

**Travel
Accounting**

The Traveler

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What do you know about... The Sixty (60) Day Reimbursement Policy?

Nebraska State Statute 81-1174 (see below) requires that expense reimbursement requests be received in the UNL Accounting Office, 401 Canfield, no later than 60 days after the final day on which expenses were incurred. UNL does not have the authority to make exceptions to this statutory requirement.

Nebraska Revised Statute

81-1174

Whenever any state officer, state employee, or member of any commission, council, committee, or board of the state is seeking reimbursement for actual expenses incurred by him or her in the line of duty, he or she shall be required to present a request for payment or reimbursement to the Director of Administrative Services not later than sixty days after the final day on which expenses were incurred for which reimbursement is sought. Each request shall be fully itemized, including the amount, date, place, and essential character of the expense incurred.

The entire statute can be viewed at the following website: <http://nebraskalegislature.gov/laws/statutes.php?statute=81-1174>

FAQs regarding the 60 Day Requirement

- Q: Where does the Expense Reimbursement request need to be submitted within the 60 day limit?
- A: The reimbursement request must be **received** by the UNL Accounting Office, located at 401 Canfield. To be sure you are in compliance, please send your expense reimbursement well in advance of the deadline.
- Q: How do I calculate the 60 days?
- A: Day one is the first day after the last expense was incurred.

Travel status example: The final day of my trip in which expenses were incurred was February 1, 2014. Day One would be February 2, 2014, therefore, day sixty (60) would be April 2, 2014.

Non-travel example: I purchased three items on the following dates:

Item #1 – March 31, 2014

Item #2 – April 7, 2014

Item #3 – April 15, 2014

I submitted one non-travel expense reimbursement request for all three items that was received by the UNL Accounting Office, 401 Canfield, on May 31, 2014.

Result: Each of these three items are considered separate expenses. Therefore, day one for the first item would be April 1, 2014 and day 60 would be May 30, 2014. Since the expense reimbursement was received May 31, 2014, the first item would not be eligible for reimbursement because it was submitted after the 60 days. Items #2 and #3 would be reimbursable.



For help in calculating the 60 day limit see the [Calendar Calculator](#).





TRAVEL ACCOUNTING

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Getting You Where
You Need to Be

Travel.unl.edu

What are your questions?

We are interested in hearing from you. Please submit your questions to travel@unl.edu and they will be answered in future issues of *The Traveler*.

Mileage Reimbursement Rates

Automobile Mileage Rate effective January 1, 2014:

\$.56/mile

Automobile Mileage Rate for travel prior to January 1, 2014:

\$.565/mile

UNL Pepsi Contract

The University of Nebraska-Lincoln has a contract with Pepsi for exclusive pouring rights on campus. If you have an event or other authorized activity, only Pepsi products should be purchased.

Just the Facts: Detailed Receipts



Detailed Receipts

State Statute 81-1174 (referred to on page 1) requires detailed receipts be fully itemized, including the amount, date, place and essential character of the expense incurred. Detailed receipts are required for purchases equal to or greater than \$5.00.

FAQs regarding receipts

- Q: What is considered an itemized receipt?
- A: An itemized receipt includes the amount, date, place and description of items purchased.
- Q: What if there is more than one guest included on the receipt?
- A: If there are other guests included on the receipt the items related to the employee should be clearly marked and the related tax and tip should be calculated to show the total employee expense.
- Q: What if I only have a hotel folio that lists a meal charged to my room?
- A: A hotel folio is not considered to be a detailed receipt for food purchases. The employee should obtain a detailed receipt by contacting the hotel's Accounting department or restaurant directly.
- Q: What if the entire credit card number is listed on the receipt?
- A: If the entire credit card number appears on a receipt, the number should be redacted except for the last four digits of the credit card.