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**SERVICE CONTRACT**

**BETWEEN THE**

**NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILDREN AND FAMILY SERVICES  
AND**

**PATRICIA A. WULFF**

This contract is entered into by and between the Nebraska Department of Health and Human Services, **DIVISION OF CHILDREN AND FAMILY SERVICES** (hereinafter "DHHS"), and **PATRICIA A. WULFF** (hereinafter "Contractor").

**PURPOSE.** The purpose of this contract is to conduct a monthly financial review of Southern Sudan Community Association (SSCA) and as appropriate, provide technical assistance. The review is specific to the Refugee Social Service Program and will continue until an audit finds internal controls at SSCA are sufficient to meet standards and DHHS is satisfied that SSCA will continue to maintain checks and balances.

**I. TERM AND TERMINATION**

- A. **TERM.** This contract is in effect from May 1, 2010 until April 30, 2011.
- B. **TERMINATION.** This contract may be terminated at any time upon mutual written consent or by either party for any reason upon submission of written notice to the other party at least Thirty (30) days prior to the effective date of termination. DHHS may also terminate this contract in accord with the provisions designated "FUNDING AVAILABILITY" and "BREACH OF CONTRACT." In the event either party terminates this contract, the Contractor shall provide to DHHS all work in progress, work completed, and materials provided to it by DHHS in connection with this contract immediately.

**II. CONSIDERATION**

- A. **TOTAL PAYMENT.** DHHS agrees to pay the Contractor \$65.00 per hour for completion of the services specified in Article III, with the total payment for billable hours not to exceed \$4,035 (Four thousand thirty-five dollars). Contractor's billable hours include time for review of OMB A-133 audit reports and Audit of Financial Statements, travel to site, on-site interviews, on-site and off-site review of documentation, conferring with DHHS staff, preparation of typewritten reports, and technical assistance when appropriate.

- B. Contractor will be reimbursed for mileage, as warranted, in accordance with current State policy to a maximum of \$850 (Eight hundred and fifty dollars). (See attached Exhibit 1: Travel & Expense Policy of DHHS.)
- C. Total payment for both billable hours and expense reimbursement shall not exceed \$4,035 (Four thousand thirty-five dollars).
- D. PAYMENT STRUCTURE. Payment shall be structured as follows:

<u>For Invoice for completed reviews received on:</u>	<u>Payment Issued by:</u>
1. May 15, 2010 .....	June 28, 2010
2. June 15, 2010 .....	July 29, 2010
3. July 15, 2010 .....	August 28, 2010
4. August 15, 2010.....	September 28, 2010
5. September 15, 2010 .....	October 28, 2010
6. October 15, 2010 .....	November 29, 2010
7. November 15, 2010 .....	December 29, 2010
8. December 15, 2010 .....	January 28, 2011
9. January 15, 2011 .....	February 28, 2011
10. February 15, 2011 .....	March 28, 2011
11. March 15, 2011 .....	April 28, 2011
12. April 15, 2011 .....	May 27, 2011

### III. SCOPE OF SERVICES

- A. The Contractor shall do the following:
  - 1. Contractor will schedule and conduct a monthly on-site financial review of the Refugee Social Service Grant.
    - a. A review shall include gathering information regarding governance to the extent specified and directed by DHHS.
    - b. Contractor will review trace documentation of all invoices processed and paid for the period under review related to funds received from DHHS. Documentation must be audited for completeness, accuracy, allocation methodology, reasonableness, allowability of costs, and proper procedures.
    - c. Contractor will review the subrecipient responses to findings of material weaknesses of its internal control as presented either in its Audit of Financial Statements or Management Letter when the agency is audited.
    - d. Contractor will review the agency trimester Refugee Social Service report prior to its submission.

