Department Updates

Reimbursement Procedure Changes -
A Message From Shannon

In an effort to become more streamlined, efficient, and clear, the Oldfather Business Center (OBC) and I met earlier this week to discuss how funds related to purchases and reimbursements are processed. Effective immediately, I will continue to process travel awards made by the Dean’s Office that may qualify for a department match. All other reimbursements or requests for payments should be directed to Breana Garretson (bgarretson2@unl.edu). How do you know if you should be contacting Breana or me? Well, if you’ve completed a travel award request form from the Dean’s Office, you will be submitting receipts to Shannon Parry. If you are using funds set aside from the Dean’s Office for an internal award, or if you are using funds from a grant processed in NUGrant, then you would consult with Breana. As always, feel free to ask Breana or me for guidance.

Please find attached several documents that explain how to properly submit receipts to the OBC for reimbursement.

A few things to keep in mind:
• You will be expected to complete a travel authorization through Employee Self Service in Firefly. Breana Garretson is working to identify those of you who have yet to receive permission through Firefly to complete this process. If you are taking a trip and I haven’t submitted a travel authorization request, and you do not have access, please let me know. NOTE: you must complete this task prior to travel if you are seeking reimbursement from UNL.
• Review the attached documents regarding how paperwork should be submitted to the OBC. Delays could be costly given the 60 day rule. If you don’t know what that means, talk to me asap.
• Pre-travel reimbursement requests, such as airfare paid by traveler and membership/conference fees, can be made only once. See Shannon for details.
• Be sure that your request falls in line with any and all restrictions set forth by the granting institution and/or your proposal.

Please send your announcements, Bravos and events for the weekly newsletter to Casandra (csiefkes2@unl.edu) by 5 pm on Thursdays.
Bravo!

The basic program coordinators have proposed a panel discussion on “Collaboration for Pedagogical Capacity-Building: Evolving Models for Graduate Teaching Assistant Orientations” to the upcoming CARLA (Center for Advanced Research in Language Acquisition) conference, Changes and Challenges in Language Teacher Education. The proposal has been accepted, and Jana, Bethany and Kelly are making plans to travel to the Twin Cities to attend CARLA in May.

NURAMP Workshop

Important learning opportunities sponsored by ORED to provide guidance for those who conduct and manage sponsored projects

The NURAMP workshops (http://research.unl.edu/nuramp/nuramp-workshop-series/) begin March 17 and cover a variety of topics related to research administration at UNL.

We also will offer “Write Winning Grant Proposals,” a daylong seminar on March 20 led by John Robertson, associate member of Grant Writers’ Seminars and Workshops LLC. This annual seminar (http://research.unl.edu/grant-writing-seminar/) addresses both practical and conceptual aspects important to the proposal writing process.

Bravo!

Ikuho Amano

Harvey Perlman and Ellen Weissinger have concurred with the recommendation that Ikuho Amano be tenured and promoted to the rank of Associate Professor.
Thu., 3.12 & Fri. 3.13, 2015
Free Admission
Nebraska Union

Music and Dance Performance
by UNL students
Thursday, March 12th | 3:30 - 4:15 p.m.
Regency Suite | Refreshments

Japanese Movie Screening
Godzilla vs. Destoroyah (1995)
directed by Takao Okawara
Thursday, March 12th | 7:00 - 9:00 p.m.
Auditorium

Japanese Popular Culture Presentation
by Global Friends of Japan
Thursday, March 12th | 4:30 – 5:15 p.m.
Regency Suite

Lecture: “Understanding the Global Appeal of Japanese Popular Culture”
by Dr. William M. Tsutsui
President and Professor of History, Hendrix College
Friday, March 13th | 3:30-4:30 p.m. | Colonial A

Sponsored by the Consulate General of Japan-Chicago,
the Japanese Program of the University of Nebraska–Lincoln
and Kawasaki Reading Room for Japanese Studies.
Julio Enríquez-Ornelas  
UNL visiting scholar  
11-13 March 2015

Wednesday, March 11

2:04 p.m.  Arrive Lincoln airport, United flight 5990.  
Dr. James Garza will meet you at the airport and drive you to Embassy  
Suites Hotel in downtown Lincoln.  Confirmation #: 81052743.

6-8 p.m.  James will meet you in the lobby of Embassy Suites and walk you to dinner.  
Blue Orchid  
Belinda Acosta (graduate student, ENGL/ETHN)  
Maria Nazos (graduate student, ENGL/ETHN)  
James Garza (ETHN/HIST)  
Jeannette Jones (ETHN/HIST)  
Isabel Velázquez (MODL)

Thursday, March 12

Breakfast on your own at the hotel.  (Buffet available 6-9 a.m.)

12-2 p.m.  Joy Castro will meet you in the lobby of Embassy Suites at 11:45 a.m. and walk you to  
lunch (a chance to talk about teaching and pedagogy as well as your research).  
Catered lunch, Seaton 316  
Joy Castro (ETHN/ENGL)  
Errapel Mejias-Vicandi (MODL)  
Rigoberto Guevara (MODL)  
Maria Nazos (graduate student, ENGL/ETHN)

Paperwork for honorarium and reimbursement.  Your check will be mailed within 7 to  
10 days.

3:30-5 p.m.  Public lecture:  “Copy, Paste, the Past: Two Fictionalizations of Porfirio  
Díaz in Twenty-First Century Historical Novels”  
(30-40 minutes + time for Q&A)  
Bailey Library, Andrews Hall
6-8 p.m. Dinner with Ethnic Studies and Modern Languages faculty
Dish
James Garza (ETHN/HIST)
José González (ETHN/MODL)
Rigoberto Guevara (MODL)
Lola Lorenzo (MODL)
Amelia Montes (ETHN/ENGL)
Oscar Pereira Zazo (MODL)
Sergio Wals (ETHN/POLS)

Friday, March 13

Breakfast on your own at the hotel. (Buffet available 6-9 a.m.)

7:45 a.m. Depart Lincoln, United flight 4162.
(Embassy Suites runs a free shuttle to the airport. Arrange with the front desk in advance to catch the shuttle in the morning. Plan to arrive at the airport at least one hour prior to departure.)

Useful contact numbers

Please don’t hesitate to contact any of us at any time, should you run into difficulties.

Nancy Knapp, Secretary: (402) 472-1663 (office number; phone calls only)
James Garza, Associate Director: (402) 770-6412 (cell phone; receives calls and texts)
Joy Castro, Director: (765) 918-3440 (cell phone; receives calls and texts)

Thank you so much for joining us in Nebraska! We’re looking forward to your visit.
Eduard Arriaga  
UNL visiting scholar  
8-11 March 2015

Sunday, March 8

10:24 a.m. Arrive Lincoln airport, United flight 6153. Dr. José González will meet you at the airport and drive you to Embassy Suites Hotel in downtown Lincoln. Confirmation #: 83627725.

