

CEHS EMPLOYEE TRAVEL

FACULTY, STAFF, AND GRADUATE ASSISTANTS

<http://travel.unl.edu/>

Business Center Contact: Nell Inselman, 219 Mabel Lee Hall; nell@unl.edu; 472-9890

Receipts for reimbursement are due to business team within 30 days in order to meet 60 day state guidelines to ensure you receive your funds!!

PRE-TRIP REQUEST

- Before traveling, please complete a Pre-trip Request for Travel Authorization Form and forward the signed form to the Dept Chair for travel approval, then to the Business Center.
http://cehs.unl.edu/documents/cehs/business_center/CEHS%20Travel%20Authorization%20Form.pdf

RESERVATIONS

AIRFARE:

- Travel and Transport and Southwest Airlines are prime vendors for the University of Nebraska and allow airfare to be charged directly to the department cost center or grant number. They both include \$500,000 in travel accident insurance and lost luggage insurance of up to \$1,250. Links to both agencies can be found at:
<http://travel.unl.edu/AirTrans/PurchAirTix.shtml#T&T>
- If you find a cheaper fare or prefer to purchase airline tickets from another vendor using personal funds, the expense will be reimbursed upon submission of a receipt with proof of payment. *Not allowed for international travel.*

HOTEL

- Hotel reservations can be made through hotels.com and charged to a department cost center or grant number. Here is the link to the website:
<https://www.booksmarttravel.com/UN/>
- Hotel rooms can also be reserved on your personal credit card and submitted for reimbursement when you return. The hotel receipt MUST show a zero balance. Meals charged to your room can only be reimbursed with an itemized receipt.

CAR RENTAL

- State Vehicle--To use a state car for in-state travel, go to the following website and follow the instructions:
http://bf.unl.edu/policies/transportation/driving_and_motor_vehicle_policy.pdf
- The University is participating in a Big 10 Car Rental Contract with National Car Rental and Enterprise Rent-A-Car. The following website will provide information on the program and insurance: <http://travel.unl.edu/SurfaceTrans> The Big 10 Car Rental Contract rates include CDW and Liability Insurance Coverage. Insurance purchased when using rental agencies other than the Big 10 providers is NOT a reimbursable expense.

CONFERENCE REGISTRATION

- Most conference registrations can be paid with a University Purchasing Card (Pcard) by a Pcard holder in the department office. The Business Center Purchasing Agent is also available to assist you with your registration as needed.
- An agenda is required for all non-State of Nebraska sponsored conferences showing the date and location of the event.

RECEIPTS

SAVE ALL RECEIPTS

- **DO NOT TAPE OR USE A HIGHLIGHTER ON RECEIPTS AS THEY CAN/WILL CAUSE PRINT TO DISAPPEAR.**
- **Airfare** will be reimbursed with a proof of payment receipt
- **Hotel** receipts **MUST** show a zero balance for reimbursement
- **Meal** receipts **MUST** be itemized. A restaurant credit card receipt alone will only be reimbursed for \$4.99 regardless of the actual cost of the meal. The Travel Addendum can be used only for expenses at venues that do not provide detailed receipts such as concession stands, ball parks, and fairs. Meals purchased from street vendors with a total cost less than \$5 should be documented but receipts are not required.
- **Car Rental** will be reimbursed with a proof of payment receipt
- **Parking** receipts are required for reimbursement
- **Taxi, Shuttle, Train, Bus** receipts are required for reimbursement
- **Conference Registration** receipts showing proof of payment
- **Supplies** purchased while traveling can be reimbursed with a receipt
- **Phone, Fax, or Internet** if used for University business will be reimbursed

- **Official Function** expenses will be reimbursed if the traveler provides a list of names of who attended and an agenda for the event

MILEAGE REIMBURSEMENT

- Mileage will be reimbursed at the rate provided by the federal government at the time of travel.
- Mileage within the city, town or immediate vicinity of the traveler's duty station will not be reimbursed unless pre-authorized by the Vice Chancellor for Business & Finance.

GRATUITIES

- Travelers will be reimbursed for reasonable gratuities. The amount of the tip should reflect the quality of the service received and/or the prevailing custom for that particular service. A tip of 15% for a meal is customary. If service fees are included in group dinner bills or room service charges, no additional gratuity is necessary. UNL's policy is to reimburse for actual gratuity paid. If an employee has not included gratuity on the receipt, gratuity should not be included in the request for reimbursement. **Gratuity over 20% is normally not considered reasonable** therefore will be reduced and not fully reimbursed.

REIMBURSEMENT PROCESS

- Travel expenses **MUST** be submitted, processed, approved and sent to Accounting within 60 DAYS of the last day of the trip. In light of this policy, **the Business Center asks that you submit your expenses WITHIN 30 DAYS** of the end date of your trip, allowing enough time for processing and approval of the expenses.

It is helpful to complete the employee expense voucher, the form can be found at:

http://sapphire.nebraska.edu/standard/Business_forms.asp?Campus=UNL&Want=Forms&Heading=Travel. This helps ensure all your receipts are properly reimbursed.

- The Travel Coordinator will enter the expenses in SAP (the University accounting system) and an email will be sent to the traveler from SAP Workflow. The traveler should review the expenses and either 'approve' or 'return for changes'. The approval process is also available through the Employee Self Service portal accessed through Firefly.
- The reimbursement will move on to the CEHS Travel Approver and on to the Accounting Office electronically.

- When approved, the traveler will be notified via email from SAP Workflow when the reimbursement is deposited into their bank account.

INTERNATIONAL TRAVEL

- See new International Travel FAQ
- Will not be reimbursed if not in compliance.
- All MEAL RECEIPTS must be translated
- The conversion of foreign currency will be done by the Travel Coordinator or the traveler can submit a credit card statement listing the actual charges.

CEHS EMPLOYEE NON-TRAVEL REIMBURSEMENT

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FOOD

- A complete guide for funding of non-travel related meals can be found at:
<http://accounting.unl.edu/policies/guidelines-funding-non-travel-related-meals-and-receptions>
- Provide an itemized receipt, a list of participant names, and an agenda for reimbursement

MISC SUPPLIES

- Most supplies can be purchased through a prime vendor or on a University Pcard. Please contact the department office or the business center before any purchases are made using personal funds.
- A receipt and business purpose of the item purchased is required for reimbursement