

**Nebraska Library Commission**  
**Continuing Education and Training Grants**  
**Expense Reimbursement Guidelines for Conference Attendance**

An Expense Reimbursement Request form, along with a Request for Payment form, must be completed for conference attendance. Expense reimbursement requests must meet the Nebraska Library Commission guidelines. Expense Reimbursement claims must be made within 30 days following the last day of travel.

The latest edition of the state **Expense Reimbursement Request form** is available at:

- Excel - <http://nlc.nebraska.gov/Grants/CE/2016ExpenseReimbursement.xls>
- PDF – <http://nlc.nebraska.gov/Grants/CE/2016ExpenseReimbursement.pdf>

There are several boxes on the form that have asterisks. These boxes will be completed by the Nebraska Library Commission Accounting office. An example you may use as a guideline is available at <http://nlc1.nlc.state.ne.us/nowhiring/scholarships/exampleexpensedoc.pdf>.

**Travel Time Columns**

When entering date, place and time of your trip, please note that for overnight trips, you only need to enter the started time when you leave on the first day and then the stopped time when you return. You do not need to enter started and stopped times for each leg of the trip. It is preferred that times are entered in military time, but if you designate a.m. or p.m. it is acceptable.

**Meals Column**

Daily meals are broken down as B-Breakfast, L-Lunch, and D-Dinner. Enter the actual amount for each meal for food, non-alcoholic beverages, and tips. Provide a detailed receipt showing cost of meal and place of purchase. Credit card receipts showing only the total are not allowed. State guidelines use federal allowances. These may be found at <http://www.gsa.gov/portal/category/21287>.

Meals that may be claimed:

- Breakfast - When overnight travel starts at or before 0630.
- Lunch - When overnight travel starts at or before 1100 or a return from overnight travel ends at or after 1400.
- Supper - When overnight travel starts at or before 1700 or a return from overnight travel ends at or after 1900.

**Lodging Column**

Enter the dollar amount for each night in the “Lodging” column and attach the original receipt to the Expense Reimbursement Request form.

**Transportation Columns**

You may claim mileage from your home to the airport. All mileage claims are compared to an online calculation tool such as MapQuest.

**Miscellaneous Columns**

Miscellaneous items include airfare, conference registration, parking and other expenses that do not already have a specific column. Receipts are required except for parking (if less than \$10.00) and taxis. The dates should reflect when the expense occurred.

**Personal information boxes at bottom**

Fill in your name, street address, city, state and zip code. Please make sure you sign the form in the area marked "Employee Signature." The "Authorized Signature" area is for approval by NLC. Be sure to include all receipts needed for verification of expenses. Copies of receipts are acceptable.

**Mail form and receipts to:**

CE Grants  
Nebraska Library Commission  
1200 N Street, Ste. 120  
Lincoln, NE 68508-2023

Any questions?

Contact Holli Duggan at [holli.duggan@nebraska.gov](mailto:holli.duggan@nebraska.gov), or 402.471.2694 or 800.307.2665.