifications shall apply to University of Nebraska Athletics departments at UNL, UNK and UNO only. All other departments will follow the policies as stated in the University Travel Policy.

General Specifications

Non-University Personnel

Mileage Reimbursement

The University of Nebraska-Lincoln Athletics department may reimburse up to the IRS allowable mileage rate for individuals who are officiating athletics contests.

Compliance and Exemptions

In addition to University policies and regulations, University Athletics travel will comply with all applicable NCAA rules and regulations.

For recruiting purposes, the University will reimburse or pay for all related travel expenses of the recruiter in compliance with NCAA rules and regulations.

The University of Nebraska-Lincoln Athletics department is exempt from utilizing the Concur travel management tool for all team travel trips.

Pre-Travel

Blanket Travel Authorization

Blanket Travel Authorizations (BTAs) will be allowed for domestic recruiting trips. All other requirements concerning procedures and BTA expirations will apply.

Transportation

Other Forms of Travel

Chartered Flights

All chartered flights for employee travel will be approved and processed through the respective Athletics department and approval documentation will be provided to the University Travel Office upon request.

Receipt Requirements

Details on specific receipt requirements are as follows:

Receipt Type	Receipt Policy	Requirement of Receipt
Dry Cleaning	Actual expense.	Yes
Entertainment	Actual expense.	Yes
Exercise equipment/room fees	Actual expense.	Yes
Gym fees	Actual expense.	Yes
Laundry	Actual expense.	Yes
Passports	Actual expense.	Yes
Snacks	Allowed when traveling with athletics team; Actual expense.	Yes