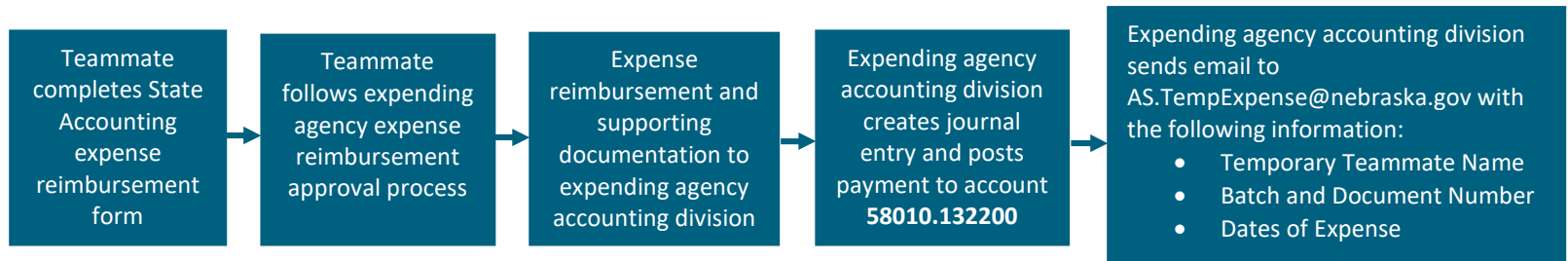


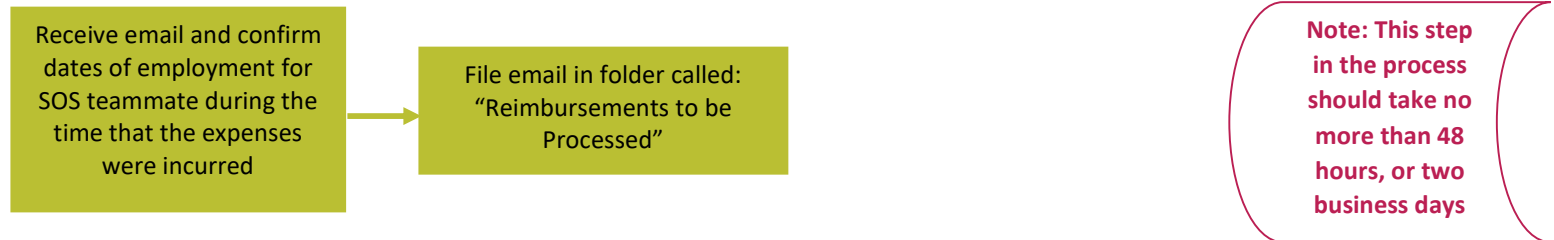
# Processing SOS Temporary Expense Reimbursement Requests

- Expense Reimbursement Requests for SOS Temporary Program Teammates should be processed based on the steps below.
- Note, Department of Administrative Services (DAS) does not need copies of the temporary teammate’s expense reimbursement or supporting documentation. The teammate’s expending agency should retain this documentation, or attach in E1, per the “State Accounting Manual – Procedure for Paying Employee Expenses Incurred By Another Agency.”
- All communication regarding SOS temporary expense reimbursements should be sent to the AS State Personnel Temp Expense mailbox at [AS.TempExpense@nebraska.gov](mailto:AS.TempExpense@nebraska.gov), including the information from the expending agency to process payment.
- For more information, contact the SOS Program at 402-471-2075 or State Accounting 402-471-2582.

## Teammate’s Expending Agency



## SOS Temporary Program (DAS)



## DAS Central Finance

