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**To:** [AS State Accounting Financial Contacts](#)  
**Cc:** [Broz, Jerry](#); [Carlson, Ron](#); [Diamond, Byron](#)  
**Subject:** Annual Notice for Commuting and Taxable Meals  
**Date:** Thursday, November 19, 2015 1:35:27 PM

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Issued for Jerry Broz, State Accounting Administrator:

This is a reminder to all agencies that commuting use of a State vehicle is a taxable fringe benefit reportable on the employee's W-2. State Accounting [Travel Policy # 2](#) contains instructions for agencies on how to enter this information into EnterpriseOne (E1) when an employee meets commuting reporting requirements. Entering this information into E1 is an agency's responsibility; information is not to be submitted to State Accounting for processing.

**Meals for one-day travel:**

Reimbursement incurred for one-day travel meal expenses exceeding \$200 per year is taxable, amounts coded to object code 571600 and 571900 from December 1, 2014 to November 30, 2015 per employee. State Accounting [Travel Policy # 6](#) contains instructions for agencies on how to enter this information into E1. Entering this information into E1 is an agency's responsibility; information is not to be submitted to State Accounting for processing. Each agency's Accounting and Payroll area will need to work together to enter the correct information into E1.

These policies and all State Accounting policies can be located at:  
[http://das.nebraska.gov/accounting/manual/manual\\_alpha.html](http://das.nebraska.gov/accounting/manual/manual_alpha.html)

If you have any questions regarding these issues, please contact me.

Sincerely

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