

Speaker Travel Guidelines

The University will reimburse reasonable and necessary travel expenses incurred in the performance of University business in accordance with the [University of Nebraska Travel Policy TO-01](#).

Travelers should use their best efforts to choose the most economical means of travel that meet the goals of the trip. *The Traveler's business purpose, potential time in transit, special needs, cost efficiency, and other business-related circumstances contribute to determining the most economic options.*

IMPORTANT: Travel expense reimbursement forms and receipts must be **submitted within 30 days** after travel is completed. All reimbursement documentation can be sent via email to facdev@unmc.edu.

EXPENSE RECEIPTS

Travelers must provide detailed and itemized receipts for all University business-related travel expenses **excluding meal expenses**.

- » **Get itemized receipts** — “Itemized” receipts include the item(s) purchased, the business name, the date/time, and the amount of the transaction. A credit card receipt that is not itemized is not acceptable.
- » **Keep your bill separate from anyone else's** — Payment for another traveler's expenses is not reimbursable. If your receipts contain other people's expenses, you may not be reimbursed.
- » **Keep alcoholic beverages on a different bill** — Alcohol, and its associate tips and taxes, are not reimbursable. Please keep them separate from your receipts.

TRANSPORTATION

- » Airfare, baggage, and airline fees are reimbursable with receipts. Please be sure to keep your boarding passes.
- » Expenses including tips for taxis, Ubers, Lyfts, buses, subways, shuttles, etc. are reimbursable with receipts.
- » Personal car mileage is reimbursable at the standard rate of \$0.34 per mile. Reimbursement will be based on the actual miles driven while on University business. Fuel receipts are not required.

LODGING

- » The University will reimburse single room accommodations.
- » Parking and internet fees with receipts are reimbursable.
- » Entertainment and incidentals should not be charged to your hotel room invoice and are not reimbursable.

MEALS (INCLUDING SNACKS AND BEVERAGES)

- » Meal expenses during travel are reimbursed on a per diem basis. The Per Diem rate, at the destination point, shall be 70% of the relevant federal rates. The first and last days of travel will be prorated at 75% or $\frac{3}{4}$ of the allowed rate per day ([GSA.gov](https://www.gsa.gov)).
- » Tips and taxes incurred for meals are included in the per diem allowance. No separate reimbursement will be provided.
- » Meal receipts are not required for reimbursement as it will be subject to the per diem allowance only.
- » The per diem allowance will be calculated for you and an overview will be provided after travel is concluded.

TAXES FOR HONORARIUM/CONSULTANT FEES

- » Payments to non-Nebraska residents for personal services performed in Nebraska are subject to Nebraska state income tax withholding. Personal services include, but are not limited to, payments over \$600 made to non-residents such as consultants, public speakers, entertainers, individual athletes, and performers.
- » The amount to be withheld for Nebraska income tax is 4% if the services are less than \$28,000 and 6% if the service is \$28,000 or more.