Free time. Lunch on your own. (Please save your receipt. Note: UNL cannot reimburse guests for alcohol purchases.)

6-8 p.m. José will meet you in the lobby of Embassy Suites and walk you to dinner.
   The Blue Orchid  
   José González (ETHN/MODL)  
   Kelly Kingsbury Brunetto (MODL)  
   Oscar Pereira Zazo (MODL)  
   Lola Lorenzo (MODL)  
   Rigoberto Guevara (MODL)

Monday, March 9

Breakfast on your own at the hotel. (Buffet available 6-9 a.m.)

12-2 p.m. Joy Castro will meet you in the lobby of Embassy Suites at 11:45 a.m. and walk you to lunch.
   Sebastian’s Table  
   Cynthia Willis-Esqueda (ETHN/PSYC)  
   Alice Kang (ETHN/POLS)  
   Joy Castro (ETHN/ENGL)  
   Paperwork for honorarium and reimbursement. Your check will be mailed within 7 to 10 days.

3:30-5 p.m. Public lecture: “Afrolatin@s: Complex Cultural Networks, Emergencies, and Interconnections in the Americas”  
   Bailey Library, Andrews Hall
6-8 p.m. Dinner with Ethnic Studies and Modern Languages faculty
Dish
James Garza (ETHN/HIST)
Iker González-Allende (MODL)
Jeannette Jones (ETHN/HIST)
Errapel Mejias-Vicandi (MODL)
Rigoberto Guevara (MODL)
Joy Castro (ETHN/ENGL)

Tuesday, March 11

11:03 a.m. Depart Lincoln, United flight 6153.
(Embassy Suites runs a free shuttle to the airport. Arrange with the front
desk in advance to catch the shuttle in the morning. Plan to arrive at the airport at least
one hour prior to departure.)

Useful contact numbers

Please don’t hesitate to contact any of us at any time, should you run into difficulties.

Nancy Knapp, Secretary: (402) 472-1663 (office number; phone calls only)
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Thank you so much for joining us in Nebraska! We’re looking forward to your visit.
Deutscher Filmklub

Dienstags um 8:30
Donnerstags um 7:30

*We will show the same movie twice a week.

Oldfather Hall
1126

Feel free to bring something to eat or drink!
Position Rank: Contractually Limited Appointment

Discipline/Field: Spanish

Home Faculty: Liberal Arts & Professional Studies

Home Department/Area/Division: Languages, Literatures and Linguistics

Affiliation/Union: YUFA

Position Start Date: July 1, 2015

Position End Date: June 30, 2016

Department of Languages, Literatures and Linguistics

The Department of Languages, Literatures and Linguistics, Faculty of Liberal Arts & Professional Studies, York University, invites applications from qualified candidates for a one-year Sessional Assistant Professor position in Spanish to commence July 1, 2015. A PhD in applied linguistics, foreign language pedagogy, or second language acquisition with a focus on Spanish or Spanish Linguistics is required. Candidates should have native or near-native fluency in Spanish and English. Applicants must show evidence of an active research program as well as excellence or the promise of excellence in teaching. Applicants should be prepared to teach a range of undergraduate Spanish language sequence courses, as well as an upper-level course in teaching Spanish as a foreign language. The successful candidate will also coordinate multi-sectioned courses within the program. Experience in language program coordination and instructional technology is desirable. The appointment carries a teaching load of three full courses or the equivalent.

Applicants should submit, in hard copy, a letter of application, an up-to-date curriculum vitae, and a teaching dossier, and arrange for three confidential letters of recommendation to be sent directly. A current record of relevant publications would be desirable. Apply to: Professor Diana Spokiene, Chair, Department of Languages, Literatures and Linguistics, South 559 Ross Building, York University, 4700 Keele St., Toronto, Ontario, Canada, M3J 1P3.

The deadline for applications is March 31, 2015. All York University positions are subject to budgetary approval.

York University is an Affirmative Action (AA) employer and strongly values diversity, including gender and sexual diversity, within its community. The AA Program, which applies to Aboriginal people, visible minorities, people with disabilities, and women, can be found at www.yorku.ca/acadjobs or by calling the AA office at 416-736-5713. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority. Temporary entry for citizens of the U.S.A. and Mexico may apply per the provisions of the North American Free Trade Agreement (NAFTA) or citizens of Chile may apply per the provisions of the Canada Chile Free Trade Agreement (CCFTA).

Posting End Date: March 31, 2015
Medieval and Renaissance Studies Program

Presents

“White Ethiopians and Black Christians: Reimagining Prester John and His Kingdom in Early Modern England”

Dr. Dennis Britton, Associate Professor, Department of English, University of New Hampshire

Author of Becoming Christian: Race, Reformation, and Early Modern English Romance (Fordham University Press, April 2014)

Dudley Bailey Library
March 12, 5:00 pm
228 Andrews Hall

Refreshments will be served

Thanks to the following UNL sponsors:

Department of English, Department of Classics & Religious Studies, and Institute for Ethnic Studies

University of Nebraska-Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender-identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran’s status, marital status, religion or political affiliation.
Summer Teaching Positions Available:
Teach Reading to Students of All Ages This Summer

- Earn more than $6,000 during the summer. Teachers typically earn between $500 and $700 per week while teaching.
- Gain over 500 hours of teacher-training and teaching experience with a variety of age groups.
- Help students of all ages develop their reading skills and ability to become imaginatively absorbed in books.

The Institute of Reading Development is seeking candidates for summer 2015 teaching positions. We seek applicants with an undergraduate degree or higher from any discipline. We provide a paid training program and comprehensive on-going support.

We hire people who:

- Have strong reading skills and read for pleasure
- Are responsible, hard working, and have good communication and organizational skills
- Will be patient and supportive with students

The Institute teaches developmental reading programs in partnership with the continuing education departments of more than 100 colleges and universities across the United States. Our classes for students of all ages improve their reading skills and teach them to experience absorption in literature.

We invite you to submit an online application and learn more about teaching for the Institute at: http://instituteofreadingdevelopmentteachingjobs.com/
Course Description
This session will review the policies associated with traveling on behalf of UNL. Topics will include the policies and fees associated with making travel arrangements, a review of the travel reimbursement process, and a demonstration of the process for making travel arrangements through Travel and Transport's website and other websites. Anyone involved in making travel arrangements or submitting travel expense statements should attend this class.

