

From: [Kadavath, Hari](#)
To: [AS State Accounting Everyone](#); [AS State Accounting Financial Contacts](#); [AS State Accounting ICC](#); [AS State Accounting Management](#); [AS State Accounting Pre-Auditors](#)
Subject: Expense Reimbursement Form
Date: Tuesday, May 07, 2013 4:37:00 PM

DATE: May 7, 2013

TO: AS State Accounting Everyone, AS State Accounting Contacts, AS State Accounting ICC, AS State Accounting Management, and AS State Accounting pre-auditors.

FROM: Hari Kadavath, Administrator
State Accounting Division

SUBJECT: Expense Reimbursement Form

<http://das.nebraska.gov/accounting/forms/forms.htm>

The attached (click on the link above) Employee Expense Reimbursement request form was recently modified to address a statutory (81-1174) requirement to include Vehicle License number on the request form. This same statute allows the 'Accounting Administrator' to require less supporting detail for these reimbursement requests. It is my decision that Vehicle License Plate numbers are not required for these reimbursement requests, but State Accounting reserve the right to request the Vehicle License Plate Number, if needed. It is known that some Agencies request that license plate numbers be included on their reimbursement request forms. Therefore, it will be up to each Agency to decide if they want this information completed on each form, but if State Accounting makes a determination that Vehicle Number Plate information is needed, we will request such information.

Please let me know if you have questions.

Thanks.

Hari Kadavath
State Accounting Administrator
State Capitol, Room 1309
Direct Line: 402-471-0600
Fax: 402-471-2583
hari.kadavath@nebraska.gov



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