- e. Contractor will provide limited guidance on correct accounting procedures as needed.
2. Contractor will maintain a time log and monitor the cumulative billable hours per site review, alerting DHHS if any monthly review takes more than 3 hours. Upon request, the Contractor agrees to allow DHHS staff to observe Contractor in the review.
3. Contractor will initiate a management discussion with relevant representative(s) of SSCA as Contractor determines may be helpful or necessary based on the review.
4. Contractor will produce typewritten reports in a format agreed upon by the parties. Contractor's written report from each monthly review is due within 30 days of the respective on-site review.
5. Contractor shall submit invoices monthly including hours and expenses broken down by program specified in III.A.1. for billable hours and expenses for completed reviews. A monthly review is complete when the typewritten report is submitted to DHHS.

B. DHHS shall do the following:

1. DHHS will provide written and/or verbal review instructions.
2. DHHS will assess Contractor's progress through in-person, telephone, or e-mail contacts on a minimum quarterly basis, as well as review of reports submitted by Contractor.
3. DHHS shall make payments to the Contractor within 45 days of receipt and acceptance of Contractor's reports and invoice that includes statement of services for completed reviews and the out-of-pocket expenses associated with the completed reviews.
4. For purposes of this contract, Contractor's primary contact for the Division of Children and Family Services is Karen Parde, Refugee Program Coordinator.

#### **IV. GENERAL PROVISIONS**

A. ACCESS TO RECORDS AND AUDIT RESPONSIBILITIES.

All Contractor books, records, and documents regardless of physical form, including data maintained in computer files or on magnetic, optical or other media, relating to work performed or monies received under this contract shall be subject to audit at any reasonable time upon the provision of reasonable notice by DHHS. Contractor shall maintain all records for five (5) years from the date of final payment, except that records

that fall under the provisions of Health Insurance Portability and Accountability Act (HIPAA) shall be maintained for six (6) full years from the date of final payment. In addition to the foregoing retention periods, all records shall be maintained until all issues related to an audit, litigation or other action are resolved to the satisfaction of DHHS. All records shall be maintained in accordance with generally accepted business practices.

1. The Contractor shall provide DHHS any and all written communications received by the Contractor from an auditor related to Contractor's internal control over financial reporting requirements and communication with those charged with governance including those in compliance with or related to Statement of Auditing Standards (SAS) 112 *Communicating Internal Control related Matters Identified in an Audit* and SAS 114 *The Auditor's Communication with Those Charged With Governance*. The Contractor agrees to provide DHHS with a copy of all such written communications immediately upon receipt or instruct any auditor it employs to deliver copies of such written communications to DHHS at the same time copies are delivered to the Contractor, in which case the Contractor agrees to verify that DHHS has received a copy.
2. The Contractor shall immediately correct any material weakness or condition reported to DHHS in the course of an audit and notify DHHS that the corrections have been made.
3. In addition to, and in no way in limitation of any obligation in this contract, the Contractor shall be liable for audit exceptions, and shall return to DHHS all payments made under this contract for which an exception has been taken or which has been disallowed because of such an exception, upon demand from DHHS.

B. AMENDMENT. This contract may be modified only by written amendment, executed by both parties. No alteration or variation of the terms and conditions of this contract shall be valid unless made in writing and signed by the parties.

C. ANTI-DISCRIMINATION. The Contractor shall comply with all applicable local, state and federal statutes and regulations regarding civil rights and equal opportunity employment, including Title VI of the Civil Rights Act of 1964; the Rehabilitation Act of 1973, Public Law 93-112; the Americans With Disabilities Act of 1990, Public Law 101-336; and the Nebraska Fair Employment Practice Act, NEB. REV. STAT. §§ 48-1101 to 48-1125. Violation of said statutes and regulations will constitute a material breach of contract. The Contractor shall insert this provision in all subcontracts.

D. ASSIGNMENT. The Contractor shall not assign or transfer any interest, rights, or duties under this contract to any person, firm, or corporation without prior written consent of DHHS. In the absence of such written consent, any assignment or attempt to assign shall constitute a breach of this contract.

