


## MEMORANDUM

**DATE:** October 20, 2009  
**TO:** Agency Financial Contacts and Pre-Auditors  
**FROM:** Lynda Roesler, State Internal Control Coordinator   
**SUBJECT:** Process when employee incurs expenses for TSB vehicles

I would like to clarify the process when an employee incurs expenses while using a TSB vehicle. The steps listed below should be followed:

1. The employee incurring the expense should request reimbursement on an expense reimbursement document, following their agency guidelines.
2. The employee's agency should create a voucher payable to the employee using an agency five digit business unit (fund number) and object code 132200; the voucher should be approved, pre-audited and posted.
3. The same day the payable is posted, the agency should send an email to Kim Frey ([kim.frey@nebraska.gov](mailto:kim.frey@nebraska.gov)) with the words "TSB Expenses" in the subject line. The following three items of information should be scanned and attached to the email:
  - a. A copy of the TSB Official Travel Log **or** Daily Trip Ticket.
  - b. A copy of the employee's expense reimbursement document. The document should be completed correctly and include the supervisor(s) signature(s). **On the expense reimbursement document, the agency should document the five digit business unit that was used to reimburse the employee.**
  - c. A copy of the receipt showing the amount of the expense and imprinted with the date and time of the transaction and the name of the vendor. This copy must be legible.

TSB will review the reimbursement request and, if approved, Administrative Services will process a reimbursement to the agency via a journal entry. The requesting agency will be notified when the journal entry is completed.

If you have any questions about this process, please let me know.