Travel Regulations

Employees may refer to the following regulations and guidelines as they pertain to University travel:

Travel Advances

Courtesy Vehicles (Including Vehicle Allowances)

Expense Allowances

Methods of Transportation

Mileage Rates

Travel Reimbursement

Foreign Travel

Forms

Travel Advance and/or Foreign Travel Authorization Form

University-Sanctioned Group Travel/Meal Money Form

Travel Expense Report Form

Receipts (Preprinted)
Travel Advances
Op8 22-1 Travel Advances
This section summarizes the circumstances under which a travel advance would occur, as well as the repayment process. P-Cards may now be used to prepay the following expenses with an appropriate business purpose: airfare, lodging, group travel tours, and tickets to events. Further information on P-Card use is contained in the P-Card Policy (Op3 12-16 Procurement Card Purchases).

A Travel Advance Criteria

1. An employee traveling on University business may obtain a travel advance for expenses only for:
   1) University-sanctioned student group trips; and/or
   2) Foreign Travel
2. The Travel Advance and/or Foreign Travel Authorization Form must be completed in order to request the advance.
3. Travel advances for expenses will be made to full-time University employees only.
4. Travel advances can be disbursed up to five working days prior to travel.
5. Travel advances need to be received in Financial Services ten working days prior to the date of the requested advance.
6. Travel advances for the support of travel of students or other authorized individuals may be made to the department head, dean, or other authorized employee who shall be responsible for repayment of the advance.
7. The minimum amount allowed for travel advances is $250.
8. Travel advances on travel which has been completed are not available. Prompt filing of the Travel Expense Report form will enable prompt payment, thereby making an advance unnecessary.
9. Advances will be issued only to the employee whose name is listed on the Travel Advance and/or Foreign Travel Authorization Form. An employee cannot designate another person to receive their travel advance. Employees requesting a travel advance must present their University ID card to the cashier in the Bursar's Office to receive their travel advance.
10. The business purpose for travel should be explained in the appropriate space on the Travel Advance and/or Foreign Travel Authorization Form.
11. Travel advance requests need to be approved by the department head and/or cost center administrator. If the advance is for foreign travel, please follow procedures in the Foreign Travel section.

B Repayment of Travel Advance

1. Travel advances are posted to the recipient's Accounts Receivable account and remain until settled through filing an expense report and/or repaying any excess amount, if necessary.
2. Travel advances are only granted to employees who have accounts in good standing with the University.
3. Repayment of a travel advance must be made within 30 days after the completion of the trip. Failure to repay a cash advance within 30 days may result in the loss of this privilege.
4. Finance charges will begin to accrue on the balance in the recipient's Accounts Receivable account 30 days after the completion of the trip.
5. Any excess amount not returned to the Bursar's Office within 120 days from the first day of the trip are subject to withholding and payroll taxes and will be included on W-2 forms in order to comply with IRS regulation. (See IRS Reg §1 82-2(g)(2)(i))

Courtesy Vehicles (Including Vehicle Allowances)
Op8 22-2 Courtesy Vehicles (Including Vehicle Allowances)

2
This section summarizes the procedures regarding the use of courtesy vehicles and reimbursement for allowable expenses associated with the courtesy vehicles and for staff with vehicle allowances. The Board of Governors for Missouri State University, at its sole discretion, may authorize designated employees to use courtesy vehicles leased by the Missouri State University Foundation. The Board of Governors may also grant a monthly vehicle allowance for selected staff. Only those business use expenditures in the operation of the courtesy vehicles are an appropriate University expenditure; all other personal expenditures are the responsibility of the employee operating the courtesy vehicle.

A  Personal vs Business Use of Courtesy Vehicles

1. The University will reimburse expenditures for business use for courtesy vehicles as outlined elsewhere in these guidelines (see Mileage Reimbursement Rate section). An appropriate business expenditure must be incurred by an employee arising out of and performed in connection with his or her official duties on behalf of the University.

2. Examples of business activities appropriate for expenditures relative to courtesy vehicles:
   a) Driving to and from meetings held off campus (including breakfasts, luncheons, dinners) having to do with official University business and/or representing the University.
   b) Driving to and from locations to deliver items having to do with official University business.
   c) Driving to and from locations required to carry out official University job responsibilities.

