Travel Request and Expense Policy

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Scope

All University of Nebraska at Omaha (UNO) campus units.

Policy Statement

All travel authorizations must be approved in advance. All international (passport required) travel requires the approval of a Dean or Vice Chancellor. UNO’s policy is to pay for necessary and reasonable travel expenses incurred for authorized UNO business. The intent of this policy is that such payments be fair and equitable both to the traveler and UNO, and consistent with all applicable statutes and regulations. The policy shall support the productivity and safety of those travelling on University business.

Air Travel shall be purchased via the University’s contracted travel agencies, Travel & Transport or Southwest Airlines (SWABIZ). A travel authorization number and cost object are required to complete bookings. Both companies allow the expense to be charged to your department directly and provide for lost luggage insurance of up to $1,250. Additionally, when the cost is charged directly to the University, both companies offer travel accident insurance - Travel and Transport’s insurance limit is $400,000 and Southwest Airline’s insurance limit is $250,000. Travel & Transport also provides the University with travel warning notifications and emergency assistance.
Reason for Policy

State statutes require the Board of Regents (http://www.nebraska.edu/board.html) to establish policies related to travel and miscellaneous expense reimbursement. The President of the University of Nebraska has delegated his statutory authority, 81-1175, to approve travel authorizations, to the Chancellor. In turn the Chancellor is delegating authority to Deans, Directors and/or Designees.

Procedures

Travel reimbursements are governed by the procedures outlined in the document UNO Travel Authorization and Expense Guidelines. Travel expenses are reimbursed based upon actual costs and should reflect the greatest advantage to the University and to staff member in terms of time management, staff productivity and cost efficiency. Each college, institute or division may implement policies and procedures that are more restrictive than those adopted by the University. Please consult the appropriate administrative office for specific details prior to travel to insure that your expense submission is consistent with those policies and procedures.

All payments for travel expenses made from University/State funds must be remitted in compliance with the policies and procedures outlined by the University and the State of Nebraska. Additional details may be required in accordance with Uniform Administrative Requirements, Cost Principles & Audit Requirement for Federal Awards (2CFR, Part 200).

The Group Travel Card may be utilized by University employees when traveling with a group of students for a University function. See the Group Travel Card Policy for further information.

Definitions

Allowable Expense - Defined as a necessary, reasonable and appropriate expense incurred for the primary benefit of University business and therefore permitted to be reimbursed or directly charged based on permission of the University or by the terms of federally sponsored agreements.

Reasonable Expense - Defined as an expense that is ordinary and reflects a prudent decision to incur the expense on the behalf of the University business. It is expected that it is not extreme or excess.

Travel - Defined as an absence from the campus for the purpose of conducting University business.

University/State funds – Money held by the State Treasurer on the University’s behalf and is accounted for through the University’s accounting system (SAP).

Forms

Affidavit

Request for Travel Authorization & Purchase of Travel
Travel Expense Worksheet
Calculator for Meal Adjustments

**Related Information**

- Executive Memorandum #25
- Group Travel Card
- GSA Per Diem Rate
- Nebraska State Accounting Guide
- Southwest Airlines - SWABIZ
- Travel and Transport - Access Via Firefly > Employee Self Service > Travel
- UNO Travel Authorization and Expense Guidelines

**History**

Approved by Chancellor Cabinet in February 2017.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.