

From: Youngman, Curtis
Sent: Friday, December 05, 2014 9:01 AM
To: AS State Accounting Financial Contacts
Cc: Kadavath, Hari; Mohling, Weslie
Subject: Annual Notice for Commuting and Taxable Meals

Issued for Hari Kadavath, 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 when an employee meets commuting reporting requirements. Entering this information into EnterpriseOne 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 (separately or combined) from December 1, 2013 to November 30, 2014 for any employee. [State Accounting Travel Policy # 6](#) contains instructions for agencies on how to enter this information into EnterpriseOne. Entering this information into EnterpriseOne 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 EnterpriseOne.

These policies and all State Accounting policies can be located at:

http://das.nebraska.gov/accounting/manual/manual_alpha.html

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

Sincerely

Curt Youngman, CPA
State Financial Systems and Reports Coordinator
State Accounting