Objectives
- Summary of the travel process
- Overview of the two methods of submitting travel forms and how reimbursements are processed
- Outline the specific expense and what the traveler needs to be aware of for each
- Review receipts that should be obtained and submitted to Accounting
- Take a look at common travel questions, issues, and mistakes to avoid

The Travel Process

**TRAVEL DEFINITION - policy from bf.unl.edu**
Travel means absence from the city or town where one normally works for the purpose of conducting University business. All travel that requires the expenditure of funds appropriated to or controlled by the University must be authorized before departure. A Travel Authorization (TA) form, a department specific form or an Automated Travel Request is required to be completed and retained in the department. This approval includes, where applicable, the authorization to use a privately owned vehicle for University business. No University funds will be advanced to employees for travel expenses. Personal maintenance expenses may not be direct billed to the University. When travel involves no expenditure of University funds, but will result in the absence of a University employee during a working period, no TA is required. However, the employee must still obtain permission for the absence from the department head prior to departure.

**EXPENSES**
No University funds will be advanced to employees for travel expenses. Only air fare, hotel, and Registration Fee expenses can be booked with methods that will direct bill the University. Personal maintenance expenses may not be direct billed. University personnel are eligible for reimbursement only for travel expenses essential to the transaction of official business and all expenses claimed should reflect only those amounts actually expended. Expense vouchers should be fully itemized, including when, where, and why the travel expenses were incurred with expenditures listed by the day the expenses were incurred. Expenses must be submitted to the Accounting Office within 60 days of the traveler’s return.

Detailed information on all Travel policies and procedures can be found at: [http://travel.unl.edu](http://travel.unl.edu)

If you have any questions about any policies and procedures please call Kristy Rejda (Travel Accountant) at 472-8786 or Jim Vogel (Air Fare and Hotels.com) at 472-3330 prior to making any travel arrangements.
**Travel Workflow**

- Travel Authorization form is completed and approved
- Traveler completes the trip
- Expense Statement is completed and approved
- Expense Statement is audited by Accounting
- Traveler is reimbursed for expenses

**Methods of submitting Travel forms**

**Paper Travel**

Paper travel forms are currently used by some University department. Using this method the Travelers should expect to be reimbursed in 7-10 days from the time the Expense Voucher is submitted to Accounting if no issues arise.

- **Pre-Trip Request for Travel Authorization Form** (see handout)
  - Department must complete pre-trip authorization and keep on file in department
  - May use this form or a departmental created form
  - Department is responsible for audit trail
  - Should be completed whenever funds appropriated to or controlled by the University are being used

- **Employee Expense Voucher** (see handout)
  - Make sure the most current form is being used
  - The Traveler’s personnel number needs to be included on the form – Social Security numbers should NOT be included on the form
  - Clearly mark how much is to be reimbursed if different than what the voucher totals
  - Original claimant signature and original travel approver signature(s) are required. Copies, initials, signature stamps, or faxes will not be accepted.
  - Signatures should be in colored ink (i.e. blue, purple, red)
  - It is critical that a supervisor, higher-level manager, and/or the approving official be the travel approver (or one of the approvers)

  These forms can be found on SAPPHIRE.
  
  http://sapphire.nebraska.edu > Business Forms > Travel

**Automated Travel**

The Travel & Expense Automation procedure allows travel request and trip expense statements to be created in SAP that will link directly to the financial and human resource modules. Using this method the Traveler should expect to be reimbursed in 3-4 days for mileage only travel, 5-7 days for all other travel, from the time the Expense Voucher is submitted to Accounting if no issues arise.

- Contact your Business Office to find out if your department is using Automated Travel.

Documentation – Travel Business Processes.doc   2   Updated 7/2/2014
**TRAVEL BANK ACCOUNT**

Reimbursements will be direct deposited into the Travelers bank account. A specific Travel Bank Account can be set up in Firefly/ESS. If a Travel Bank Account has not been established the reimbursement will be direct deposited into the employees Payroll Bank Account. Once a direct deposit expense reimbursement is processed by the State of Nebraska, the Traveler will receive an e-mail notification.

**Travel Expenses**

**AIR FARE**

The University has contracted with Travel & Transport and Southwest.com for airline tickets for University travel. Both allow the expense to be charged to your department directly.

- **Travel & Transport - Costs and Benefits:**
  - Costs - $5 fee for web purchase, $22 fee for telephone purchase
  - Includes travel accident insurance up to $650,000
  - Includes lost luggage insurance up to $300
  - Credit vouchers will be issued for price reductions after purchase (method of credit varies depending on airline)
  - Travel vouchers issued to employee for unused travel
  - Employees are notified of unused travel vouchers before they expire
  - The cost object should be given to the Travel Agency and the airfare will be booked on the University Ghost Card

  Airline travel arrangements can be made through Travel and Transport by visiting [http://travel.unl.edu](http://travel.unl.edu) by email LNK@TandT.com or by calling 486-4111 / 800-228-4395 (after hours 800-237-3950).

- **Southwest Airlines - Costs and Benefits:**
  - No transaction fees
  - Includes travel accident insurance up to $500,000
  - Includes lost luggage insurance up to $300
  - Must be pre-authorized to book tickets online

  To purchase tickets on Southwest, call 800-435-9792 or visit [http://travel.unl.edu > Purchasing Airline tickets > Southwest](http://travel.unl.edu), read the agreement and click "I Agree" to book online, then follow the instructions provided.

If you choose to purchase airline tickets through another source than Travel & Transport or Southwest, here are a few things to consider:

- You will have to pay for the ticket yourself and request reimbursement.
- UNL will only reimburse the Coach fair. If you choose to upgrade to Business Class or First Class the difference will need to be paid out of pocket.
- You will have to complete an Airfare Situation Report prior to the ticket purchase and get approval to purchase ticket from Travel and Transport.

The **Airfare Situation Report** can be found on the Travel and Transport website: [https://ts.tandt.com/unl](https://ts.tandt.com/unl)
LODGING - policy from bf.unl.edu
University travelers are expected to select reasonably priced lodging accommodations when on official business and will be requested to justify charges that appear to be excessive.

Hotels.com is a method for making hotel reservations. It is convenient and easy and allows you to charge your reservation to our new University of Nebraska Preferred Credit Card.

- A Cost Object Number, Type of Travel and Reason for Travel will be needed for each reservation.
- A Travel Coordinator can book reservations for the Traveler.

Sign up for the program at http://travel.unl.edu > Meals & Lodging > Hotels.com Reservation Program.

All claims for lodging reimbursement must be supported by original receipts that show:

- The name of the hotel
- The number of occupants
- The goods or services for which each individual charge is made
  - Room rental and tax should be combined and listed on the Expense Voucher. Individual charges for food, internet/phone, and other items need to be listed separately.
  - Any food charges MUST be accompanied by an itemized receipt.

