Food Reimbursement Policy

Meal Expenses While Traveling
University travelers are expected to make reasonable selections when ordering meals. Reimbursement claims for food require receipts.

Reasonable tips for meals will be reimbursed. Tips should not be entered separately on the employee expense voucher as items of miscellaneous expense but should be included in the cost of the meals.

In most situations, meal expenses incurred in the city or town in which the residence or primary work location of the employee is located are not reimbursable.

No reimbursement may be made for alcoholic beverages.

Expense reimbursement requests must be submitted no later than 60 days after the final day on which expenses were incurred.

Detailed receipts are required for all food/meal expenses equal to or greater than $5. Each request must be fully itemized, including the amount, date, place, and essential character of the expense incurred. This applies to all employees. If you have questions, please call Accounting at (402) 472-2881.

### Meal Reimbursement During University Travel

<table>
<thead>
<tr>
<th>Trip</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>One day trip</td>
<td>Yes, if departure from home is prior to 6:30 am</td>
<td>No</td>
<td>Yes, if departure is prior to 5:00 pm and return is after 7:00 pm</td>
</tr>
<tr>
<td>First &amp; Last Day of a Multi-Day Trip</td>
<td>Yes, if departure is prior to 6:30 am or return is after 10:00 am</td>
<td>Yes, if departure is prior to 11:00 am or return is after 2:00 pm</td>
<td>Yes, if departure is prior to 5:00 pm or return is after 7:00 pm</td>
</tr>
</tbody>
</table>

**Note:** Meal reimbursements for one day trips are taxable income and must be reported by the University to the IRS after the traveler exceeds $200 in a twelve month period (December 1 through November 30).

Travelers using privately owned aircraft on official travel will not be reimbursed for food or lodging expenses incurred while en route.

**Amount for Reimbursement**
Nebraska statutes state that "...only actual employee expenses are to be reimbursed." Therefore claiming per diem rates is not allowed.