

Frequently asked questions for claiming meal reimbursements

Q- When should a travel addendum be used?

A- A travel addendum should be used for travel when an itemized receipt for a meal is not otherwise available. It cannot be used for domestic travel, except for ball parks, fairs and concession stands that do not provide receipts.

Q- What receipts are needed for reimbursement?

A- An itemized meal receipt should have the name of the establishment, the date of service, the items purchased, the amount paid for each item, and the tax. If the tip is not included in the total it should be written on the receipt. A credit card charge slip does not suffice because it lacks the needed details. An itemized receipt is required.

Q- What if a meal was charged to my hotel room?

A- Request an itemized meal receipt before leaving the hotel or contact the hotel's Accounting Department and request a copy of the itemized meal receipt.

Q- What if I forgot to take the receipt?

A- Contact the establishment and request a copy.

Q- What if I request a copy of an itemized receipt, but could not obtain one?

A- Nebraska State statute requires an itemized receipt for meals of \$5.00 or more. Without this documentation, the most that can be requested for reimbursement is \$4.99 for the meal.

Q- What if there is more than one UNL employee's meal on an itemized receipt?

A- Request a copy of the itemized receipt for each employee. Underline or circle the items you paid. Please do not highlight items as this can render receipt illegible.

If multiple copies cannot be obtained, attach the original to one employee's reimbursement request and copies to the remaining employees' reimbursements. Cross reference the expense request of all employees.

Q-What if my itemized receipts only show "dept. 1" or some similarly general description for the items?

A- Please write next to it what the items were.

Q- What if my receipt says "Buffet"?

This is acceptable as an itemized meal receipt.