No reimbursement will be made for unauthorized lodgers who occupy the quarters of an authorized traveler. The authorized traveler must note and claim only the single rate. For example, if a spouse accompanies an authorized traveler, the amount of the single occupancy rate should be noted on the receipt and the claim for reimbursement should be made for only that portion of the hotel charge.

CAR RENTAL AGENCIES
The University of Nebraska is participating in a new Big10 contract with National Car Rental and Enterprise Rent-A-Car. University employees are encouraged to utilize this contract when traveling for business.

- Approved drivers should rent the vehicles in their name, stating they are associated with the University of Nebraska (UNL ID maybe requested) and the approved driver as the named driver.
- Decline all insurance offerings - rates include CDW and Liability Insurance coverage

Preferred Big Ten Rental Car Provider
National Car Rental
Contract ID: XZ62295
Phone Number 1-877-222-9058
Auto Insurance on Rental Cars
When renting a private rental vehicle for University business from other rental car agencies, it is recommended drivers accept the SLP (Supplemental Liability Protection). The CDW (Collision Damage Waiver) should be accepted only when the vehicle will be operated on unimproved roads or the vehicle will be rented for one month or more. All other insurance offerings provided by rental car companies should be declined. When traveling internationally, always accept CDW, SLP, and any other insurance offerings as required by local laws. **Personal accident insurance and personal effects protection insurance are NEVER reimbursable.**

The following table should be used to determine what coverage the renter should select when renting private rental vehicles from agencies other than National Car Rental or Enterprise, contact ID: XZ62295. Note that National Car Rental and Enterprise are the preferred car rental agencies. Other car rental agencies should be used only when these are not available.

<table>
<thead>
<tr>
<th>Type of Trip</th>
<th>Rental Period</th>
<th>Distance</th>
<th>SLP (Supplemental Liability Protection)</th>
<th>CDW (Collision Damage Waiver)</th>
<th>National &amp; Enterprise Rental Car Insurance Offerings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Travel at Destination City</td>
<td>Daily</td>
<td>50-100 Miles per Day</td>
<td>Recommended</td>
<td>Decline</td>
<td>Decline all</td>
</tr>
<tr>
<td>Local Travel at Destination City</td>
<td>One Month or More</td>
<td>50-100 Miles per Day</td>
<td>Recommended</td>
<td>Accept</td>
<td>Decline all</td>
</tr>
<tr>
<td>Interstate Highway</td>
<td>Daily</td>
<td>50-300 Miles per Day</td>
<td>Recommended</td>
<td>Decline</td>
<td>Decline all</td>
</tr>
<tr>
<td>Interstate Highway</td>
<td>One Month or More</td>
<td>More than 300 Miles per Day</td>
<td>Recommended</td>
<td>Accept</td>
<td>Decline all</td>
</tr>
<tr>
<td>Unimproved Highways or Unpaved Roads</td>
<td>All Times</td>
<td>All Distances</td>
<td>Recommended</td>
<td>Accept</td>
<td>Decline all, Checks before travel, generally drivers are advised to accept CDW and SLP when traveling outside the United States.</td>
</tr>
<tr>
<td>International Travel Including Canada</td>
<td>All Times</td>
<td>All Distances</td>
<td>Accept</td>
<td>Accept</td>
<td>Decline all</td>
</tr>
<tr>
<td>All Recognized Student Organizations or Non-UNL Employee</td>
<td>All Times</td>
<td>All Distances</td>
<td>Accept</td>
<td>Accept</td>
<td>Decline all</td>
</tr>
</tbody>
</table>

**University Car Rental**
When traveling by vehicle on official University business, UNL faculty and staff are strongly encouraged to rent a vehicle from Transportation Services. If a sedan travels more than 44 miles in a day, it is more economical for the department to rent a vehicle from Transportation Services than to pay personal mileage reimbursement. Transportation Services offers other cost saving rentals such as a limited number of Omaha airport sedans or Enterprise Rent-A-Car one-way rentals to Epply Airfield.
Auto Insurance on University Rentals
When employees operate University owned vehicles on official University business this transfers the liability and physical damage to the University.

Contact Transportation Services at 472-2422 or at http://transportation.unl.edu for more information on Vehicle Rental Rates, Vehicle Operation Policies, and submitting a Rental Request form.

PRIVATE AUTOMOBILE MILEAGE
When an employee uses their personal vehicle for University business mileage may be reimbursed. Mileage within the city, town or immediate vicinity of one's duty station is not reimbursable, except in rare instances with written pre-authorization from the cognizant Vice Chancellor (approval letter must be attached to the Expense Voucher before reimbursement will be authorized).*

Travel expenses incurred between an employee's home and work location are considered to be commuting expense and will not be reimbursed. Mileage will be reimbursed on the basis of the commonly used route. Reimbursement will not be made for extra miles logged from a roundabout route.

The website www.mapquest.com can be used to calculate mileage based on the commonly used route. By asking for directions from the starting location to the ending location the estimated distance will be displayed.

*Travel expenses incurred between an employee's home and a temporary work location (business trip) may be reimbursed. This includes travel from an employee's home to/from the airport for an extended trip. However reimbursement will only be given for ONE round trip to and from an airport.

On out-of-state trips when commercial air service could have been used advantageously, mileage will be reimbursed at the price of an airline (coach) ticket or at the prescribed mileage rate, whichever is less. No meals or lodging will be reimbursed while en route.

Automobile Mileage Rate effective January 1, 2014 is $ 0.56/mile

Auto Insurance on Private Vehicles
Employees that drive their personal vehicle for University business need to be aware that their personal insurance is the primary coverage, not only for themselves, but also for their passengers. The university insurance serves as a secondary coverage only. The University’s insurance also does not provide physical damage coverage for the employee’s personal vehicle.

MEALS - policy from bf.unl.edu
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.

<table>
<thead>
<tr>
<th>Good Service</th>
<th>15% Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent Service</td>
<td>18% Tip</td>
</tr>
<tr>
<td>Memorable Service</td>
<td>20% Tip</td>
</tr>
</tbody>
</table>

A reasonable tip is between 15% - 20%
Tips greater than 20% will need to be adjusted down before submitting for reimbursement.
In most situations, meal expenses incurring in the city or town in which the residence or primary work location of the employee is located are not reimbursable. No reimbursements may be made for alcoholic beverages (including tax and tip).

Expense reimbursement requests must be submitted no later than 60 days after the final day on which expenses were incurred. Each request must be fully itemized, including the amount, date, place and essential character of the expenses incurred.

