

# LANCASTER COUNTY CLERK

County-City Building | 555 South 10th Street | Lincoln, NE 68508-2803  
402-441-7484 | Fax 402-441-8728

DAN NOLTE  
Clerk

September 8, 2022

Steven Wesley, Youth Services Director

Claim(s) to be reviewed by the Lancaster County Board of Commissioners

The Lancaster County Board of Commissioners will be reviewing the following claim(s) on Thursday, September 15, 2022, during the County Board Staff Meeting, on the first floor of the County-City Building:

- A. Voucher 777214 on Batch 284640 to Steven Wesley, dated September 2, 2022, for a total of \$188.98. This claim includes an airfare reimbursement outside of the Travel Reimbursement policy R-21-0053. In addition, it appears there will be personal benefit in the form of Southwest Rapid Rewards.

**I. Expenses for Education, training, or travel: Agencies that have been issued P-Cards:**

**C. Transportation Expenses**

1. Air Travel.

When air travel has been authorized by the Agency Head, coach fare shall be used. An Agency may make reservations through the County's contracted travel agency and charge tickets to the P-Card. If a traveler wishes to book tickets electronically, tickets must be purchased using a P-Card.

**F. Reimbursement Procedures**

**1. For Items Purchased with a P-Card:**

**d. Emergency Circumstances**

In emergency circumstances (i.e., lost card, card malfunctioning), Travelers who are not able to use the P-Card for mandatory expenses such as lodging, transportation or in special cases as noted by the resolution for food, may submit claims for reimbursement to the County Clerk's Office for review by the County Board as described below. Should this situation occur, the P-Card holder must notify the P-Card Administrator as soon as practicable. For procedure, see the P-Card Exceptions section noted in the P-Card Procedures for Lancaster County.

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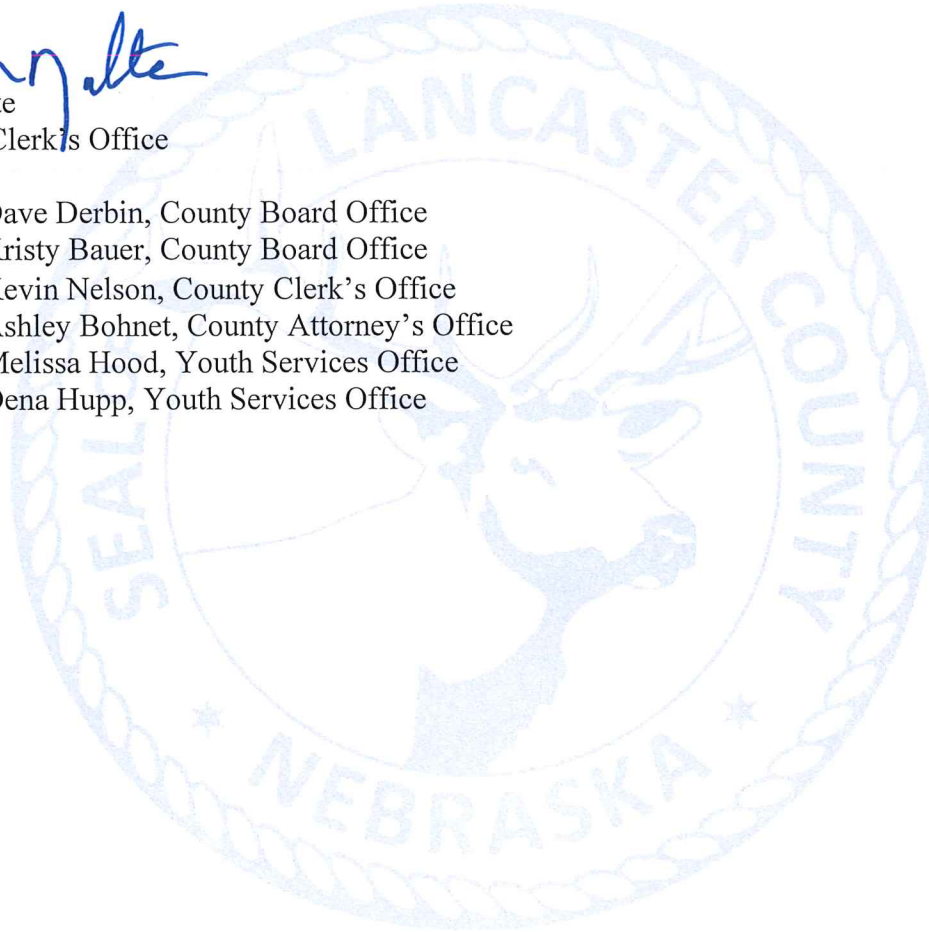
DAN NOLTE  
*Clerk*

