

Board of Trustees of the Nebraska State Colleges

Business and Finance

POLICY NAME: Meal Reimbursement

POLICY NUMBER: 6103

A. PURPOSE

To explain reimbursement rules for meal costs related to College or System Office business. Additional guidance is provided in the NSCS Travel M.

B. DEFINITIONS

None

C. POLICY

1. Eligible Meal Reimbursement

1.1. Overnight Travel

Meal expenses incurred during overnight travel on official business for the College or 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 the NSCS Travel Manual.

1.2 One-Day Travel

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

1.3 Meals Provided

Any meal provided to, but not paid for by the traveler, shall be identified on the request for reimbursement and will be 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. However, employees are entitled to claim reimbursement for breakfast if no not protein meal is provided by the hotel.

1.4 Local Meals Provided

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

2. Filing Claims

2.1. Detail of Claim

The request for reimbursement shall include the date the travel began and ended, the time of departure and time of return, the purpose for the travel and any meals provided.

2.2 Timely Claim

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.

FORMS / APPENDICES:

None

SOURCE:

Legal Reference: Neb. Rev. Stat. 81-1174 Reimbursement for expenses; request; contents; automobile; airplane; statement required; receipts; limitation

Policy Adopted: March 1994

Policy Revised: September 2006, January 2021, June 2021, November 2021