# Before submitting your Travel Expense Report

## MAKE SURE YOU HAVE THE FOLLOWING

- Original itemized receipts for anything over \$30.00
- Full conference/symposium schedule
- Original signatures Claimant & Approver
- Currency conversion use http://www.Oanda.com
  - o Use date on receipt for conversion date
- Departure/arrival times
- FOAP to record expenses
- Mileage use MSU address & provide mileage printout
  - o Springfield Campus: 901 South National Avenue, Springfield, MO 65897
  - West Plains Campus: 128 Garfield, West Plains, MO 65775
  - o Mountain Grove Campus: 401 East 17th St., Mountain Grove, MO 65711
- Your BearPass number or M number

## THESE ITEMS ARE NOT REIMBURSABLE

- Day trip meals
  - o This includes snacks –other food drinks
- Missouri sales tax
  - o Restaurants are okay, not hotels
- Alcohol
  - o Only acceptable when with donors or University guests (not spouses or significant others) preapproved in writing by VP, Provost or President, &paid by the Foundation
- Travel insurance/bag insurance/Advance seat assignment fee
- **Expenses** unrelated to travel, such as food and supplies for non-travel events, must be submitted on a payment request form
- If meals are provided during a conference, purchasing outside meals is not reimbursable
  - o This includes additional meals, snacks, and drinks

## TIPS TO COMPLETING THE TRAVEL EXPENSE REPORT

- When traveling overnight, \$57 is your daily meal limit
  - o This DOES include tipping
- Employees are allotted the following amounts: Breakfast \$12, Lunch \$15, Dinner \$30
  - o This DOES include tipping
- Do not add 10% to mileage, it will be reduced to actual mileage
- Use mileage. Gas receipts are used for a rental car/university vehicle
- A description of expense is required for Misc. Expenses.
  - o If transportation services like Uber/Lyft are used, enter destination To or From in the description of expense column.
- When securing travel receipts as backup documentation, DO NOT use staples, use tape to secure the receipts to white paper.
- Reimbursement by **direct deposit** is through non-payroll direct deposit.
  - o Make sure you are set up for non-payroll direct deposit before submitting a travel expense report. Follow instructions <u>here</u>.
- When submitting a report for a new employee or candidate or someone without a Bearpass Number (M number), provide their SSN.



Inv. # (Fin. Serv. Only)

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Inv. # (Fin. Serv. Only)

FOR MONTH OF 20

Bearpass Number: M

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