

TRANSPORTATION DOCUMENT NUMBER	LODGING DOCUMENT NUMBER

STATE OF NEBRASKA

EXPENSE REIMBURSEMENT REQUEST

BATCH NUMBER	DOCUMENT NUMBER

DATE	NAME OF PLACE AND NATURE OF SERVICE <small>Enter start and stop points for each trip State purpose of each trip</small>	TRAVEL TIMES		MEALS	LODGING	TRANSPORTATION			MISCELLANEOUS		TOTAL
		STARTED	STOPPED	Actual Amounts only	DB1, DB2, etc., if direct billed	RATE	MILES TRAVELED	AMOUNT	DESCRIPTION	AMOUNT	
2017				B		0.535		-			-
month/day				L		0.535		-			-
				D		0.535		-			-
				B		0.535		-			-
				L		0.535		-			-
				D		0.535		-			-
				B		0.535		-			-
				L		0.535		-			-
				D		0.535		-			-
				B		0.535		-			-
				L		0.535		-			-
				D		0.535		-			-
				B		0.535		-			-
				L		0.535		-			-
				D		0.535		-			-
				B		0.535		-			-
				L		0.535		-			-
				D		0.535		-			-
				B		0.535		-			-
				L		0.535		-			-
				D		0.535		-			-
				B		0.535		-			-
				L		0.535		-			-
				D		0.535		-			-
				B		0.535		-			-
				L		0.535		-			-
				D		0.535		-			-
				B		0.535		-			-
				L		0.535		-			-
				D		0.535		-			-
				B		0.535		-			-
				L		0.535		-			-
				D		0.535		-			-
				B		0.535		-			-
				L		0.535		-			-
				D		0.535		-			-
				B		0.535		-			-
				L		0.535		-			-
				D		0.535		-			-
				B		0.535		-			-
				L		0.535		-			-
				D		0.535		-			-
				D		0.535		-			-
			TOTALS					-			-

DB: 1												
DB: 2							Business Unit	Object Code	Amount			
DB: 3												
DB: 4												
DB: 5												

NAME and TITLE	ADDRESS BOOK NUMBER	HEADQUARTER CITY		SUPERVISOR or APPROVER SIGNATURE				DATE
ADDRESS	CITY	STATE	ZIP CODE					
			NE					
I claim reimbursement for the above expenses incurred by me in the line of duty and in accordance with Nebraska State Statutes. I declare that this is a true account of such expenses for which payment has not previously been made by the State of Nebraska or another source.		I declare that this		I certify that reimbursement for use of privately owned vehicles is authorized according to the provisions of NE State Statutes sections 81-1014 & 81-1176.				Veh. Lic.#
EMPLOYEE SIGNATURE		DATE		AUTHORIZED SIGNATURE				DATE