

From: [Roesler, Lynda](#)
Subject: Commuting and Taxable Meals
Date: Wednesday, December 07, 2011 10:15:37 AM

MEMORANDUM

TO: State Accounting Financial Contacts
FROM: Michael J. Keays, State Accounting Administrator
DATE: December 7, 2011
SUBJECT: Commuting and Taxable Meals

Commuting:

- 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 they have employees who meet the commuting regulations. Entering the information into EnterpriseOne is the agency's responsibility; no information is required to be submitted to State Accounting for processing.

Meals for one-day travel:

- Reimbursements incurred for meal expenses for one-day travel is taxable if the total amount coded to object code 571600 and object code 571900 (separately or together) exceeds \$200 per year (December 1 through November 30) for any one employee. [State Accounting Travel Policy # 6](#) contains instructions for agencies on how to enter this information into EnterpriseOne. Entering this information is the responsibility of the agency; no information is required to be submitted to State Accounting for processing.

Each agency's Accounting area and Payroll area will need to work together to enter the correct information into EnterpriseOne.

You can also access these policies, and all State Accounting policies at our web site located at: <http://www.das.state.ne.us/accounting/nis/amcon.htm>

If you have any questions regarding either of these issues, please let me know.

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