**Amount for Reimbursement**

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

**Per state statutes, detailed receipts are required for all food/meal expenses equal to or greater than $5.**

**One Day / Partial Day Meals**

The employee is in a Travel Status from the time they depart for their trip (either departing from home or from work) to the time they return from their trip. A full day of travel is considered being in a Travel Status from 6:30 a.m. to 7:00 p.m.

<table>
<thead>
<tr>
<th>Meal Reimbursement During University Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trip</strong></td>
</tr>
<tr>
<td>One day trip</td>
</tr>
<tr>
<td>First &amp; Last Day of a Multi-Day Trip</td>
</tr>
</tbody>
</table>

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).

**FOREIGN TRAVEL**

Foreign travel is defined as any travel outside the United States and the US possessions of Guam, Puerto Rico and the US Virgin Islands. UNL travel policy applies to both domestic and foreign travel.

All foreign receipts must be translated to show items purchased. Meal receipts must detail the exact food items and beverages purchased. Receipts translated as ‘lunch’ or ‘beverage’ will not be accepted.

Receipts must also be converted to US dollars and the conversion amount reflected on the receipt. The conversion rate that was used should be noted on the Expense Voucher. Conversion rates do not have to be calculated for each day of the trip unless this proves to be significantly beneficial. However if daily conversion rates are used expenses must be listed on a daily basis. For extended foreign travel it is usually most practical to calculate the conversion rate on a weekly basis.
There are many on-line currency calculators that can be used. The most commonly used website is [http://www.oanda.com](http://www.oanda.com) which allows a date to be entered to insure a more accurate rate. Once the calculation has been made the web page can be printed and submitted with the Expense Voucher.

## Travel Receipts

Required receipts must be submitted to Accounting. **All other receipts are to be retained by traveler or department and should be available upon request.**

- **Submit to Accounting** when employee requires reimbursement
  - Commercial Travel (airline, bus and rail)
  - Car Rental
  - Gasoline (rental cars or University vehicles only)
  - Lodging (must claim single rate or provide explanation)
  - Registration Fees
  - Non-travel Related Supplies (purchased while traveling, e.g. books, CD's, etc.)
  - Meals (including tip and taxes) - Itemized receipts are required for all food/meal expenses **equal to or greater than $5**.
  - Miscellaneous Travel expenses (parking, taxi, phone/internet fees, etc.)
  - Conference Receipt and Agenda

- **Non-Reimbursable Expense**
  - Exercise room fees
  - Personal Telephone/Internet fees
  - Expenses incurred by non University Business Travelers accompanying the Traveler*
  - Laundry/dry cleaning
  - Alcoholic beverages*
  - Personal meals in city of traveler’s duty station
  - Movies/Video rentals

*University travel policy states that reimbursement will not be made for alcoholic beverages. This includes any related tax and tips. If an alcoholic beverage is purchased, along with a meal, the price of the alcoholic beverage needs to be subtracted from the total and the tax and tip amounts adjusted accordingly. These adjustments should be noted on the receipt before it is submitted to Accounting.

*A calculator has been developed and is available on [http://sapphire.nebraska.edu > Business Forms > Travel > Calculator for Meal Adjustments](http://sapphire.nebraska.edu > Business Forms > Travel > Calculator for Meal Adjustments). This can be used to insure proper removal of alcohol or non-traveler meals from a receipt including associated tax and tip charges.

A complete list of acceptable expenses for travel reimbursement and receipts that should be submitted Accounting can be found at: [http://travel.unl.edu > Quick Links > Travel Expenses – What’s Allowed?](http://travel.unl.edu > Quick Links > Travel Expenses – What’s Allowed?)

- **What receipts are acceptable as proof of payment?**
  - An original itemized receipt
  - A credit card receipt may be used when it includes a detailed itemization of the purchase
  - A faxed copy of a receipt may be used in lieu of a lost original receipt if accompanied by a signed written explanation for the missing original (e.g. “original lost - use copy as original”)
  - Scanned receipts only if using Automated Travel

- **How should receipts be submitted to the Accounting office?**
  - Organize receipts by day
Common Travel Questions, Issues, and Mistakes

Travel is one of the most highly scrutinized areas of businesses the State of Nebraska deals with. Because UNL is an agency of the state a lot of rules and regulations have been established to insure resources are being used in an appropriate manner. If at any time you have questions or concerns about the Travel and reimbursement process please take measures to get them answered prior to traveling or incurring the expense.

If I lost a receipt how can I still be reimbursed for the expense?
The traveler can call the provider and ask to be faxed a copy of the receipt. For meals if the restaurant or hotel cannot provide a copy, the traveler can claim $4.99 for that meal.

Can I combine a personal vacation with my business travel?
It is OK, with your supervisor's approval, to add additional time at your business destination and/or to add an additional side trip to your business trip. However, the University will only fund the business portion of your trip approved by your Travel Approver. If you add an additional destination to your trip, you are responsible for any differences in airfare.

What if I choose to drive instead of fly?
On out-of-state trips when commercial air service could have been used advantageously, mileage will be reimbursed at the price of an airline (coach) ticket or at the prescribed mileage rate, whichever is less. No meals or lodging will be reimbursed while en route. A quote from Travel and Transport should be obtained.

Can I claim gasoline when using my personal vehicle and claiming mileage?
No. Gasoline and oil for a personal vehicle are not reimbursable. Their cost is covered by the mileage reimbursement rate.

Can I be reimbursed for two round trips to the Omaha or Lincoln airport if a family member drove me?
When flying, employees will be reimbursed personal vehicle mileage for one round trip to and from the airport. Instead of having a family member make two trips, travelers are encouraged to consider other means of transportation such as Omalink (www.omalink.com)

How should expenses be recorded if lodging, meals, or other expenses were shared with another University Traveler?
When expenses are shared by two or more authorized University travelers, each traveler should claim and be reimbursed for his/her share of expense that they paid. The names of all authorized travelers should be noted on the receipt or Employee Expense Voucher. If one traveler pays the entire expense, then both travelers' employee expense vouchers must be submitted together, as the State requires these to be cross-referenced.
If a traveler submits a meal receipt that was for a group meals how would you figure the maximum reimbursement amount for that traveler?
You should use the Calculator for Meal Adjustments to adjust out alcohol, then divide the total allowed food charges by the number of diners to determine the maximum allowed reimbursement per person.

Is medicine purchased on a trip reimbursable?
Medicine is a personal item and not reimbursable.

What needs to be on a receipt for it to be considered an itemized receipt?
A receipt is only considered an itemized receipt only if it details the actual items purchased. Itemized meal receipts must detail the exact food items and beverages purchased.

What expenses need to be broken down by day?
Only meal expenses need to be broken down by date. All other expenses, as long as they are from the same provider, can be on one entry (i.e. lodging).

