

Before You Travel

- Review Travel policies at <http://travel.unl.edu/policies>
- **Submit a Pre-Trip Authorization electronically through Automated Travel**
- **Book airline tickets. Tickets are required to be booked through Travel & Transport if paid with UNL administered funds.**
- Follow instructions via emails relating to Export Control Regulations for Foreign Travel
- Visit <http://travel.unl.edu/ForeignTravel> for important travel guidance
 - Medical and Evacuation Insurance: register and print an ID card for each trip. Coverage costs are paid by UNL.
- Recommended reservation and rental programs:
 - Hotels.com for hotel reservations
 - National Car Rental and Enterprise Rent-A-Car (Big 10 Car Rental Contracts) for car rentals

While You Travel

- Detailed Receipts (State Statute 81-1174)
 - required for meals \$5 or greater
 - fully itemized including amount, date, place and essential character of the expense
 - **foreign receipts must be translated and the exchange rate must be documented**
 - credit card receipts are not sufficient
 - per diems are not allowed
- Detailed Receipts are required for meals charged to the hotel folio
- Alcoholic beverages nor the related tax/tip will not be reimbursed
- Food Reimbursement Policy
 - specific requirements regarding tips, departure and return times, one day trips, etc.
- Lodging Reimbursement Policy
 - specific requirements regarding authorized lodgers, claiming the single rate, required documentation
- Only Expenses for University employees, traveling on business, are reimbursable

After You Travel

- 60 day Policy (State Statute 81-1174)
 - reimbursement requests must be **received** in the Accounting Office (401 Canfield) no later than 60 calendar days after the final day on which expenses were incurred
 - requirement cannot be waived
- Expense reimbursement requests submitted on paper must include the TRIP number or a copy of your approved Pre-Trip Authorization

Resources

Additional information on all Travel policies and procedures can be found at <http://travel.unl.edu>, such as:

- 60 Day Reimbursement Calendar
- Reimbursement Quick Reference
- Export Control
- What is Allowable and What Isn't?
- Executive Memorandum No. 25