3. Examples of personal activities not appropriate for expenditures relative to courtesy vehicles:
   a) Driving to and from home to work.
   b) Driving to the first business destination of the work day or driving from the last business destination of the work day.
   c) Digressing from route to or from a business trip for a personal reason, i.e., shopping, running personal errands while traveling to or from a business related activity.
   d) Operating vehicle during general personal activities, i.e., vacations, weekends, evenings etc.
   e) Any driving activity that does not fulfill an official University business purpose.

B  Insurance

1. Property damage insurance is provided by the University under a policy procured through the Risk Management Section of Office of Administration, Jefferson City, MO with a $500 deductible to be paid by the employee’s departmental budget. Coverage is provided for personal use of the vehicle also through the statewide policy. HOWEVER, the deductible is the employee's responsibility if the vehicle is being used for personal use when damage occurs.

2. Liability insurance is not maintained by the state, but the state is self-insured through the legal expense fund, provided funds are available, only in the course of official duty.

3. For business use, Missouri statute states: Moneys in the state legal expense fund shall be available for the payment of any claim or any amount required by any final judgment rendered by a court of competent jurisdiction against:
   a) Any officer or employee of the University arising out of and performed in connection with his or her official duties on behalf of the state.
   b) The state of Missouri does not provide liability insurance for personal use of a vehicle. For personal use, employees assigned a courtesy vehicle are to provide minimum liability coverage in the amount of $500,000 combined single limit (CSL) and must be endorsed with Missouri State University and the Missouri State University Foundation as an additional insured.

C  Operating Expenses

1. Operating expenses categorized as reimbursable are those expenses incurred by the employee assigned a courtesy vehicle for business use ONLY.

2. Repairs to vehicle for damage as a result of a collision when on University business will be paid for by the state insurance coverage except for the deductible. The deductible will be paid by the
employee's departmental budget, or by the employee if the vehicle was being driven on personal business

D  Authorization of Courtesy Vehicles

The Office of University Advancement will provide to Financial Services, on a quarterly basis a list of employees who receive a courtesy vehicle and are entitled to the courtesy vehicle reimbursement rate. Employees who receive a courtesy vehicle are required to complete a mileage log. (See Op 23 - University Provided Vehicles)

E  Vehicle Allowance

Employees provided with a vehicle allowance are reimbursed at the courtesy vehicle rate.

Expense Allowances
Op 22.3 Expense Allowances

This section outlines the items, other than primary transportation allowed for reimbursement. See Methods of Transportation for information regarding transportation expenses. All employees, including the claimant and the authorizing official, must comply with the Fiscal Responsibility Policy.

The following groups of individuals are addressed in this section:

- **University employees** - Reimbursement is made for lodging, meals, and incidental expenses of a reasonable nature when essential to the transaction of University business. The business purpose of all requested reimbursements must be provided. If one employee is paying for another employee’s, guest’s, or student’s expenses, the names of all traveling employees, guests or students should be listed on the Travel Expense Report or attachment.

- **Non-Employees** - Reimbursement of expenses for non-employees is not made except when it is necessary and to the benefit of the University and is limited to actual lodging, meals, and incidental expenses of a reasonable nature. If applicable, volunteers (i.e., Board of Governor members) will be reimbursed at the mileage rate approved for employees. NOTE: The name, title, and represented institution or organization of any guest must be listed on the Travel Expense Report or attachment.

A  Expenses Charged to Sponsored Gifts, Grants or Contracts

Reimbursement of expenses to be charged to sponsored gifts, grants, or contracts made to the University for research, instruction, or other purposes must be in full compliance with the travel regulations of the University, grant or contract, whichever is more restrictive. NOTE: In the event a gift, grant, or contract specifically provides for special arrangements for accountability of travel expenses, this fact must be noted on the Travel Expense Report.