If you leave home at 6:15am to catch a 9:45am flight out of Omaha, what is your departure time? How many meals are you allowed for the day?
An employee is in a travel status as soon as they depart for a trip, either from home or from work. So in this case the departure time would be 6:15am. According to the meal chart this employee would be allowed all three meals for their first day of travel.

**Non-Travel Employee Reimbursement**
Approved miscellaneous purchases made by an employee for the University, when not in a Travel status, can be reimbursed with appropriate department approval.
**Expenses must be submitted to the Accounting Office within 60 days of purchase.**

The Non-Travel Expense Voucher form can be found at: 
[http://sapphire.nebraska.edu > Business Forms > Finance > Non-Travel Expense Voucher](http://sapphire.nebraska.edu > Business Forms > Finance > Non-Travel Expense Voucher)

When submitting claims for non-travel food reimbursement an attendee list and an agenda must be included. Expenses must be submitted to the Accounting Office within 60 days of event

UNL’s definition of “official functions, conferences or hearings” for campus purposes can be found at [http://accounting.unl.edu > Accounting Policies > Guidelines for Funding Non-Travel Related Meals and Receptions](http://accounting.unl.edu > Accounting Policies > Guidelines for Funding Non-Travel Related Meals and Receptions)

**Other Notes:**
- A conference receipt AND agenda must be attached when employee is claiming reimbursement
- P-Card **can** be used to prepay for Conference Fees
- P-Card **cannot** be used to reserve a room or any other travel related expense
- Only reasonable tips on meals will be reimbursed
- Airline baggage fees should be coded under **G/L 541200** (Commercial Fares) on the Expense Voucher
Instructions for Pre-Trip Request for Travel Authorization Form

1. List name of Traveler
2. List destination
3. Provide dates and times of arrival and departure
4. Provide estimates of trip expenses
5. List appropriate cost object(s)
6. Expending authority signature such as departments head or dean is required

NOTES

- Completed form is to be retained in the department

UNL POLICY/PROCEDURE INFORMATION

- Department must complete pre-trip authorization (former TA) and keep on file in department
- May use this form or a departmental created form.
- Department is responsible for audit trail
- Department can use an internally assigned pre-trip authorization number
- Transportation Services no longer requires pre-trip number, but will require department's cost object to be charged.
- Departments are encouraged to use Ghost Card for airline ticket purchases. Cost objects are to be given to the Travel Agency in place of the current TA number or purchase order number. Contact University Services (472-3322) for additional information on the Ghost Card program.
Required Receipts for Travel

Expenses that require an itemized receipt when employee is in “travel” status:

Please note that expenses must be submitted, approved and received by Accounting/Accounts Payable within 60 days from the last date of the expense/trip.

- Commercial Travel (airline, bus, rail, and train)
- Car Rental (showing all insurances declined)
- Gasoline (rental cars or University vehicles only)
- Lodging (must claim single rate or provide explanation). Receipt must show zero balance.
- Registration Fees
- Miscellaneous Travel Expenses ($75.00 or more)  
  **Note:** Itemized receipts must be provided for all non-travel related supplies purchased while traveling (e.g. books, CDs, etc.).
- Meals (including tip & taxes). Itemized receipts are required for all food/meal expenses equal to or greater than $5.00. This requirement is effective for food/meal expenses incurred on or after May 27, 2009. Also, no meals may be reimbursed to employees for expenses incurred in the city in which the employee lives or works.  
  **Note:** ACTUAL meal expenses must be claimed. Claims appearing to be submitted as *per diem* amounts will be questioned.

Refer to the chart below to determine which meals are reimbursable:

<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 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:** A claim for reimbursement of a business/official function meal, including a meal purchased for any individual other than the claimant, must be accompanied by an original itemized meal receipt, a list of attendees and a meeting agenda and/or conference flyer or other documentation to substantiate the business purpose of the meeting.

Receipts NOT needed (unless $75.00 or more per receipt):

- Communication expenses (phone, internet, etc.)
- Baggage Handling
- Intra-city Bus Fares
- Parking Fees
- Taxi, Shuttle, or Limousine
- Tips
- Toll Fees

Expenses NOT reimbursable:

- Alcoholic beverages
- Personal entertainment/services
- Spouse/Companion expenses
Required Receipts for Travel

**Note:** This is not an inclusive list and other expenses may or may not be allowed according to University policy. Contact your campus Accounting/Accounts Payable office if you have questions.

**Acceptable Proof of Payment:**
- Original itemized receipt
- A canceled check may be used in combination with an itemized receipt.
- A credit card receipt may be used when it includes a detailed itemization of the purchase.
- A faxed copy of a receipt may be used in lieu of a lost original receipt if accompanied by a signed written explanation for the missing original (e.g. "original lost – use copy as original").
- A photocopy of an original receipt may be used if accompanied by a signed written explanation for the missing original (e.g. "original lost – use copy as original").
- For international travel receipts, all claims for reimbursement must be expressed in terms of US currency.

Updated: 07/22/2009
What do you know about...
The Sixty (60) Day Reimbursement Policy?

Nebraska State Statue 81-1174 (see below) requires that expense reimbursement requests be received in the UNL Accounting Office, 401 Canfield, no later than 60 days after the final day on which expenses were incurred. UNL does not have the authority to make exceptions to this statutory requirement.

FAQs regarding the 60 Day Requirement

Q: Where does the Expense Reimbursement request need to be submitted within the 60 day limit?
A: The reimbursement request must be received by the UNL Accounting Office, located at 401 Canfield. To be sure you are in compliance, please send your expense reimbursement well in advance of the deadline.

Q: How do I calculate the 60 days?
A: Day one is the first day after the last expense was incurred.

Travel status example: The final day of my trip in which expenses were incurred was February 1, 2014. Day One would be February 2, 2014, therefore, day sixty (60) would be April 2, 2014.

Non-travel example: I purchased three items on the following dates:
Item #1 – March 31, 2014
Item #2 – April 7, 2014
Item #3 – April 15, 2014
I submitted one non-travel expense reimbursement request for all three items that was received by the UNL Accounting Office, 401 Canfield, on May 31, 2014.

Result: Each of these three items are considered separate expenses. Therefore, day one for the first item would be April 1, 2014 and day 60 would be May 30, 2014. Since the expense reimbursement was received May 31, 2014, the first item would not be eligible for reimbursement because it was submitted after the 60 days. Items #2 and #3 would be reimbursable.

For help in calculating the 60 day limit see the Calendar Calculator.

