

## LEGISLATIVE BILL 533

Approved by the Governor May 26, 2009

Introduced by Price, 3; McCoy, 39.

FOR AN ACT relating to the Department of Administrative Services; to amend section 81-1174, Reissue Revised Statutes of Nebraska; to change provisions relating to expense reimbursement; to repeal the original section; and to declare an emergency.

Be it enacted by the people of the State of Nebraska,

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

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

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

The Accounting Administrator may require less supporting detail for requests covered in this section but shall not impose reporting requirements which exceed those listed unless specifically authorized by other provisions of law. No request shall be submitted by an individual for an expense when such expense has been paid by the agency or department concerned.

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

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

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

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

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

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

Sec. 3. Since an emergency exists, this act takes effect when passed and approved according to law.