

LEGISLATURE OF NEBRASKA
ONE HUNDRED SECOND LEGISLATURE
FIRST SESSION
LEGISLATIVE BILL 692

Introduced by Schilz, 47.

Read first time January 19, 2011

Committee: Government, Military and Veterans Affairs

A BILL

1 FOR AN ACT relating to the Department of Administrative Services; to
2 amend section 81-1174, Revised Statutes Cumulative
3 Supplement, 2010; to change requirements for the
4 reimbursement of expenses as prescribed; and to repeal
5 the original section.
6 Be it enacted by the people of the State of Nebraska,

1 Section 1. Section 81-1174, Revised Statutes Cumulative
2 Supplement, 2010, is amended to read:

3 81-1174 (1) Whenever any state officer, state employee,
4 or member of any commission, council, committee, or board of the
5 state is seeking reimbursement for actual expenses incurred by him or
6 her in the line of duty, he or she shall be required to present a
7 request for payment or reimbursement to the Director of
8 Administrative Services not later than sixty days after the final day
9 on which expenses were incurred for which reimbursement is sought.
10 ~~Each~~ Except as provided in subsection (5) of this section, each
11 request shall be fully itemized, including the amount, date, place,
12 and essential character of the expense incurred.

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

22 (3) The Accounting Administrator may require less
23 supporting detail for requests covered in this section but shall not
24 impose reporting requirements which exceed those listed unless
25 specifically authorized by other provisions of law. No request shall

1 be submitted by an individual for an expense when such expense has
2 been paid by the agency or department concerned.

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

11 ~~The~~ (5) When reimbursement is requested for less than
12 five consecutive days' expenses, the statement of expenses shall be
13 duly verified and supported by receipts for all of such expenditures,
14 except immaterial items identified by the director, for which
15 reimbursement is requested. When reimbursement is requested for five
16 consecutive days or more of expenses, no receipts shall be required
17 to accompany the statement of expenses, except to verify any
18 miscellaneous expenses other than those for travel, lodging, and
19 meals. Reimbursement for travel, lodging, and meals for five
20 consecutive days or more shall be determined using the per diem rates
21 established by the Department of Administrative Services in
22 reimbursing such expenses.

23 (6) No charge for mileage shall be allowed when such
24 mileage accrues while using an automobile owned by the State of
25 Nebraska.

1 (7) No personal maintenance expenses shall be allowed to
2 any state officer, state employee, or member of any commission,
3 council, committee, or board of the state when such expenses are
4 incurred in the city or town in which the residence or primary work
5 location of such individual is located, except that individuals
6 required to attend official functions, conferences, or hearings
7 within such location, not to include normal day-to-day operations of
8 the department, agency, commission, council, committee, or board, may
9 be paid or reimbursed in accordance with policies established by the
10 Director of Administrative Services. The approval to attend a
11 function, conference, or hearing shall be obtained from the director
12 of the department, agency, commission, council, committee, or board
13 prior to an individual's attendance at such function, conference, or
14 hearing.

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

18 Sec. 2. Original section 81-1174, Revised Statutes
19 Cumulative Supplement, 2010, is repealed.