Travel Tips

- **A Pre-Trip Request Form** should be filled out a minimum of two weeks prior to travel.
- After travel, an Employee Expense Voucher should be completed within **60 days** from the last date of travel. No vouchers over 60 days will be reimbursed.
- Travel forms are on the server, look under FORMS\Travel Forms:
  - Pre-Trip Request Form FILLABLE.pdf
  - UNL Employee Expense Voucher 2015
- Travelers are expected to make reasonable selections when ordering meals.
- **No alcohol will be reimbursed. Please ask for a separate receipt.**
- Reasonable tips for meals will be reimbursed. A 15% tip is considered reasonable. Anything over 20% will not be reimbursed.
- Original **itemized** receipts are required for all meals $5 and greater. In most cases, credit card receipts are not itemized. Ask for an itemized receipt detailing the name of the meal, etc.
- **An un-itemized receipt will only be reimbursed for $4.99** (a traveler may call the vendor and ask for an itemized receipt).
- Please do not write, highlight, or use scotch tape over receipt text.
- Receipts from international travel need to be translated to English and converted to U.S. dollars with the conversion rate noted.
- For assistance in converting foreign expenses into US dollar amounts please visit: [http://www.oanda.com/currency/converter/](http://www.oanda.com/currency/converter/)
- The University has contracted with Travel & Transport for air travel. They allow the expense to be charged directly to our Department.
- The Airfare Situation Report can be found at [https://ts.tandt.com/unl](https://ts.tandt.com/unl)
- **No** travel can be paid for with a purchase card while in travel status.
- Hotels.com is a new method for making hotel reservations. It allows you to charge your reservation directly to your cost object. Sign up at [http://www.booksmarttravel.com/UN/](http://www.booksmarttravel.com/UN/).
- Car rental reservations may be made through Travel & Transport, 486-4111, but they cannot direct-bill to UNL.
- Faculty and staff are strongly encouraged to rent a vehicle from Transportation Services when traveling by vehicle. If you travel more than 44 miles in a day, it is more cost effective to rent a vehicle from Transportation than to pay personal mileage reimbursement.
- If you travel with another person or group, your expense vouchers should be submitted together. If you share expenses for a room, all travelers should be noted on the receipt.
Completing the Employee Expense Voucher:

- The time of departure and return listed on the Expense Voucher is the time you left home and returned home.
- You must include a reason for travel.
- Mileage reimbursement is $.575 per mile.
- Include your personnel number.
- Must also be approved & signed by the owner of the cost object being charged.
- Include original itemized receipts. Do not share receipts. Please pay for your own meals.

Non-Reimbursable Expenses:

- Laundry/dry cleaning
- Exercise room fees
- Alcoholic beverages
- Personal Telephone/Internet fees
- Personal meals in city of traveler’s duty station
- Expenses incurred by non-University travelers
- Movies/Video rentals
- Collision Insurance (CDW) on auto rentals.

Website: Travel.unl.edu  Please visit with a staff member or check out the website if you have questions.