

Effective July 1, 2024, the Nebraska Judicial Branch will provide meal reimbursement for in-state interpreters when an overnight stay is involved. The process to request and receive meal reimbursement:

- Language Access Director seeks approval for hotel accommodation and meal reimbursement from Deputy Administrator for Court Services.
- Interpreter submits a Non-Employee Payment Request with itemized receipts along with their monthly Interpreter Statement.
- Language Access Director approves meal reimbursement based on established criteria and the Deputy Administrator for Court Services' prior approval.
- Interpreter Statement and approval email are sent to Finance for processing.

For in-state interpreters to receive meal reimbursement, certain criteria must be met which is the same or similar to that of state employees:

- In state interpreters may be reimbursed for meals only when an overnight stay is involved.
- Only actual amounts paid for meals including tip may be claimed. Alcoholic beverages may not be claimed.
- Only meal expenses incurred on the days necessary to travel for the assignment and those incurred on the actual days of the assignment may be reimbursed.
  - If departure is before 6:30am, breakfast may be reimbursed.
  - Noon meals may be reimbursed if departure is at or before 11am or the return time is at or after 2pm.
  - If the return time is after 7pm, the evening meal may be reimbursed.
  - The time limitations do not include the time taken for the meal.
  - Meal expenses incurred in the city or town in which the interpreter's residence is located are not reimbursable.
- Reimbursements for meals will not exceed the [U.S. General Services Administration \(GSA\)](#) per diem limit.
- [Non-Employee Payment Request forms](#) are to be submitted monthly.
- AOCPC requires itemized receipts (not credit card receipts) for meal expenses. Unsubstantiated meal expenses will not be reimbursed.
- Expenses should be itemized so that the nature, purpose, and necessity of each item are apparent. Expense vouchers should include the time and place of departure and the time of return to the residence in each instance. All items claimed for reimbursement for any one trip should be included on the same Non-Employee Payment Request form.