## Finance Office Use Finance Office Use **Nebraska Supreme Court Administrative Office of the Courts and Probation BATCH NUMBER** DOCUMENT NUMBER **EXPENSE REIMBURSEMENT REQUEST** MISCELLANEOUS TRAVEL TIMES PERSONAL VEHICLE DATE NAME OF PLACE AND NATURE OF SERVICE LODGING Year 2024 Enter start and stop points for each trip If direct billed put REIMBURSABLE month/day State purpose of each trip STARTED STOPPED Amount DB1, DB2, etc RATE AMOUNT DESCRIPTION AMOUNT TOTAL 0.670 TOTALS Please attach your itemized meal receipts to the Meal Receipt Form or blank papers by day Finance Office Use: Business Unit Object Code Amount DB Hotel1 DB Hotel2 DB Hotel3 DB Hotel4 NAME and TITLE EMPLOYEE NUMBER PRIMARY WORK SITE CITY HOME ADDRESS ZIP CODE I claim reimbursement for the above expenses incurred by me in the line of duty and in accordance with Nebraska State Statutes. I declare that this is SUPERVISOR/APPROVER SIGNATURE I certify that reimbursement for use of privately owned vehicles, if claimed, is authorized such expenses for which payment has not previously been made by the State of Nebraska or another source. to the provisions of NE State Statutes sections 81-1014 & 81-1176. JUDGE/EMPLOYEE SIGNATURE DATE DATE

## Meal Receipt Form - Please attach your meal receipts by day

Date_	Location	 	
	Breakfast	Lunch	Dinner

- 1) Lunch for 1-day travel is not reimbursable.
- 2) Breakfast maybe reimbursed if departure is before 6:30 am or 1.5 hours before the employee begins work, whichever is earlier.
- 3) Lunch maybe reimbursed if, for overnight travel, departure is at or before 11 am or the return time is at or after 2 pm.
- 4) Dinner mayber reimbursed if the return time is after 7 pm or 2 hours after the employee's workday ends, whichever is later.
- 5) Meal expenses incurred in the city or town in which the residence or primary work location of such employee is located are not reimbursable.