Nebraska Revised Statute
81-1174
Whenever any state officer, state employee, or member of any commission, council, committee, or board of the state is seeking reimbursement for actual expenses incurred by him or her in the line of duty, he or she shall be required to present a request for payment or reimbursement to the Director of Administrative Services not later than sixty days after the final day on which expenses were incurred for which reimbursement is sought. Each request shall be fully itemized, including the amount, date, place, and essential character of the expense incurred.

The entire statute can be viewed at the following website: [http://nebraskalegislature.gov/laws/statutes.php?statute=81-1174](http://nebraskalegislature.gov/laws/statutes.php?statute=81-1174)
FAQs regarding receipts

Q: What is considered an itemized receipt?
A: An itemized receipt includes the amount, date, place and description of items purchased.

Q: What if there is more than one guest included on the receipt?
A: If there are other guests included on the receipt the items related to the employee should be clearly marked and the related tax and tip should be calculated to show the total employee expense.

Q: What if I only have a hotel folio that lists a meal charged to my room?
A: A hotel folio is not considered to be a detailed receipt for food purchases. The employee should obtain a detailed receipt by contacting the hotel’s Accounting department or restaurant directly.

Q: What if the entire credit card number is listed on the receipt?
A: If the entire credit card number appears on a receipt, the number should be redacted except for the last four digits of the credit card.

Just the Facts: Detailed Receipts

State Statute 81-1174 (referred to on page 1) requires detailed receipts be fully itemized, including the amount, date, place and essential character of the expense incurred. Detailed receipts are required for purchases equal to or greater than $5.00.

Mileage Reimbursement Rates

Automobile Mileage Rate effective January 1, 2014: $.56/mile
Automobile Mileage Rate for travel prior to January 1, 2014: $.565/mile

UNL Pepsi Contract

The University of Nebraska-Lincoln has a contract with Pepsi for exclusive pouring rights on campus. If you have an event or other authorized activity, only Pepsi products should be purchased.
Travel & Miscellaneous Reimbursement Quick Reference

This information is compiled from the Nebraska State Accounting Manual, University Business Travel Policy & uniform Campus Travel Guidelines and is not inclusive of all rules and policies. Refer to individual campus/college policies as necessary.

Please note that expenses must be submitted, approved and received by Accounting/Accounts Payable within 60 days from the last date of the expense/trip per the State of Nebraska statutory requirement 81-1174 (LB433).

Airfare:
Arrangements should be made using the contracted travel agency (Travel & Transport) or Southwest (http://www.swabiz.com). An Airfare Situation Report is required if the agency is not used. See the campus contacts for website, phone & contact information.

Trip Date/Time:
- **Air Flight Travel:**
  - **Start of Trip:** Time left for airport
  - **End of Trip:** Time returned to home or work
- **Vehicle Travel:**
  - **Start of Trip:** Time left from home or work
  - **End of Trip:** Time returned to home or work

Required Receipts:
Submit to Accounting/Accounts Payable with Travel Expense Statement (created through SAP) or Employee Expense Voucher (paper form).
- **Commercial Travel** (airline, bus, rail and train)
- **Car Rental** (showing all insurances declined)
- **Gasoline** (rental cars or University vehicles only)
- **Lodging** (must claim single rate or provide explanation; receipt must show zero balance)
- **Registration Fees**
- **Miscellaneous Travel Expenses** ($75.00 or more)
  (Note: Itemized receipts must be provided for all non-travel related supplies purchased while traveling (e.g. books, CDs, etc.).
- **Meals (including tip & taxes)**
  Itemized receipts are required for all food/meal expenses equal to or greater than $5.00. This requirement is effective for food/meal expenses incurred on or after May 27, 2009. Also, no meals may be reimbursed to employees for expenses incurred in the city in which the employee lives or works.
  (Note: ACTUAL meal expenses must be claimed. Claims appearing to be submitted as per diem amounts will be questioned.)
Refer to the chart below to determine which meals are reimbursable.

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</table>

All other receipts are to be kept in the department and should be available upon request.

**Shared expenses** - Each traveler will claim expenses individually. One is not allowed to claim expenses for another, except when a hotel room is shared.

**Official Function** - Include detailed, original itemized meal receipts (remove alcohol and related taxes & tips), list of attendees & meeting agenda/conference flyer.
IN ORDER TO BE REIMBURSED, TRAVEL REQUESTS MUST BE SUBMITTED TO COE AND APPROVED PRIOR TO TRAVEL

UNIVERSITY OF NEBRASKA-LINCOLN
COLLEGE OF ENGINEERING
PRE-TRIP REQUEST FOR TRAVEL AUTHORIZATION

DATE SUBMITTED ___________________________ ESTIMATED EXPENSES

NAME: ____________________________________

PERSONNEL #: ______________________________

DEPARTMENT: ________________________________

RETURN COPY OF APPROVED AUTHORIZATION TO: 

______________________________ ________________________________

TELEPHONE: ________________________________

PURPOSE OF TRAVEL: _______________________

ITINERARY: FROM CITY _________________________ TO CITY _________________________

DATE OF DEPARTURE _________________________

DATE OF RETURN ____________________________

FOR TRAVEL BY COMMERCIAL CARRIER:

Ticket will be billed directly to the university □ Yes □ No

Ticket will be paid personally and reimbursed □ Yes □ No

CHARGE TO COST OBJECT:

$ ____________________________

$ ____________________________

$ ____________________________

FOR FOREIGN TRAVEL:

Is pre-approval required from the federal sponsor? □ Yes □ No

If yes, email confirmation from the sponsor is required to be attached to this travel authorization form.

IMPORTANT REMINDERS:

1. Tickets can be purchased directly from Travel and Transport (486-4111) or the T&T website at http://ts.tandt.com/unl/ and charged directly to the UNL ghost credit card for university business travel. Booking with T&T does not guarantee compliance with the Fly America Act.

2. Foreign travel paid for with federal or federal pass-through funding is subject to the Fly America Act. If using a non-U.S. carrier, please contact the college Post Award Grants Management office at 472-7047 or 472-7894 before booking flights. Applicable exceptions require documentation. A copy of UNL allowances and exceptions related to the Fly America Act can be downloaded at http://research.unl.edu/sp1/awards.shtml#travel.

3. When traveling on official university business, please consider using the University of Nebraska Hotel Reservation Program. This new method for making hotel reservations allows the traveler to charge their hotel reservation to a University of Nebraska Preferred Credit Card. You no longer need to use your personal credit card to pay for your hotel.

4. Business meals are considered entertainment costs by nearly all federal sponsors. Travel reimbursement for the traveler’s meals are allowable if an itemized receipt is provided however, meals for others accompanying the traveler are not allowed and will need to be charged to a state account.

