



Jim Pillen, Governor

MEMORANDUM

To: All NCC Grant Recipients
From: Amy Hoffman, Director, Justice and Youth Programs Division
Date: August 22, 2025
Re: Change in Travel Policy

Effective October 1, 2025, the travel policy for all awards and subawards from the Nebraska Crime Commission will now follow the State of Nebraska, Department of Administrative Services travel policy for grant funded travel. Agencies will no longer submit and follow their own travel policy for overnight grant funded travel. Agencies will use the State of Nebraska travel expense reimbursement form (ERD) when submitting reimbursement requests with overnight travel.

Pursuant to the Department of Administrative Services travel policy regarding meals, all allowable meal expenses incurred during travel will be reimbursed by the grant at 70% of the daily federal per diem rate ("State Per Diem Rate") based on travel destination. The first and last day of travel will be prorated at 75% of the State Per Diem Rate. See below for further details.

- **Mileage** – reimbursable at the rate listed for business travel specified on the IRS website:
<https://www.irs.gov/tax-professionals/standard-mileage-rates>
- **Airfare** – air travel should be utilized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to "coach" fare. Airfare that exceeds \$500 must obtain written approval from the Grant Administrator. Grantee must have three quotes for airfare at the time of booking. Reimbursable flights should be booked. Airfare must be the least expensive unrestricted accommodations class EXCEPT when travel would:
 1. Require circuitous routing
 2. Require traveling during unreasonable hours
 3. Excessively prolong travel
 4. Result in additional costs that would offset the transportation savings
 5. Offer accommodations to meet traveler's medical needs - Documentation must be provided to justify the expense on a case-by-case basis.
- **Lodging** – allowable expense if the person is more than 60 miles from his/her workplace. Exceptions may be made due to weather, work requirements, or medical conditions. If any of those circumstances exist, the reason must be clearly stated on the reimbursement documentation. Lodging is available for reimbursement the night before an activity begins through the night before an activity ends. Rates must not exceed those listed for the location of travel which is found on the General Services Administration (GSA) [website](#).

Bryan Tuma, Executive Director

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- **Meals**

Overnight Travel - Meal expenses incurred during travel shall be reimbursed (Breakfast, Lunch, Dinner) on a per diem basis pursuant to Neb. Rev. Stat. § 81-1174, based on the destination of the travel. The State per diem rates shall be 70% of the relevant federal rates (General Services Administration for travel within the contiguous United States). Travel start and stop times must be included (IRS requirements). Meals will be reimbursed for full day regardless of start and stop time.

The Expense Reimbursement Document (ERD) will calculate the full reimbursement for each day based on the following:

- The Per Diem Rate shall be based on the original Destination City. ([GSA Per Diem Rates](#))
- The first and last day of travel will be prorated at 75% of the State Per Diem Rate.
- Any meal that is provided shall be deducted from the daily Per Diem Rate. Examples include:
 - Meals provided by conference or meeting
 - Meals provided by the hotel (i.e., continental breakfast)
 - Meals purchased by a 3rd Party

One-Day Travel - Meal expenses for one day travel are not reimbursable.

Other – the following fees are reimbursable for out-of-state travel:

- Luggage Fees – one checked-in bag is reimbursable. The Crime Commission is not responsible for additional fees incurred for exceeding the maximum weight limitations for standard luggage fees.
- Private transport – must be reasonable and comparable to public transportation if available. Several forms of private transport include Uber, Lyft, taxi, etc. Tips are not to exceed 20% of the bill.
- Public transport – metro, bus, train, ferry, trolley, subway, etc.
- Rental car – only allowable if prior written approval is obtained by the Grant Administrator. A cost analysis will need to be submitted which details that renting a car is more economical than utilizing public transportation from the airport to the lodging facility.
- Parking – when utilizing air travel, parking costs for a vehicle are reimbursable for only the necessary days of travel. Parking costs for personal travel are the responsibility of the traveler. The parking option utilized must be economical and comparable to the other parking options surrounding the airport.

The Expense Reimbursement Document (ERD) can be found [here](#) on the DAS website, as well as the Nebraska Crime Commission website. More information on the travel policy of the State of Nebraska can be found [here](#). There is also a training video on completing the ERD form [here](#).