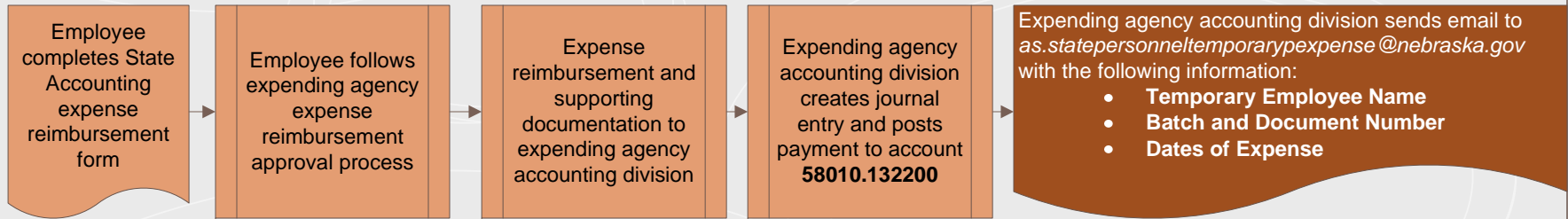


Processing SOS Temporary Expense Reimbursement Requests

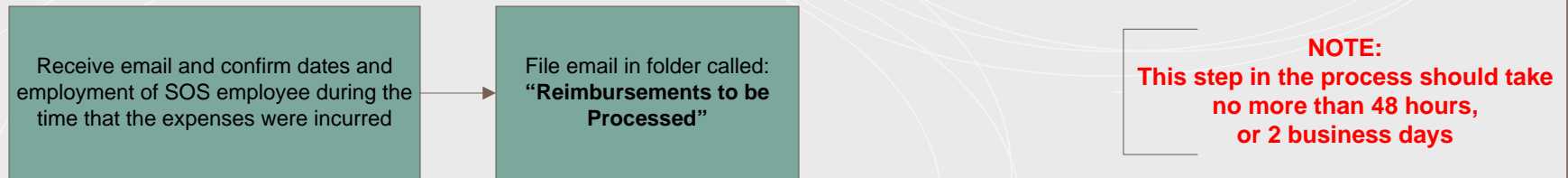
Changes to Process

- *Administrative Services does not need copies of the temporary employee's expense reimbursement or supporting documentation. This is retained at the employee's expending agency, or attached in E1, per the "State Accounting Manual – Procedure for Paying Employee Expenses Incurred By Another Agency."*
- *An email account has been created for SOS temporary expense reimbursement processing; the email address is: as.statepersonneltemporaryexpense@nebraska.gov.*
- *All communication regarding SOS temporary expense reimbursements will be sent to the AS State Personnel Temp Expense mailbox, including the information from the expending agency to process payment.*
- *For more information, contact Dianne Scott 402-471-4093 or Patty Steiner 402-471-3567*

Employee's Expending Agency



Administrative Services SOS Program



Administrative Services Central Finance

