



PROFESSIONAL LEAVE EXPENSE FUND REQUEST FORM
This form must be completed for all professional leave requests prior to attending the event.

NAME: STAFF VENDOR #:

EVENT: DATE(S) OF EVENT:

PURPOSE FOR ATTENDANCE:

LOCATION:

ESTIMATED EXPENSES (FEDERAL PER DIEM RATE)						
Lodging	Meals	Registration	Mileage	Airfare/Parking/Rental	Other	TOTAL
TOTAL ESTIMATED EXPENSES						

***Under comments please fill in the hotel you stayed in, vendor of registration, or any other comments.**
ACTUAL EXPENSES

PERSONAL EXPENSES (FEDERAL PER DIEM RATE)							EXCESS
Lodging	Meals	Registration	Mileage	Airfare/Parking/Rental	Other	TOTAL	
Comments							

Capital One-Credit Card							EXCESS
Lodging	Meals	Registration	Mileage	Airfare/Parking/Rental	Other	TOTAL	
Vendor/Comments							

DIRECT BILL							EXCESS
Lodging	Meals	Registration	Mileage	Airfare/Parking/Rental	Other	TOTAL	
Vendor/Comments							
Vendor/Comments							
Vendor/Comments							
Vendor/Comments							
Vendor/Comments							

TOTAL ACTUAL EXPENSES

Leave Approved	Expenses Approved	Administrator Expense Approval

Office use only

TRA #: _____

Vendor Name: _____

Vendor Number: _____

Code: _____

Total: _____

Totals-Office use only

Personal _____

Capital One _____

Direct Bill _____

Other _____

Total TRA

REIMBURSEMENT PROCEDURES

For **PROMPT** reimbursement fill out the **approved** TRA form completely online. **Return complete TRA/Expense reimbursement document to:** Department Bookkeeper. **REIMBURSEMENT REQUEST RETURNED LATER THAN 5 DAYS AFTER THE EVENT MAY BE HELD FOR REIMBURSEMENT FOR UP TO ONE MONTH AFTER RECEIPT. TRA's will only be paid in the fiscal year the staff member attended the conference/event.**

RECEIPT (S): Please attach the following:

- A) Registration/conference fee receipt. SPED put under the P.O. TRA tab with the dollar amount and the vendor name under comments. Only if you had Angie register you.
- B) Original hotel/motel bill with "0" balance or "paid." If lodging is to be direct billed indicate DB on the TRA/Expense form.
- C) **All** meal receipts must be **ITEMIZED RECEIPTS ONLY.** (Credit card receipts showing only the total are **NOT** accepted unless attached with itemized receipt. Both receipts must be attached for reimbursement (credit card and itemized receipts). Handwritten receipts will only be reimbursed if the restaurant does not serve alcohol and a copy/photo of the menu is provided.
- D) Parking in a Garage or Lot—receipt required for reimbursement. Metered on-street parking costs do not require a receipt. **Airport Parking** will be reimbursed at the long-term economy rate unless pre-approved by supervisor.
- E) Agenda or other documentation of event is required with Final TRA. Certificates will **not** be accepted as documentation.

MEALS:

- A) Tips are reimbursed at 15% of the total bill.
- B) No alcohol receipts reimbursed.
- C) Meals are only reimbursed if the TRA indicates an overnight stay. Meals will **NOT** be reimbursed for a one-day conference unless the meal falls under item D.
- D) Working lunches are up to Administrator/Department Designee's discretion. Staff Member must provide an agenda with receipt. The IRS/per diem breakout dollar amount must be followed per meal. **i.e.** your lunch receipt will be reimbursed up to \$12 the rest is your personal expense. Company credit cards can only be used if the total receipt is less than the breakout per diem.
- E) I.E. will not be reimbursed. (Snacks and beverages between meals)

MILEAGE:

- A) Reimbursement is based on the **IRS mileage rate.**
- B) A staff member, when using his or her own vehicle for travel, shall take the most direct route between two points of travel and shall report ACTUAL miles driven. Any deviation, alternative routes, multiple stops or unusual circumstances need an explanation in an email to Department Bookkeeper.
- C) Central accounting may use map quest or staff handbook mileage sheet to verify mileage amounts.
- D) **All APPROVED expenses must be shown on the final TRA under personal, credit card, direct bill or P.O.**
- E) The Comment section is for the vendors name so the bookkeeper can match the receipts.
- F)

To check for a Per Diem rate in Nebraska and outside of Nebraska go to:
<https://www.gsa.gov/portal/category/100120> or contact your bookkeeper.

Lodging \$94 and Breakfast \$13-Lunch \$14-Dinner \$23=\$50

Lodging \$109 and Breakfast \$14-Lunch \$16-Dinner \$26=\$56 (Omaha only)

Over night events-Anything over the Per Diem rate is considered **EXCESS** and will need to be approved by the Board