

Nebraska Supreme Court Administrative Office of the Courts and Probation

Finance Office Use BATCH NUMBER	Finance Office Use DOCUMENT NUMBER
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EXPENSE REIMBURSEMENT REQUEST

DATE Year 202 month/day	NAME OF PLACE AND NATURE OF SERVICE Enter start and stop points for each trip State purpose of each trip	TRAVEL TIMES		MEALS	LODGING	PERSONAL VEHICLE			MISCELLANEOUS			
		STARTED	STOPPED	Amount	If direct billed put DB1, DB2, etc	RATE	ACTUAL MILES	REIMBURSABLE MILES	AMOUNT	DESCRIPTION	AMOUNT	TOTAL
						0.560						
						0.560						
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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		CITY		STATE		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 such expenses for which payment has not previously been made by the State of Nebraska or another source.						SUPERVISOR/APPROVER SIGNATURE I certify that reimbursement for use of privately owned vehicles, if claimed, is authorized 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 maybe 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.