5. Additional information regarding the current travel policies can be viewed at http://travel.unl.edu

APPROVALS ARE MADE IN ACCORDANCE WITH TRAVEL REGULATIONS IN THE UNL BUSINESS POLICIES AND PROCEDURES MANUAL AS AMENDED, UNLESS SPECIFIC REQUESTS ARE NOTED AND APPROVED ON THIS APPLICATION.

Retain a copy of this document in department files

SIGNED ___________________________ Requested By ___________________________

SIGNED ___________________________ PI or Department Chair ____________________

SIGNED ___________________________ Dean or Director __________________________

...
Use of United States Flag Air Carriers

Under the Fly America Act, only U.S. carriers can be used for travel reimbursed from federal grants and contracts.

§301-10.131 What does United States mean?

For purposes of the use of United States flag air carriers, "United States" means the 50 states, the District of Columbia, and the territories and possessions of the United States (49 U.S.C. 40102).

§301-10.132 Who is required to use a U.S. flag air carrier?

Anyone whose air travel is financed by U.S. Government funds, except as provided in §§301-10.135, 301-10.136, and 301-10.137.

§301-10.133 What is a U.S. flag air carrier?

An air carrier which holds a certificate under 49 U.S.C. 41102 but does not include a foreign air carrier operating under a permit.

§301-10.134 What is U.S. flag air carrier service?

U.S. flag air carrier service is service provided on an air carrier which holds a certificate under 49 U.S.C. 41102 and which service is authorized either by the carrier’s certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier’s designator code and flight number.

§301-10.135 When must I travel using U.S. flag air carrier service?

You are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use U.S. flag air carrier service for all air travel funded by the U.S. Government, except as provided in §§301-10.136 and 301-10.137 or when one of the following exceptions applies:

(a) Use of a foreign air carrier is determined to be a matter of necessity in accordance with §301-10.138; or

(b) The transportation is provided under a bilateral or multilateral air transportation agreement to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act; or

(c) You are an officer or employee of the Department of State, United States Information Agency, United States International Development Cooperation Agency, or the Arms Control Disarmament Agency, and your travel is paid with funds appropriated to one of these agencies, and your travel is between two places outside the United States; or

(d) No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service; or

(e) A U.S. flag air carrier involuntarily reroutes your travel on a foreign air carrier; or
Service on a foreign air carrier would be three hours or less, and use of the U.S. flag air carrier would at least double your en route travel time; or

When the costs of transportation are reimbursed in full by a third party, such as a foreign government, international agency, or other organization.

§301-10.136 What exceptions to the Fly America Act requirements apply when I travel between the United States and another country?

The exceptions are:

(a) If a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from your origin to your destination, you must use the U.S. flag air carrier service unless such use would extend your travel time, including delay at origin, by 24 hours or more.

(b) If a U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between your origin and your destination, you must use a U.S. flag air carrier on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

1. Increase the number of aircraft changes you must make outside of the U.S. by 2 or more; or
2. Extend your travel time by at least 6 hours or more; or
3. Require a connecting time of 4 hours or more at an overseas interchange point.

§301-10.137 What exceptions to the Fly America Act requirements apply when I travel solely outside the United States, and a U.S. flag air carrier provides service between my origin and my destination?

You must always use a U.S. flag carrier for such travel, unless, when compared to using a foreign air carrier, such use would:

(a) Increase the number of aircraft changes you must make en route by 2 or more; or
(b) Extend your travel time by 6 hours or more; or
(c) Require a connecting time of 4 hours or more at an overseas interchange point.

§301-10.138 In what circumstances is foreign air carrier service deemed a matter of necessity?

(a) Foreign air carrier service is deemed a necessity when service by a U.S. flag air carrier is available, but

1. Cannot provide the air transportation needed; or
2. Will not accomplish the agency’s mission.

(b) Necessity includes, but is not limited to, the following circumstances:

1. When the agency determines that use of a foreign air carrier is necessary for medical reasons, including use of foreign air carrier service to reduce the number of connections and possible delays in the transportation of persons in need of medical treatment; or
2. When use of a foreign air carrier is required to avoid an unreasonable risk to your safety and is approved by your agency (e.g., terrorist threats). Written approval of the use of foreign air carrier service based on an unreasonable risk to your safety must be approved by your agency on a case by case basis. An agency determination and approval of use of a foreign air carrier based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. An agency determination and approval of use of
a foreign air carrier based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that form the basis of the determination and approval; or

(3) When you can not purchase a ticket in your authorized class of service on a U.S. flag air carrier, and a seat is available in your authorized class of service on a foreign air carrier.

§301-10.139 May I travel by a foreign air carrier if the cost of my ticket is less than traveling by a U.S. flag air carrier?

No. Foreign air carrier service may not be used solely based on the cost of your ticket.

§301-10.140 May I use a foreign air carrier if the service is preferred by or more convenient for my agency or me?

No. You must use U.S. flag air carrier service, unless you meet one of the exceptions in §301-10.135, 301-10.136, or 301-10.137 or unless foreign air carrier service is deemed a matter of necessity under §301-10.138.

§301-10.141 Must I provide any special certification or documents if I use a foreign air carrier?

Yes, you must provide a certification, as required in §301-10.142 and any other documents required by your agency. Your agency cannot pay your foreign air carrier fare if you do not provide the required certification.

§301-10.142 What must the certification include?

The certification must include:

(a) Your name;

(b) The dates that you traveled;

(c) The origin and the destination of your travel;

(d) A detailed itinerary of your travel, name of the air carrier and flight number for each leg of the trip; and

(e) A statement explaining why you met one of the exceptions in §301-10.135, 301-10.136, or 301-10.137 or a copy of your agency’s written approval that foreign air carrier service was deemed a matter of necessity in accordance with §301-10.138.

§301-10.143 What is my liability if I improperly use a foreign air carrier?

You will not be reimbursed for any transportation cost for which you improperly use foreign air carrier service. If you are authorized by your agency to use U.S. flag air carrier service for your entire trip, and you improperly use a foreign air carrier for any part of or the entire trip (i.e., when not permitted under this regulation), your transportation cost on the foreign air carrier will not be payable by your agency. If your agency authorizes you to use U.S. flag air carrier service for part of your trip and foreign air carrier service for another part of your trip, and you improperly use a foreign air carrier (i.e., when not authorized to do so nor otherwise permitted under this regulation), your agency will pay the transportation cost on the foreign air carrier for only the portion(s) of the trip for which you were authorized to use foreign air carrier service. The agency must establish internal procedures for denying reimbursement to travelers when use of a foreign air carrier was neither authorized nor otherwise permitted under this regulation.

To obtain information about UNL travel policies and procedures:

http://busfin.unl.edu/fiscalaffairs/subprocess.asp?process=5