

Expense Invoicing Guidelines

The information below will help guide you through the expense voucher and allowable expense reimbursement. Contact the NCV-TTAP Training Specialist if you have any questions.

Please note the following before filling out and submitting the Expense Voucher:

- Make sure that ALL receipts are legible.
- Type out the M&IE and miscellaneous expenses (if any), on page 2.
- Signature must be certified e-signature or form should be printed and signed by hand. Typed signatures, using a script font will not be accepted.
- All receipts and invoices must be received within 14 days of the training.
- Payment will be within 45 calendar days from the invoice receipt date.

Regarding Expense Types:

1. Airfare/Train Fare/Baggage Fees:

- Include itinerary with flight/train cost and baggage fee receipts, if any.
- Fees associated with seat upgrades for additional legroom, first class, etc., are **not** reimbursable, unless required due to medical needs.
- Include the meals purchased during the flight/on train under M&IE; not the flight/train cost.

2. Lodging:

NCV- TTAP will not be able to reimburse any lodging rate higher than the federally approved lodging rate for the event location, unless no rooms are available at the rate and documentation can be provided to verify.

3. Meals and Incidental Expenses (M&IE):

- NCV-TTAP reimburses only **actual M&IE expenses** incurred.
- Keep **all itemized meal receipts** for reimbursement.
- M&IE may not exceed the Federal M&IE rate for the event location.
- Alcoholic beverages are **not** reimbursable.
- If alcohol is purchased during the meal, ask the server to put the alcoholic beverage on a separate check. *Alcoholic beverages should not be included on any receipts.*
- NCV-TTAP will reimburse up to 20% tip on allowable meals.

4. Ground Travel: *Includes taxis/shuttles, parking, other local travel (subway, tolls, etc.), and gas mileage.*

- For gas mileage reimbursement, provide a map printout (e.g., Google maps, MapQuest) with origin and destination addresses.

5. Rental cars must be authorized by NCV-TTAP prior to travel.

- **For approved rental cars**, additional upgrades including, but not limited to, car class, toll devices, GPS, satellite radio, car seats, auto insurance, and prepaid fuel options are NOT reimbursable.

6. Miscellaneous expenses are approved and reimbursed on a case-by-case basis.

- Allowable expenses may include conference registration, photocopying, phone/fax. Talk with the NCV-TTAP Training Specialist before incurring the cost.
- Non-allowable expenses may include, but are not limited to, ink cartridges, computer software, easels, dry cleaning, clothes, toiletries, ATM fees, or entertainment.

Expense Voucher

From	
Recipient Name:	
Check payable to:	
Recipient Address:	

To
tonia.nantkes@nebraska.gov Nebraska Crime Commission PO Box 94946 Lincoln, NE 68509

Recipient Number:	
Recipient Email:	
W-9 Filled Out:	Yes or No <i>If no fill it out.</i>

Total Travel Days:

Training/Conf. Name:	
Conference/Training Dates:	
Starting Destination:	
Final Destination:	

Travel Expenses

Expense Type	Total Costs
Lodging Number of Days: Lodging rate:	[]
Airfare/Train fare (including baggage fees):	[]
Meals and Incidental Expenses (M&IE): M&IE (Full): M & IE (Travel):	[]
<i>Not to exceed daily rate; please keep all itemized receipts.</i>	
Rental Car & Fuel:	[]
Parking:	[]
Taxi/Shuttle/Bus:	[]
Gas Mileage Total Miles: Rate: \$0.580	[]
Miscellaneous expenses:	[]
Travel Expense Subtotal:	

Total Invoice Amount :

"By signing this form, I confirm these charges are accurate, do not exceed the allowable expenses as noted in the approved budget, and alcohol was not purchased using NCV funding. I also acknowledge that any expenses without receipts may not be reimbursed."

Grantee Signature & Date

NCV TTAC Manager Signature & Date