- E. ASSURANCE. If DHHS in good faith, has reason to believe that the Contractor does not intend to, is unable to, or has refused to perform or continues to perform all material obligations under this contract, DHHS may demand in writing that the Contractor give a written assurance of intent to perform. Failure by the Contractor to provide written assurance within the number of days specified in the demand may, at DHHS's option, be the basis for terminating this contract.
- F. BREACH OF CONTRACT. DHHS may terminate the contract, in whole or in part, if the Contractor fails to perform its obligations under the contract in a timely and proper manner. DHHS may, by providing a written notice of default to the Contractor, allow the Contractor to cure a failure or breach of contract within a period of thirty (30) days or longer at DHHS's discretion considering the gravity and nature of the default. Said notice shall be delivered by Certified Mail, Return Receipt Requested or in person with proof of delivery. Allowing the Contractor time to cure a failure or breach of contract does not waive DHHS's right to immediately terminate the contract for the same or different contract breach which may occur at a different time. DHHS may, at its discretion, contract for any services required to complete this contract and hold the Contractor liable for any excess cost caused by Contractor's default. This provision shall not preclude the pursuit of other remedies for breach of contract as allowed by law.
- G. CONFIDENTIALITY. Any and all information gathered in the performance of this contract, either independently or through DHHS, shall be held in the strictest confidence and shall be released to no one other than DHHS without the prior written authorization of DHHS, provided, that contrary contract provisions set forth herein shall be deemed to be authorized exceptions to this general confidentiality provision. This provision shall survive termination of this contract.
- H. CONFLICTS OF INTEREST. In the performance of this contract, the Contractor shall avoid all conflicts of interest and all appearances of conflicts of interest. The Contractor shall immediately notify DHHS of any such instances encountered so that other arrangements can be made to complete the work.
- I. DATA OWNERSHIP AND COPYRIGHT. All data collected as a result of this project shall be the property of DHHS. The Contractor shall not copyright any of the copyrightable material produced in conjunction with the performance required under this contract without written consent from DHHS. DHHS hereby reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the copyrightable material for state government purposes. This provision shall survive termination of this contract.
- J. DEBARMENT, SUSPENSION OR DECLARED INELIGIBLE. The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

- K. DOCUMENTS INCORPORATED BY REFERENCE. All references in this contract to laws, rules, regulations, guidelines, directives, and attachments which set forth standards and procedures to be followed by the Contractor in discharging its obligations under this contract shall be deemed incorporated by reference and made a part of this contract with the same force and effect as if set forth in full text, herein.
- L. DRUG-FREE WORKPLACE. Contractor certifies that it maintains a drug-free workplace environment to ensure worker safety and workplace integrity. Contractor shall provide a copy of its drug-free workplace policy at any time upon request by DHHS.
- M. FEDERAL FINANCIAL ASSISTANCE. The Contractor will comply with all applicable provisions of 45 C.F.R. §§ 87.1-87.2. The Contractor shall not use direct federal financial assistance to engage in inherently religious activities, such as worship, religious instruction, and/or proselytization.
- N. FORCE MAJEURE. Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under this contract due to a natural disaster, or other similar event outside the control and not the fault of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach of this contract. The party so affected shall immediately give notice to the other party of the Force Majeure Event. Upon such notice, all obligations of the affected party under this contract which are reasonably related to the Force Majeure Event shall be suspended, and the affected party shall do everything reasonably necessary to resume performance as soon as possible. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under this contract.
- O. FUNDING AVAILABILITY. DHHS may terminate the contract, in whole or in part, in the event funding is no longer available. Should funds not be appropriated, DHHS may terminate the contract with respect to those payments for the fiscal years for which such funds are not appropriated. DHHS shall give the Contractor written notice thirty (30) days prior to the effective date of any termination. The Contractor shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event shall the Contractor be paid for a loss of anticipated profit.
- P. GOVERNING LAW. The contract shall be governed in all respects by the laws and statutes of the State of Nebraska. Any legal proceedings against DHHS or the State of Nebraska regarding this contract shall be brought in Nebraska administrative or judicial forums as defined by Nebraska State law. The Contractor shall comply with all Nebraska statutory and regulatory law.
- Q. HOLD HARMLESS.
1. The Contractor shall defend, indemnify, hold, and save harmless the State of Nebraska and its employees, volunteers, agents, and its elected and appointed

officials ("the indemnified parties") from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State of Nebraska, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Contractor, its employees, subcontractors, consultants, representatives, and agents, except to the extent such Contractor liability is attenuated by any action of the State of Nebraska which directly and proximately contributed to the claims.

