

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

January 13, 2021

ACTION: **First and Final Round Approval of Revisions to Board Policy 7024; Meals; Reimbursement**

The changes proposed to Policy 7024 are to bring the policy in line with legislation passed (LB381 (2020)). LB381 changes employee meal reimbursements to a per diem basis, and also opens up the possibility to purchase meals on a state purchasing card or via direct bill in limited situations. The Nebraska Department of Administrative Services has established the initial per diem rate at 70% of the federal General Services Administration rate for meal per diem.

Also in response to LB381, the NSCS is updating its travel manual to reflect the changes in statute and processes for the NSCS, all of which are effective January 1, 2021.

The System Office recommends approval of the Revisions to Board Policy 7024; Meals; Reimbursement.

ATTACHMENTS:

- Revisions to Board Policy 7024 (PDF)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7024

Meals; Reimbursement

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BOARD POLICY

Meal expenses incurred during overnight travel on official business for the institution/System Office will be paid or reimbursed pursuant to a percentage of the per diem rates of the federal General Services Administration in conformance with Department of Administrative Services procedures and the NSCS Travel Manual. Any meal provided to, but not paid for by the employee shall be identified on the request for reimbursement and deducted from the maximum per diem by the component amount of per diem allocated for the meal provided. This includes but is not limited to any meals provided as part of a business meeting, conference, or hotel. -The request for reimbursement shall ~~also~~ include the date the travel began and ended, the time of departure and time of return, and the purpose for the travel. The request for reimbursement must be submitted not later than sixty (60) days after the final day on which expenses were incurred for which reimbursement is sought.

Breakfast or dinner expenses for one-day travel will be allowed if the time of travel begins before 6:30 a.m. or ends after 7:00 p.m. Lunch expenses for one (1)-day travel are not allowable reimbursables.

No personal maintenance expenses shall be allowed to any State College employee when such expenses are incurred in the city or town where the residence or headquarters of such employee is located, except for meal expenses that occur when the individual is required to attend official functions, conferences or hearings within such location. Written approval to attend such activities shall be obtained from the appropriate College President or Chancellor prior to incurring the expenses.

Legal Reference: RRS 81-1174

Claims for expenses; contents; automobile; airplane; statement required; limitation

Policy Adopted: 3/11/94

Policy Revised: 9/15/06

Policy Revised