## Before You Travel

- Review Travel policies at [http://travel.unl.edu/policies](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
- Medical and Evacuation Insurance: Familiarize yourself with the Global Faculty and Staff travel policy at [https://nebraska.edu/docs/global/UH_Welcome_Kit.pdf](https://nebraska.edu/docs/global/UH_Welcome_Kit.pdf). Coverage costs are paid by the University.
- 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](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

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