2. DHHS's liability is limited to the extent provided by the Nebraska Tort Claims Act, the Nebraska Contract Claims Act, the Nebraska Miscellaneous Claims Act, and any other applicable provisions of law. DHHS does not assume liability for the action of its Contractors.

R. INDEPENDENT CONTRACTOR. The Contractor is an Independent Contractor and neither it nor any of its employees shall for any purpose be deemed employees of DHHS. The Contractor shall employ and direct such personnel as it requires to perform its obligations under this contract, exercise full authority over its personnel, and comply with all workers' compensation, employer's liability and other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer providing services as contemplated by this contract.

S. INVOICES: Invoices for payments submitted by the Contractor shall contain sufficient detail to support payment. Any terms and conditions included in the Contractor's invoice shall be deemed to be solely for the convenience of the parties.

T. INTEGRATION. This written contract represents the entire agreement between the parties, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this contract.

U. LOBBYING.

1. No Federal appropriated funds shall be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract or (a) the awarding of any Federal agreement; (b) the making of any Federal grant; (c) the entering into of any cooperative agreement; and (d) the extension, continuation, renewal, amendment, or modification of any Federal agreement, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, the Contractor

shall complete and submit Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- V. **NEBRASKA NONRESIDENT INCOME TAX WITHHOLDING**. Contractor acknowledges that Nebraska law requires DHHS to withhold Nebraska income tax if payments for personal services are made in excess of six hundred dollars (\$600) to any contractor who is not domiciled in Nebraska or has not maintained a permanent place of business or residence in Nebraska for a period of at least six months. This provision applies to individuals, to a corporation if 80% or more of the voting stock of the corporation is held by the shareholders who are performing personal services, and to a partnership or limited liability company if 80% or more of the capital interest or profits interest of the partnership or limited liability company is held by the partners or members who are performing personal services.

The parties agree, when applicable, to properly complete the Nebraska Department of Revenue Nebraska Withholding Certificate for Nonresident Individuals Form W-4NA or its successor. The form is available at:

[http://www.revenue.ne.gov/tax/current/f\\_w-4na.pdf](http://www.revenue.ne.gov/tax/current/f_w-4na.pdf) or

[http://www.revenue.ne.gov/tax/current/fill-in/f\\_w-4na.pdf](http://www.revenue.ne.gov/tax/current/fill-in/f_w-4na.pdf)

- W. **NEBRASKA TECHNOLOGY ACCESS STANDARDS**.

The Contractor shall review the Nebraska Technology Access Standards, found at <http://www.nitc.state.ne.us/standards/accessibility/tacfinal.html> and ensure that products and/or services provided under the Contract comply with the applicable standards. In the event such standards change during the Contractor's performance, the State may create an amendment to the Contract to request that Contract comply with the changed standard at a cost mutually acceptable to the parties.

- X. **NEW EMPLOYEE WORK ELIGIBILITY STATUS**. The Contractor shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Contractor is an individual or sole proprietorship, the following applies:

1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).
2. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the US Citizenship and Immigration Services

documentation required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.

3. The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by NEB. REV. STAT. § 4-108.

- Y. **PROMPT PAYMENT.** Payment shall be made in conjunction with the State of Nebraska Prompt Payment Act, NEB. REV. STAT. §§ 81-2401 through 81-2408. Unless otherwise provided herein, payment shall be made by electronic means.

ACH Enrollment Form Requirements for Payment

"It is the responsibility of the vendor to complete and sign the State of Nebraska ACH Enrollment Form and to obtain the necessary information and signatures from their financial institution. The completed form must be submitted before payments to the vendor can be made."

