

Update to University Travel Policy

A recent update was made to the university travel policy. The change can be found on page 10, referring to the travel expense deadline.

- *Previous version* – Reimbursement expense claims must be submitted and approved by the Traveler's Financial Approver(s) through the University expense management tool no later than sixty (60) calendar days after the final day on which expenses were incurred.
- *Current version* – All travel expenses must be submitted within 60 days after the last day of travel. Expenses submitted past this deadline will not be paid or reimbursed. This State of Nebraska statutory requirement cannot be waived.

The travel policy is located [here](#).
