



Pete Ricketts, Governor

December 11, 2019

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: Annual Notice for Commuting and Taxable Meals

Commuting Use of a State Vehicle:

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* (http://das.nebraska.gov/accounting/manual/account_manual.html#t2) contains instructions for agencies on how to enter this information into EnterpriseOne (E1) when an employee meets commuting reporting requirements. Entering this information into E1 is an agency's responsibility; information is not to be submitted to State Accounting for processing.

Meals for One-Day Travel:

When reimbursements incurred for one-day travel meal expenses exceed a cumulative value of \$200 per year, the entire amount is taxable. Amounts coded to object codes 571600 and 571900 from December 1, 2018 to November 30, 2019 should be reviewed for each employee and reported accordingly. State Accounting *Travel Policy #6* (http://das.nebraska.gov/accounting/manual/account_manual.html#t6) contains instructions for agencies on how to enter this information into E1. Entering this information into E1 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 E1.

Please contact Jeff Schamp for payroll-related questions, and Chad Pinger with policy or object code related questions.

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Administrator

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