



NDOI Travel Rules

Requesting Travel

1. An employee first requests approval from his/her administrator/supervisor.
2. The administrator/supervisor submits a request in writing, along with documentation (letter of invitation, general information brochure, agenda, etc.) to the Director with a copy to Peg Jasa. The request should also explain why staff attendance is necessary.
3. Peg puts together a cost analysis for the requested travel from the information provided, and submits to the Director for review to approve/deny the request.
4. The Director's approval/denial is sent back to the administrator with a copy to Peg. Peg coordinates arranging all of the travel requirements from the information received if travel is approved.

The above requested information is required and kept by Peg for use during an agency audit.

Booking Travel

All transportation, lodging, and registrations are made through the Director's office unless otherwise instructed. Any deviations must be approved by the supervisor with prior approval from the Director.

Flights are billed directly to the DOI. Hotel, unless direct-billed by an organization or the DOI, plus all other expenses are billed to your personal charge card. See Human Resources to apply for a State credit card if you do not want to use your personal charge card.

Upon return from approved travel, complete an Expense Reimbursement Form within 30 days which is found on the employee intranet site under Travel Information. Once completed, your supervisor must approve and sign, and submit it to Accounting on 5th floor to process payment. Expenses may not exceed the total amounts listed on the Travel Authorization that is issued by the Director and provided to you for review prior to travel. Any questions should be addressed with your administrator/supervisor before traveling. If the amounts authorized are exceeded, enter the amount allowed on the authorization but submit the receipt for the actual amount paid.

Original Receipts are required—payment cannot be reimbursed without them. **KEEP RECEIPTS** for **ALL** requested reimbursements.

Lodging

- Receipts are needed for entire hotel stay. Use government rate if available.
- The DOI will reserve a hotel with complimentary free Wi-Fi when available. If standard Wi-Fi is not available, the DOI will reimburse. Upgrading to better Wi-Fi will be at your own expense. You will know whether the DOI reimburses for the Wi-Fi because it will be noted on your Travel Authorization.

(over)

Meals

- **Itemized original receipts** are required for all food expenses. An itemized log must also be completed which is found as a separate tab included with the Expense Reimbursement Form. Occasionally, you may lose a receipt. If so, you must complete the Affidavit for Lost Receipt.
- If you have a receipt with multiple meals on the same receipt, please circle your items and include an explanation with the receipt.
- Tips for meals are considered part of your overall meal allowance and will be reimbursed up to 20%. Alcohol and related tax/tip reimbursement is not allowed and should be subtracted if included in the total on the itemized bill when submitting for reimbursement.
- Meals are adjusted from the GSA per diem allowance based on those included with the hotel stay or those provided during a conference and will be reflected on the travel authorization.
- If you are on extended travel for examination and choose to buy groceries to cover some meals, grocery purchases may be submitted in total on date of purchase if there is sufficient per diem to allow it OR split evenly in each day's per diem until the next grocery purchase. However, groceries purchased the day before return travel home will not be reimbursed.
- Vending machine purchases will not be reimbursed.

Transportation

- Flight upgrades will not be reimbursed. Prior approval is required for any deviation.
- Airline baggage fees are reimbursable with a receipt.
- Taxi/shuttle to/from the airport/hotel is reimbursable with receipt.
- Hired transportation for personal use will not be reimbursed. If a rental car has been provided, a group of three or less is expected to share a rental car on a trip.
- Parking reimbursement rate is set in the Travel Authorization and is reimbursed with receipt. Use discounted government rate, if available. As with all other expenses, only the actual expense paid up to the daily maximum is reimbursable. If more than the daily maximum is paid, the employee is responsible to pay the additional amount. If less than that amount, reimbursement will be provided for the actual amount paid.

Mileage

- Lincoln-based employees may claim reimbursement for business travel from the DOI to their destination outside of Lincoln. If you leave from home and your destination is closer than it would be from the DOI, then the lesser actual mileage should be submitted. If you leave from home and you live further away, then you must use the DOI as the home-base starting point for mileage. Omaha-based employees may claim reimbursement for business travel outside of Omaha to their destination. Omaha-based employees will use actual mileage to/from their home.
- Mileage to out-of-state sites, for those who choose and receive prior approval to drive, may not exceed the cost of airfare as shown on the Travel Authorization.

Miscellaneous

- Miscellaneous charges are limited to:
 - Taxi/Shuttle/Rideshare to/from airport and hotel with receipt.
 - Baggage handlers are limited to \$1-2 per bag and maid tips limited to \$3 per day.
 - Laundromat charges will be reimbursed up to \$10 if travel extends longer than 7 days.
- If you have incurred expenses for an item that is not typically expensed when traveling, contact your administrator/supervisor to discuss and then provide the receipt and an explanation of the need for the item so a determination can be made regarding reimbursement.

Please be reasonable and use common sense. See your supervisor or division administrator for any questions.