B  Expenses Allowed

1  Lodging - Reasonable and necessary amounts
a) When two or more employees share the same room, the total claimed for reimbursement must not exceed the total paid for the room.
b) When an employee shares a room with a partner or other non-employee, the employee is responsible for documenting the single occupancy rate on the lodging receipt and will be reimbursed at this single occupancy rate.
c) A receipted, itemized statement furnished by the hotel or motel must be provided. Summary statements provided by credit card companies cannot be accepted as documentation for reimbursement. NOTE: Many hotels and motels offer a faculty or commercial rate that is less than the normal daily rate if advance reservations are made or if the fact that the employee represents the university is brought to the attention of the hotel or motel clerk at the time of registration.

2. Meals
   a) When traveling away from home overnight, actual meal expense, up to a maximum of $57.00 per day is reimbursable. The meal limits are as follows:

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   d) Receipts must be obtained for amounts of greater than $10.00 (regardless of the number in the party). NOTE: Prescribed maximums are not to be treated collectively as per diem allowances nor are they to be used individually without regard to the actual and necessary expenses. If actual expenses are less than the prescribed maximums, reimbursement will be allowed ONLY for actual expenses.

   e) If the traveler is eligible for two meals for the day, the limit for the two meals combined is the total of the applicable meal limits listed above.

   f) If the traveler is eligible for three meals for the day, the meal limit is $57. This amount can be allocated among the three meals without regard to the individual meal limits as long as the total does not exceed $57.

   g) When attending a conference, the portion of the agenda, registration brochure, or other document for the conference showing the dates and meals provided should be submitted with the travel expense report. NOTE: Any meal expenses submitted for times when a conference meal was provided at no cost will not be reimbursed.

   h) Allowable meal costs will be reimbursed when an itemized receipt showing the actual cost of the meal is included with the travel expense report. NOTE: An itemized receipt details the items ordered; credit card sales receipts should accompany the itemized receipt, if applicable. Hotel bills that show charges to rooms for meals must also include the itemized receipt detailing the items ordered in order to be eligible for reimbursement.

   i) Personal meals during single day trips or within the claimant’s official domicile are not reimbursable as they would be taxable to the employee under IRS guidelines. See IRC § 162 (a)(2) Rev. Rul. 75-170 Rev. Rul. 75-432. Exceptions that are reimbursable must meet the following criteria:

   1) The meal is with University guests, consultants or candidates, and University business is discussed.

   2) The meal is incurred as part of a seminar, conference, or required meeting and the conditions of the meeting meet the requirements listed in the Fiscal Responsibility Policy. NOTE: When it is clearly to the benefit of the University for employees to pay for meals other than their own the reasons required and names of the guests must be provided. Full reimbursement in excess of the maximum amount per meal is allowed for guests but meal maximums still apply to University employees. In some cases, exceptions allowing reimbursement of the maximum for the employee can be approved by the Vice President over the administrative area. Itemized receipts must be provided.
3) Meal reimbursements must comply with the Fiscal Responsibility Policy pertaining to Food and Refreshments, be part of a departmental meeting, and be approved by the supervisor.

4) All meals which qualify to be reimbursed by the University should be paid for by the employees and reported on a Travel Expense Report. No meals should be charged to the University. Two exceptions would be candidate meals charged at a hotel or other place associated with banquets or meetings.

3 Telephone: Charges while in a travel status will be reimbursed only in those instances where the Travel Expense Report indicates the name and title of the person contacted and the business purpose of the call. Personal calls are not reimbursable.

4 Internet: Internet charges for business use are reimbursable for employees in travel status.

5 Miscellaneous Transportation and Related Expenses: These are allowed when necessary to carry out the purpose of the trip. These include taxi, shuttles, buses, or limousines necessary for transportation to/from the airport and hotel at the trip destination or meetings that have a documented business purpose, tolls, and parking. Valet parking is reimbursable only when associated with lodging or the event that the employee is attending when no other parking option is available. Documentation or receipts must be provided for expenses over $10 with the Travel Expense Report in order to receive reimbursement.

6 Registration or Other Meeting Expenses:
   a) These are allowed when necessary to carry out the purpose of the trip. NOTE: A receipt is required if the fee is $10 or more.
   b) Documentation concerning the purpose of travel, including the meeting agenda, conference schedule, meals provided, and the names of individuals involved, should be included with the Travel Expense Report.