Any additional documentation to support your claim should be submitted to the County Clerk's office prior to the meeting.

Sincerely,

  
Dan Nolte  
County Clerk's Office

Email: Dave Derbin, County Board Office  
Kristy Bauer, County Board Office  
Kevin Nelson, County Clerk's Office  
Ashley Bohnet, County Attorney's Office  
Melissa Hood, Youth Services Office  
Dena Hupp, Youth Services Office



Batch Report

Batch Number	Batch Date	G/L Date	Address Number	Alpha Name		
Document Number		Object Account	P.O. Number	Invoice Number	Explanation - Remark	Amount
284640	9/2/2022	9/2/2022	100037	<b>Wesley, Steven</b>		
			100037	<b>1225 N 100th Street</b>		
				<b>Lincoln</b>	<b>NE 68527</b>	
777214		6782.64720		09022022FARES	Louisville KY trip 9/26/22	188.98
					<b>VENDOR TOTAL</b>	<u>188.98</u>

THE UNDERSIGNED HEREBY CERTIFIES THAT THE ABOVE MATERIAL, AND/OR SERVICE HAS BEEN RECEIVED AND/OR PERFORMED AND FUNDS HAVE BEEN APPROPRIATED FOR SAID PURPOSE.

By \_\_\_\_\_

*[Handwritten Signature]* 9/2/22

## Lancaster County Claim for Travel Expenditures

Wesley, Steven				LCYSC		402-441-7093			
		Date	Time			Date			
Departed	9/26/2022	5:30 PM		Return					
Louisville, KY									
Is travel subject to federal or state reimbursement (check one)? <input type="checkbox"/> Yes <input type="checkbox"/> No									
If yes, supporting receipts for all expenditures including meals are required									
<b>Meals Claimed</b>									
Date	Breakfast	Lunch	Supper	Amount	Date	Breakfast	Lunch	Supper	Amount
				0.00					0.00
				0.00					0.00
				0.00					0.00
				0.00					0.00
				0.00					0.00
				0.00					0.00

**Write in the amount to be reimbursed.**

Reimbursement for meals is not to exceed:

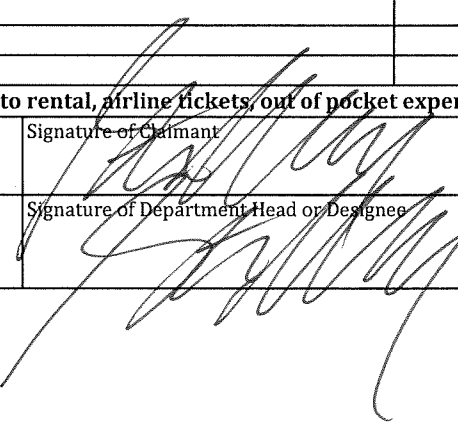
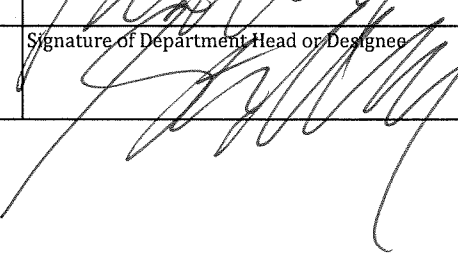
most localities \$64.00 ( \$14 breakfast, \$20 lunch, \$30 supper) high-cost localities \$74.00 ( \$16 breakfast, \$24 lunch, \$34 supper)

