

LEGISLATIVE BILL 413

Approved by the Governor May 3, 1985

Introduced by Landis, 46; Chronister, 18

AN ACT relating to state officers; to amend section 84-306.01, Revised Statutes Supplement, 1984; to change provisions relating to the authorization of certain travel and the payment of certain expenses as prescribed; and to repeal the original section.

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

Section 1. That section 84-306.01, Revised Statutes Supplement, 1984, be amended to read as follows:

84-306.01. Whenever any state officer, employee, or member of any commission, council, committee, or board of the state is entitled to be reimbursed for actual expenses incurred by him or her in the line of duty, he or she shall be required to present a claim each month to the Director of Administrative Services. Each claim shall be fully itemized, including when, where, and why the expense was incurred and the actual amount involved. When reimbursement is claimed 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 on such claim. When reimbursement is claimed for mileage by automobile, the license number, the owner of the automobile used, and the rate per mile being claimed shall also be shown on each claim. The Accounting Administrator may require less supporting detail for claims covered in this section, but shall not impose reporting requirements which exceed those listed, unless specifically authorized by other provisions of law. No claim 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 claimed, the cost of operating the airplane at rates per mile as established by the Department of Administrative Services shall be shown on such claim. ~~When travel is~~ Travel by privately owned airplane or personally rented airplane, ~~the approval of the Governor shall be obtained before such travel occurs.~~ Such travel 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 claimed. 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, 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 headquarters primary work location of such individual is located, except that individuals required to attend official functions, meetings conferences, or hearings within such location, not to include normal day-to-day operations of the department, agency, commission, council, committee, or board, may in the headquarters city when the individual's primary work location and city of residence is other than the headquarters city, shall 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. That original section 84-306.01, Revised Statutes Supplement, 1984, is repealed.