

Before You Travel

- Review Travel policies at <http://travel.unl.edu>
- Pre-trip Authorization
 - must be obtained via Automated Travel or Pre-Trip Request Form
- Export Controls Regulations for Foreign Travel
- International travel coverage for Foreign Travel (GeoBlue Traveler: <https://geo-blue.com/>). Register to print an ID card.
- Recommended reservation and rental programs:
 - Travel & Transport or Southwest for airline reservations
 - Hotels.com for hotel reservations
 - National Car Rental and Enterprise Rent-A-Car (Big 10 Car Rental Contracts) for car rentals

While You Travel

- Detail Receipts (State Statute 81-1174)
 - required for meals \$5 or greater
 - detailed receipt is defined as 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
- Detail Receipts are required for meals charged to the hotel folio
- No reimbursement may be made for alcoholic beverages and related taxes/tips
- 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

Resources

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

For example:

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