

On June 24, 2026, the Nebraska Supreme Court approved the following rule amendments to Other Personnel-Related Policies, 5. Travel Policies, with a delayed effective date of July 1, 2026:

Other Personnel-Related Policies *

....

5. Travel Policies *

(* Note: See explanation under Other Related Policies.)

....

C. Mode of Travel

....

Personal Automobiles

A judicial officer or an employee will be reimbursed for use of a personal vehicle while on work-related business (this does not include commuting miles). When reimbursement is claimed for mileage by personal automobile, ~~the employee's number (which can be found on the employee's paystub)~~, the points between which said mileage occurred, the times of arrival and departure, and the necessity and purpose of such travel should be shown on such claim. Total reimbursable mileage will be ~~reimbursed~~ paid at the current mileage rate per mile per vehicle as determined by the Nebraska Supreme Court regardless of the fact that one or more persons may have been transported in the same vehicle. Funds expended for parking may be claimed in addition to mileage.

Mileage reimbursement will be based on the following definitions:

A primary work site is a judicial officer's or an employee's principal place of business or assigned headquarter office.

A secondary work site is any other place a judicial officer or an employee is required to report to work.

A temporary work site is a short-term assigned work site in addition to a judicial officer's or an employee's primary work site.

An employee's supervisor determines which site is the primary work site. All other sites are considered secondary/temporary work sites for mileage reimbursement purposes. The Nebraska Supreme Court ~~or the Judicial Resources Commission~~ determines the primary work site of judicial officers.

Mileage ~~from~~ between a judicial officer or an employee's residence ~~to~~ and a primary work site ~~and return~~ is considered commuting by the IRS and not reimbursable. ~~(See State Vehicle section below for more information regarding commuting.)~~

~~Mileage from a judicial officer or an employee's residence to a secondary or temporary work site and return, when the distance from home to the secondary or temporary work site is longer than from home to the primary work site, is reimbursable with the following limitation. Reimbursement is limited to the DIFFERENCE of mileage from home to the primary work site as compared to the mileage from home to the secondary or temporary work site.~~

When a judicial officer or an employee travels between their residence and a secondary/temporary work site, mileage will be reimbursed for the lesser of: mileage between the residence and a secondary/temporary work site, and mileage between the primary work site and a secondary/temporary work site.

~~Mileage from a primary work site to a secondary or temporary work site is reimbursable with the following limitation: Work must be conducted at both locations.~~

When a judicial officer or an employee is called to work duty during non-work hours, such as juvenile intake, OPG intake, ~~or~~ other on-call responsibilities, or for meetings or trainings at a town outside the primary work site, the entire actual mileage is reimbursable.

Mileage between the primary and secondary/temporary work site for business related trips is reimbursable with the following limitation:

When a judicial officer or an employee travels from their residence to a secondary/temporary work site at the beginning of the workday, or returning from a secondary/temporary work site to a residence at the end of the workday, but stops at the primary work location while in route to or from the secondary/temporary work site and

claims higher mileage, a judicial officer or an employee must conduct substantial work at the primary work site and provide authentication from the supervisor that the additional mileage incurred by the stop at the primary office was necessary and required when submitting their mileage reimbursement request.

The Finance Division is authorized to request, from a judicial officer, employee, or employee's supervisor, any additional documentation needed to validate mileage reimbursement requests.

If a judicial officer or an employee chooses an alternative mode of transportation in lieu of air travel, even though air travel is a more economical method of transportation, the judicial officer or employee will be reimbursed only the amount equal to the cost of air travel. Other expenses, such as lodging and meals that may be incurred because of traveling by the alternative mode of transportation, will not be reimbursed. Extra days spent for personal travel outside of the scheduled training, conference, or business meeting dates will not be considered work time and are not reimbursable. Employees electing to utilize modes of transportation resulting in additional days of travel may also be required to claim leave for the extra days of travel incurred.

It is recommended that if a state vehicle is available, it be used in lieu of a personal vehicle when traveling in excess of 50 miles. When an employee is required, by a supervisor, to use a state vehicle and the employee chooses to use a personal vehicle, the personal vehicle mileage will not be reimbursed.

....

D. Use and Operation of State Motor Vehicles

....

(1) General Vehicle Usage

....

(c) Official Travel Logs

State statutes mandate all travel in state-owned vehicles is to be recorded and reported in **detail** on the TSB Official Travel Log, including purpose of trip (reason for the trip,

including specifics like home visit, facility visit, employment visit, and the client's initials), and who drove the vehicle, including a legible signature. Refer to the TSB Policies and Procedures Manual, Section 7: Official Travel Log.

On or before the fourth day of the month, TSB Travel Logs for the month prior to the preceding month shall be reviewed by the local division's vehicle coordinator for completion and accuracy, as well as analyzing the purpose of the trips, including duration and miles driven. This review and analysis shall be for the month ~~immediately prior to the preceding~~ the fourth day of the month. For example, Travel Logs for the month of April shall be reviewed by the local division's vehicle coordinator by the fourth (4th) day of June.

TSB Travel Logs for the month prior to the preceding month shall be scanned and transmitted to the Coordinator and reviewed for completion, accuracy and analysis of the purpose of trips, including duration and mileage, on or before the seventh day of the month following such use of a motor vehicle.

(d) Expectations

Drivers of state-owned vehicles must observe all traffic laws and shall use a seatbelt at all times when operating a state-owned vehicle. Judicial Branch employees using state-owned vehicles shall require passengers to use seatbelts when in a state-owned vehicle.

It is the responsibility of drivers of state-owned vehicles to promptly pay for all traffic violations unless the violation is being contested. All traffic violations and citations are required to be reported to the local and Branch vehicle coordinator.

It is the responsibility to report accidents involving personal injury and/or property damage to the Coordinator within one (1) business day. The Coordinator shall report any accident or damage to the TSB immediately.

It is the responsibility of the drivers of state-owned vehicles to lock the vehicle when unattended.

If misuse of the state-owned vehicle is reported, the Coordinator along with DAS TSB may investigate the report. If investigation results determine that misuse has taken place, the Judicial Branch's Personnel Policies and Procedures for discipline may be used by the Branch.

....

E. Conference / Meeting Expenses

....

(2) Lodging

Lodging may be reimbursed if the attendance of a meeting or conference requires an officer or employee to be away from the general area of his or her normal work location for a period substantially longer than an ordinary day's work. The absence must be of such duration that the officer or employee cannot reasonably leave and return to that location before and after each day's work.

Generally, a person must be ~~50~~ 75 miles or more from his or her workplace and home in order to be eligible for lodging reimbursement. Under special circumstances and with prior approval, lodging may be approved for distances less than ~~50~~ 75 miles. A written request for such approval should be directed to either the State Court Administrator, State Probation Administrator or if the event is a Judicial Branch Education event, the Judicial Branch Education Director.

....