

# NEBRASKA

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DEPT. OF ADMINISTRATIVE SERVICES



Pete Ricketts, Governor

September 20, 2021

To: AS State Accounting Financial Contacts  
AS State Accounting ICC  
AS State Accounting Pre-Auditors  
AS State Accounting Everyone

From: Philip Olsen, Administrator  
DAS State Accounting

CC: Jason Jackson, Director  
Dept. of Administrative Services

Subject: 2021-2022 Per Diem Meal Rate Update

State Statute § 81-1174 provides that requests for any meal expense incurred during travel status shall be paid or reimbursed pursuant to a percentage of the per diem rates of the federal General Services Administration (GSA).

Effective October 1, 2021, the federal GSA Per Diem rates for meals are changing. All rates are increasing across the five tiers of rates. All other information regarding meal reimbursements remains the same.

The Administrative Services Expense Reimbursement Document (ERD) has been revised to reflect these rate changes. Please make sure to use an ERD with the updated rates for all State business travel activity beginning on or after October 1, 2021. The updated ERD is available at: [DAS Forms & Documents](#).

Please contact DAS teammate Nyla Thomsen ([nyla.thomsen@nebraska.gov](mailto:nyla.thomsen@nebraska.gov)) or Gail Witzki ([gail.witzki@nebraska.gov](mailto:gail.witzki@nebraska.gov)) if you have any questions.

A handwritten signature in cursive script that reads "Philip J. Olsen".

Philip J. Olsen, CPA, CISA

Administrator

Department of Administrative Services | STATE ACCOUNTING

P.O. Box 94664

Lincoln, Nebraska 68509-4664

1526 K Street, Ste. 190

Lincoln, Nebraska 68508

OFFICE 402-471-2581

FAX 402-471-2583

[das.nebraska.gov](http://das.nebraska.gov)