Total for meals: \$ \_\_\_\_\_

**DID YOU RECEIVE A TRAVEL ADVANCE:**                      **YES**    **NO**  
 IF YES, PAYMENT VOUCHER NUMBER \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ DATE: \_\_\_\_\_

Date	Reimbursable Expenditures (Excluding Meals) Description	Amt Claimed	Allowed
9/26/2022	Airfare to NPJS Symposium (Louisville, KY)	\$188.98	

**Receipts are required for: lodging (detailed), auto rental, airline tickets, out of pocket expenses for County owned vehicle.**

I hereby claim any amount due me. The statements and attachments are true and complete.	Signature of Claimant	Date
		9/2/22
I certify that I have reviewed and approve this claim.	Signature of Department Head or Designee	Date
		9/2/22

Here's your itinerary &amp; receipt. See ya soon!

[View our mobile site](#) | [View in browser](#)**Southwest**[Manage Flight](#) | [Flight Status](#) | [My Account](#) [Important COVID-19 notification](#) **Travel notice**

**REAL ID:** Beginning May 3, 2023, TSA will require every Passenger to present a state-issued [REAL ID](#) compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States.

**Hi Steven,**

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

**SEPTEMBER 26****ATL**  **SDF**

Atlanta to Louisville

Confirmation # **3Y97UF**

Confirmation date: 09/01/2022

<b>PASSENGER</b>	<b>Steven Wesley</b>
RAPID REWARDS #	391029575
TICKET #	5262160778762
EST. POINTS EARNED	1,947

Rapid Rewards® points are only estimations.

**Your itinerary**

Flight: Monday, 09/26/2022 Est. Travel Time: 1h 10m Business Select®

FLIGHT #	DEPARTS	ARRIVES
<b># 1957</b>	<b>ATL 05:30PM</b> Atlanta	 <b>SDF 06:40PM</b> Louisville

**Payment information**

Total cost

**Air - 3Y97UF**

Payment

**Visa ending in 4375**  
Date: September 1, 2022

Base Fare	\$	162.21
U.S. Transportation Tax	\$	12.17
U.S. 9/11 Security Fee	\$	5.60
U.S. Flight Segment Tax	\$	4.50
U.S. Passenger Facility Chg	\$	4.50
<b>Total</b>	<b>\$</b>	<b>188.98</b>

**Payment Amount: \$188.98**

**Fare rules:** If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number: 5262160778762

## All your perks, all in one place. (Plus a few reminders.)



**Business Select® fare:** Your two bags fly free<sup>2</sup>, no change<sup>3</sup> or cancel<sup>4</sup> fees, and A1-A15 priority boarding. If you need to cancel your flight, no worries, Business Select fares are refundable.<sup>8</sup> [Learn more.](#)



**Don't forget about our Priority and Express Lanes!** They get you to the front of the ticket counter faster and help you fly through security.<sup>9</sup> For priority lane access, look for "Priority Lane" or "Fly By" signs at the Southwest check-in area.



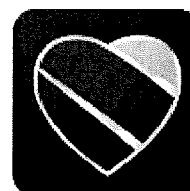
Make sure you know [when to arrive at your airport](#). Times vary by city.





If your plans change, cancel your reservation at least 10 minutes before original scheduled departure time and request your refund. If you don't cancel your reservation in time, you'll receive a transferable flight credit.<sup>6</sup>

## Prepare for takeoff

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**Earn up to 10,000 Rapid Rewards® points per night**



Have questions about your upcoming trip?