Download ACH Form:

[http://www.das.state.ne.us/accounting/nis/address\\_book\\_info.htm](http://www.das.state.ne.us/accounting/nis/address_book_info.htm)

- Z. **PUBLIC BENEFITS ELIGIBILITY STATUS.** If pursuant to this contract and NEB. REV. STAT. §§ 4-108 through 4-114, the Contractor is providing a public benefit including any grant, contract, loan, professional license, commercial license, welfare benefit, health payment or financial assistance benefit, disability benefit, public or assisted housing benefit, postsecondary education benefit, food assistance benefit, or unemployment benefit or any other similar benefit provided by DHHS except, emergency health care services, short term noncash disaster relief, and life safety services, the Contractor shall, or as specifically otherwise agreed herein:

1. Have each applicant for public benefits attest that he or she is a U.S. citizen or qualified alien using the form at [www.das.state.ne.us](http://www.das.state.ne.us) or using the language from this form and placing it in other forms or documents used by the Contractor to process applications for public benefits.
2. If the applicant indicates he or she is an alien, the Contractor shall verify the applicant's lawful presence in the United States using the SAVE Program and retain such documentation, providing a copy upon request by DHHS.

- AA. **PUBLIC COUNSEL.** In the event Contractor provides health and human services to individuals on behalf of DHHS under the terms of this contract, Contractor shall submit to the jurisdiction of the Public Counsel under NEB. REV. STAT. §§ 81-8,240 through 81-8,254 with respect to the provision of services under this contract. This clause shall not apply to contracts between DHHS and long-term care facilities subject to the jurisdiction of the state long-term care ombudsman pursuant to the Long-Term Care Ombudsman Act.

- BB. RESEARCH. The Contractor shall not engage in research utilizing the information obtained through the performance of this contract without the express written consent of DHHS. The term "research" shall mean the investigation, analysis, or review of information, other than aggregate statistical information, which is used for purposes unconnected with this contract.
- CC. SEVERABILITY. If any term or condition of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this contract did not contain the particular provision held to be invalid.
- DD. SUBCONTRACTORS. The Contractor shall not subcontract any portion of this contract without prior written consent of DHHS. The Contractor shall ensure that all subcontractors comply with all requirements of this contract and applicable federal, state, county and municipal laws, ordinances, rules and regulations.
- EE. TIME IS OF THE ESSENCE. Time is of the essence in this contract. The acceptance of late performance with or without objection or reservation by DHHS shall not waive any rights of DHHS nor constitute a waiver of the requirement of timely performance of any obligations on the part of the Contractor remaining to be performed.

NOTICES. Notices shall be in writing and shall be effective upon receipt. Written notices, including all reports and other written communications required by this contract shall be sent to the following addresses:

**FOR DHHS:**

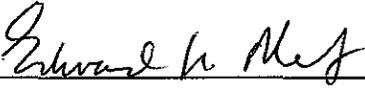
**Name** Karen Parde  
**Organization** Refugee Program  
 Division of Children and  
 Family Services  
**Address** PO Box 95026  
 301 Centennial Mall South  
**City, State, Zip** Lincoln NE 68509-5026  
**Phone** (402) 471-9264

**FOR CONTRACTOR:**

**Name** Patricia A. Wulff  
**Address** 26754 340<sup>th</sup> Street  
**City, State, Zip** Minden IA 51553-4080  
**Phone** (712) 483-2052

**IN WITNESS THEREOF**, the parties have duly executed this contract hereto, and each party acknowledges the receipt of a duly executed copy of this contract with original signatures.

