

Before submitting your Travel Expense Report

MAKE SURE YOU HAVE THE FOLLOWING

- Original itemized receipts for anything over \$10.00
- Full conference/symposium schedule
- Original signatures - Claimant & Approver
- Currency conversion - use <http://www.Oanda.com>
 - Use date on receipt for conversion date
- Departure/arrival times
- FOAP to record expenses
- Mileage - use MSU address & provide mileage printout
 - Springfield Campus: 901 South National Avenue, Springfield, MO 65897
 - West Plains Campus: 128 Garfield, West Plains, MO 65775
 - 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**
 - This includes snacks –other food drinks
- **Missouri sales tax**
 - *Restaurants are okay*, not hotels
- **Alcohol**
 - 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**
 - This includes additional meals, snacks, and drinks

TIPS TO COMPLETING THE TRAVEL EXPENSE REPORT

- **When traveling overnight, \$57 is your daily meal limit**
 - This DOES include tipping
- Employees are allotted the following amounts: **Breakfast \$12, Lunch \$15, Dinner \$30**
 - 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.**
 - 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.
 - Make sure you are set up for non-payroll direct deposit before submitting a travel expense report. Follow instructions [here](#).
- When submitting a report for a new employee or candidate or someone without a Bearpass Number (M number), provide their SSN.

