

VRIS UPDATE

Expense Reimbursement Effective February 2, 2011 Number 302

SUMMARY OF UPDATES

1. Expense reimbursements will now be completed in QUEST II.
2. All staff need to verify that their address in QUEST II is correct. Follow the Link to QUEST II from the VRIS home page. From the Main Menu of QUEST II under Administration, click on the Hierarchy tab, from the Hierarchy screen click the Employee Roster tab. Please check to make sure your address and phone number is correct, if not please make the changes.
3. Time Limit – Expense reimbursements must be received in the State Office no later than 55 days after travel in order for payments to be processed within the 60 days required by State Statute.
4. Meal Reimbursement – VR staff cannot exceed the IRS guidelines for meal reimbursement. Exceptions must be approved by the Director, and will only be approved in rare situations such as when a staff member eats as part of a larger group and the bill is split evenly among all parties (in this example the only option is to pay their “share” of the bill, which may exceed the IRS guideline amount).

Exceptions will not be made for situations in which staff arbitrarily choose to exceed the IRS guideline amount. For example:

- “Olive Garden is expensive.”
- “I wanted the swordfish!”
- “Sushi is expensive and good!”
- “I was hungry!”
- “No special reason; food choice was over limit.”
- “I had the salad bar with dinner.”
- “Didn't know the maximum amount.”
- “As a new employee, I did not realize the amount for meals.”
- “I ordered desert.”
- “Ordered an appetizer to share w/group of employees.”

Staff who choose to exceed the IRS guideline amount can only request reimbursement up to the amount of the IRS guideline. QUEST II is programmed to display the Nebraska IRS guideline amounts (excluding Douglas County) when meal reimbursements are entered. If staff travel to a city with higher IRS guidelines, the actual amount spent (up to the IRS guidelines for that city) can be entered in QUEST II, and the “reason” should be entered as “IRS guidelines for (city) are \$” (i.e., IRS guidelines for Kansas City are \$58).

VRIS POSTING

The Quick Reference for Travel Allowance will be removed from VRIS and a document ([Expense Reimbursement](#)) with links related to expense reimbursement information will be added.

Instructions for Office Directors to [approve/reject](#) an expense document in QII will be added to the Office Director wiki.

Instructions for Fiscal Associates to [batch expense reimbursement](#) invoices in QII will be added to the Fiscal page.

FORMS REVISED

None

QUEST UPDATE

Expense Reimbursement in QUEST I will no longer be available as of February 2, 2011.

The Expense Reimbursement System in QUEST II can be accessed by going to VRIS and clicking Link to QUEST II (formerly Link to Time/Leave System). This will take you to QUEST II for both expense reimbursement and time/leave.

MONITORING REQUIREMENTS

Office Directors should monitor expense documents to ensure they follow policy changes.

TEAM COMMUNICATION

Office Directors please make sure that your staff have verified their addresses in QUEST II
Office Directors and Associates should discuss with their team.

LEADERSHIP CONTACT

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