FOR DHHS:

  
\_\_\_\_\_

Edward H. Matney  
Policy Section Administrator  
Division of Children and Family Services  
Department of Health and Human Services

DATE: 07 June 2010

FOR CONTRACTOR:

  
\_\_\_\_\_

Patricia A. Wulff

DATE: 6-17-10

# EXHIBIT 1

## Nebraska Department of Health and Human Services

### Travel and Expense Policies for Speakers, Boards, Councils, and Contractors

Traveling expenses for which reimbursement will be made are strictly confined to those essential to the transaction of official business. Expense is allowed for travel by automobile, train, bus or aircraft; ground transportation to and from terminals; meals (including tips and taxes); lodging; parking; tolls; baggage handling; taxi (including tips); telephone and postage. All expenses claimed shall reflect only those amounts actually expended.

**Original receipts must be submitted** in support of the following expenses: (a) airline, train, or bus tickets; (b) lodging; (c) postage; (d) toll fees exceeding one dollar; (e) registration or conference fees; and (f) claims for chartered or personally rented aircraft or automobiles.

Nebraska Department of Health and Human Services approval must be obtained prior to engaging in any travel at the Department's expense.

No reimbursement may be made for alcoholic beverages.

**No charges may be billed to the Department.** The Department may assist with making arrangements for airfare or lodging if requested.

Lodging Expenses - Receipts for lodging should be on the facility letterhead/paper and show the method of payment. Lodging may not be charged to the Department. Individuals must generally be more than 60 miles from his or her workplace in order to be eligible for lodging.

Only the single rate for lodging is reimbursable. If an Individual is accompanied by another person not on official Nebraska Department of Health and Human Services business, Individual will be responsible for all charges in excess of the appropriate single rate.

Meal Expenses - Only actual amounts paid for meals may be claimed. The Federal per diem standard rates are only a guideline and should not be claimed. Meals may not be charged to the Department. Individuals need to submit itemized receipts for meals, not credit card receipts.

When an Individual leaves for overnight travel on or before 6:30 a.m., breakfast may be reimbursed. If an Individual returns to the headquarters from overnight travel on or after 7:00 p.m., the evening meal may be reimbursed. When traveling on or before 6:00 p.m. an Individual may be reimbursed for evening meal expenses. Noon meals may be reimbursed if an Individual leaves on or before 11:00 a.m. (for overnight travel), or returns on or after 2:00 p.m. (from overnight travel).

At the Departments discretion, one-day travel meal expenses (breakfast and supper only) may be reimbursed when it is deemed necessary because of working conditions.

When an Individual leaves for one-day travel at or before 6:30 am or 1.5 hours before the normal work day begins, whichever is earlier, breakfast may be reimbursed. Noon meals for one-day travel are not reimbursable. When an individual returns from one-day travel after 7:00 pm or 2 hours after the normal work day ends, whichever is later, the evening meal may be reimbursed. (NOTE: The time limitations set forth for reimbursement of meal expenses incurred for one-day travel do not include the time taken for the meal.)

Meal expenses cannot be paid if incurred in your residence city.

Miscellaneous Expenses -Taxi fares, parking, city bus fares, baggage handling, tips, and telephone charges are reimbursable if necessary to conduct official Department business. Receipts are required for all miscellaneous expenses in excess of one dollar (with the exception of taxi fares and parking, which do not require a receipt).

Transportation Expenses – Air travel shall only be authorized when it is more economical than surface transportation. Reimbursement for commercial air travel will be limited to “coach” fare, if such seating is available at the time of ticket purchase. Transportation expenses are not to be charged to the Department.

Reimbursement will be made for use of a personal automobile for travel directly related to Department business. Reimbursement will be at the approved rate (currently \$.50 per mile).

When commercial air transportation is available, and an individual elects to travel by personal automobile, reimbursement will be limited to the appropriate air fare, or the mileage reimbursement, whichever is less.

Automobile rentals are generally not a reimbursable expense. Prior authorization may be granted under exceptional circumstances. Reimbursement policies and specific instructions will be provided when prior authorization is requested.

This summary of expense policies is intended to be a guide dealing with the most common types of expense items. If there are unusual circumstances, or if there is any question concerning anticipated expenses, please contact Karen Parde, 402-471-9264 for clarification prior to incurring the expense.