

LEGISLATURE OF NEBRASKA

ONE HUNDRED FIRST LEGISLATURE

FIRST SESSION

**LEGISLATIVE BILL 533**

Introduced by Price, 3; McCoy, 39.

Read first time January 21, 2009

Committee: Government, Military and Veterans Affairs

A BILL

1 FOR AN ACT relating to the Department of Administrative Services;  
2 to amend section 81-1174, Reissue Revised Statutes  
3 of Nebraska; to change provisions relating to expense  
4 reimbursement; and to repeal the original section.  
5 Be it enacted by the people of the State of Nebraska,

1           Section 1. Section 81-1174, Reissue Revised Statutes of  
2 Nebraska, is amended to read:

3           81-1174 Whenever any state officer, state employee, or  
4 member of any commission, council, committee, or board of the  
5 state is ~~entitled to be reimbursed~~ seeking reimbursement for actual  
6 expenses incurred by him or her in the line of duty, he or she  
7 shall be required to present a request for payment or reimbursement  
8 ~~each month~~ to the Director of Administrative Services not later  
9 than sixty days after the final day on which expenses were incurred  
10 for which reimbursement is sought. Each request shall be fully  
11 itemized, including ~~when, where, and why the expense was incurred~~  
12 ~~and the actual amount involved.~~ the amount, date, place, and  
13 essential character of the expense incurred.

14           When reimbursement is requested for mileage by  
15 automobile, air travel by commercial carrier, air travel in  
16 airplanes chartered by the department or agency, or air travel by  
17 personally rented airplane, the points between which such travel  
18 occurred, the times of arrival and departure, and the necessity and  
19 purpose of such travel shall be ~~shown~~ stated on such request. When  
20 reimbursement is requested for mileage by automobile, the motor  
21 vehicle license plate number, the ~~owner of the automobile used,~~  
22 total miles traveled, and the rate per mile being requested shall  
23 also be shown on each request.

24           The Accounting Administrator may require less supporting  
25 detail for requests covered in this section but shall not

1 impose reporting requirements which exceed those listed unless  
2 specifically authorized by other provisions of law. No request  
3 shall be submitted by an individual for an expense when such  
4 expense has been paid by the agency or department concerned.

5           When reimbursement for expenses incurred in air travel  
6 by privately owned airplane is requested, the cost of operating  
7 the airplane at rates per mile as established by the Department  
8 of Administrative Services shall be shown on such request. Travel  
9 by privately owned airplane or personally rented airplane shall  
10 only be authorized when it is more economical than surface  
11 transportation or will result in a substantial savings of expense  
12 or productive time.

13           The statement of expenses shall be duly verified and  
14 supported by receipts for all of such expenditures, except  
15 meals and immaterial items identified by the director, for which  
16 reimbursement is requested.

17           No charge for mileage shall be allowed when such mileage  
18 accrues while using an automobile owned by the State of Nebraska.

19           No personal maintenance expenses shall be allowed to any  
20 state officer, employee, or member of any commission, council,  
21 committee, or board of the state when such expenses are incurred in  
22 the city or town in which the residence or primary work location  
23 of such individual is located, except that individuals required  
24 to attend official functions, conferences, or hearings within  
25 such location, not to include normal day-to-day operations of the

1 department, agency, commission, council, committee, or board, may  
2 be paid or reimbursed in accordance with policies established by  
3 the Director of Administrative Services. The approval to attend  
4 a function, conference, or hearing shall be obtained from the  
5 director of the department, agency, commission, council, committee,  
6 or board prior to an individual's attendance at such function,  
7 conference, or hearing.

8           Nothing in this section shall be construed to prohibit  
9 the furnishing of coffee, tea, and any similar beverage by the  
10 Legislature or the Legislative Council to its employees or guests.

11           Sec. 2. Original section 81-1174, Reissue Revised  
12 Statutes of Nebraska, is repealed.