

## Employee Expense Voucher Tips

- ✓ When you travel, take an envelope with you to place your receipts in. Upon your return, put receipts in chronological order, place in envelope and attach to voucher. Please include your personnel number on the voucher, this is different from your NU ID number.
- ✓ All Expense Vouchers must list the TIME and DATE you started your trip and the TIME and DATE you ended your trip. *Note: This is not your flight times, it is the time you left your home/workplace and the time you arrived back to your home/workplace.*
- ✓ Please use military time when listing departure and arrival times so there is no question of whether you left at 0600 or 1800.
- ✓ **Original Detailed/itemized** receipts are required for ALL food/meal expenses equal to or greater than \$5. Addendums may NOT be substituted for a detailed receipt. The receipt must include an itemized description of what you ordered/paid for. **Alcoholic beverages will not be reimbursed.**
- ✓ Please note: you may be as generous as you wish when tipping service personnel, however, you will only be reimbursed for up to 20% of meal total. 15% is the recommended amount.
- ✓ Receipts from international travel need to be translated to English and converted to U.S. dollars with the conversion rate and source noted.  
For help translating receipt descriptions please visit:  
<https://translate.google.com/> or <http://www.freetranslation.com/>  
For help converting foreign expenses into US dollars please visit:  
<http://www.oanda.com/currency/converter/>
- ✓ If you are requesting reimbursement for a conference registration fee, you must include a conference schedule/agenda. Preferably the 1-2 page summary or schedule... not a whole book.
- ✓ If claiming mileage check MapQuest.com for mileage from city to city. If you are claiming more than that amount you will need to provide details of the extra mileage (such as rural mileage, detours, road construction).
- ✓ The University has rules/restrictions about employees paying expenses for another employee and then claiming reimbursement on the first person's expense voucher. **Please ask for separate bills.**
- ✓ DO NOT tape over the print on the receipts (tape fades the ink on many receipts). You may also simply stack the receipts in order and place them in an envelope or staple to the voucher.
- ✓ DO NOT use highlighters on your receipts (highlighters fade the ink on many receipts).  
A simple check mark or underline for a reimbursable item will work. Non-reimbursable items should not be blacked out completely.
- ✓ To find what expenses are reimbursable and what type of documentation is required, go to: <http://travel.unl.edu/QuickLinks/AllowableExp.shtml>
- ✓ To find details on what meals can be reimbursed, go to: <http://travel.unl.edu/policies/food-reimbursement-policy>
- ✓ To find the latest mileage reimbursement rate, go to: <http://travel.unl.edu/policies/mileage-reimbursement>
- ✓ Reimbursement requests must be processed *no later than 60 days* after the final day of travel. This 60 day requirement is a state statute, therefore, the University is not allowed to grant exceptions. **No vouchers over 60 days will be reimbursed. You are encouraged to turn in your receipts as soon as you return.**

## Tips for Travelers

**Air Travel:** The University has contracted with Travel & Transport and Southwest.com for air travel. Both allow the expense to be direct billed.

Travel and Transport: Email [LNK@TandT.com](mailto:LNK@TandT.com) or Call 402-486-4111 or 800-228-4395

Southwest Airlines: Visit <https://www.swabiz.com/> or Call 888-479-2249

If you choose to purchase airline tickets from another source, you will need to complete an Airfare Situation Report prior to purchase to get Travel & Transport's approval to purchase that ticket. The Airfare Situation Report can be found at <http://ts.tandt.com/unl/airfarereport.htm>

**International Travel:** UNL policy states that "Starting January 1, 2016, we will implement this initiative. Noncompliance with the ITRP for trips booked after this date will result in the traveler personally bearing the costs of the trip."

There are two easy and simple steps to comply with the International Travel Registry Policy (ITRP):

- 1) All travel outside the United States must be initiated by completing a Travel Authorization form prior to booking travel
- 2) All international transportation must be arranged through Travel and Transport, so that travel details are maintained and accessible in the event of an emergency.

For more information please visit: <http://travel.unl.edu/international-travel-registration-professional>

**Driving vs Flying:** If out-state and over 300 miles, an airfare comparison quote must be submitted. Whenever an employee travels out of state in a personal vehicle no meals or lodging will be reimbursed while en route. Mileage will be reimbursed at the price of an airline ticket or at the prescribed mileage rate, whichever is less. Items that can be included in the airfare comparison quote are mileage to the airport, parking at the airport, the price of the flight, and baggage fees the airline would have charged.

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.

**Lodging:** Hotels.com is a method for making hotel reservations. It allows you to charge your reservation directly to your cost object, but you will most likely not be able to get the discounted conference rates when using this option, check the cancellation policy when making reservations, this varies by hotel. Sign up at <http://travel.unl.edu/MealsLodging>

**Non-Reimbursable Expenses:** Please keep in mind that not all expenses incurred during the trip are reimbursable. Below is a short list of some of the most common expenses that are not reimbursable. For a full list please visit <http://travel.unl.edu/QuickLinks/AllowableExp.shtml>

Non-reimbursable Expenses:

- Laundry/dry cleaning
- Exercise room fees
- Safe 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
- Personal grooming items
- Child care or animal boarding
- Flight insurance

For more information on UNL Travel Reimbursement please contact your department or unit's Travel Coordinator, or visit <http://travel.unl.edu/>