Key Changes - Overall (2)

Reasons for Change

Revised Travel Policy

University of Missouri State University

Financial Services

- Increased in foreign travel
- IRS compliance
- Internet purchases and expense checks
- Old policy was pre-fiscal responsibility policy

- Legitimate, well-documented expenses that would otherwise be denied will be reimbursed when
- Employee and supervisors share responsibility
- Disciplinary action and personal responsibility
Reimbursements - Meals

Travel Advance Form (1)

Travel Advance Form (2)
Foreign Travel

Expense Report Form (1)

Expense Report Form (2)

Reimbursements - Other

Simplified

Reimbursement for shared hotel rooms is
balance statement is required
Hotel receipts should show as paid, but no zero
expenditure
Expenditures reimbursed for conference
Expenditure amounts are now required when
as commuting expenses assessed by the IRS
No mileage reimbursement that can be construed