7 Reimbursement for any pre-registration of an event paid by an employee is not reimbursable until the completion of the trip or event. These expenses should be claimed with the Travel Expense Report upon completion of the event. NOTE: Since travel to conventions and similar meetings frequently results in direct benefit to the employee in addition to the benefit accruing to the University, it is appropriate in many instances for deans, directors, and department chairs to authorize the travel with the understanding that the University will only reimburse part of the total cost of the trip. This type of arrangement should be clearly explained on the Travel Expense Report. Please attach an additional sheet for explanation, if necessary.

8 Meal Expenses for Teams or Groups:
   a) When in travel status, meal expenses for a University-sanctioned group are reimbursable when:
      1) Receipts are obtained and submitted with the Travel Expense Report.
      2) A University-Sanctioned Group Travel/Meal Money form is properly completed and submitted. This form is to be used when cash is distributed by faculty/employees to a University team or group for payment of meals.
   b) The University-Sanctioned Group Travel/Meal Money form is also to be used when cash is distributed as pre-season meal money for athletes, meal money connected with home games and reimbursements for meals while campus cafeterias are closed. When completing the University-Sanctioned Group Travel/Meal Money form:
      1) The top portion should be completed by an employee prior to the distribution of any money. In addition to completing blanks for travel dates, the name of each student receiving funds should be provided in the appropriate blank. The amount distributed to each student on a per-day or per-meal basis should be shown along with the total amount received by each student whose name appears on the page.
      2) The lower portion of the form is to be completed by the students receiving funds. The student should print his or her own name, read the information, indicate the amount received, sign and date the form.
      3) Each form is designed to represent disbursement to no more than six students. When more than six students are to receive funds, use the appropriate number of additional forms. NOTE: The University-Sanctioned Group Travel/Meal Money form will not replace...
the process of obtaining receipts for meal expenses incurred. Rather, the form is to be used when the distribution of cash for meal expenses is more feasible than obtaining receipts.

C. Expenses Not Allowed

1. Reimbursement of personal expenses such as personal insurance, personal telephone calls, alcoholic beverages, movies, laundry, extra meals, etc., is not allowed.

2. As an exception, expenses for laundry service and dry cleaning shall be allowed only for extended foreign travel, or for athletic teams on extended trips. Receipts for expenses over $10 should be provided.

3. In exceptional circumstances, legitimate and well-documented expenses that would otherwise be denied will be reimbursed when approved by the appropriate administrators.

D. Candidate Travel and Moving Expense Reimbursement

1. Prospective University candidates can have their travel and moving expenses reimbursed at the discretion of the department seeking to hire a candidate. The terms and limits of the reimbursements for travel and moving expenses are approved by each department, but should not exceed the limits set for University employees established in this policy. In the event that moving expenses are reimbursed, the taxable amount reimbursed is reported on the employee's W-2 form.

2. Travel expenses for a candidate's partner can be reimbursed using Foundation funds at the discretion of the department seeking to hire a candidate. In the event that the candidate is hired, the amount reimbursed for the partner's travel is reported on the employee's W-2 form.

3. The Travel Expense Report should clearly indicate that reimbursable expenses are for candidates by writing "Candidate Travel" on the expense report.

E. Spousal/Dependent Travel

1. The Board of Governors annually approves non-contractual fringe benefits for employees, including spousal travel, for a limited group of employees. Such spousal travel will be a taxable fringe benefit of the employee.

2. The University will not pay for any spousal travel except as approved by the Board of Governors annually. (See item 1 above.) The University will not pay for the travel expenses of any other dependent accompanying an employee on University business.

Methods of Transportation

Op6.22-4 Methods of Transportation

The employee, with the approval of their administrator, is permitted to select the method of transportation that best meets the needs of the University and the employee.

A. University-Owned Vehicles

1. A limited number of University vehicles are available for use by employees. The campus Motor Pool Office can advise when these vehicles may be assigned for use and the charges for their use.

2. A driver using a University vehicle will be provided a credit card for fuel purchases. A driver will be reimbursed for all necessary operating expenses such as gas and oil (when unable to use the Motor Pool credit card), storage, parking, and tolls.

   a. In those instances when a service station will not accept the Motor Pool credit card, gas expenditures will be reimbursed from the Motor Pool budget. The Travel Expense Report must be routed to Safety and Transportation for approval before forwarding to Financial Services. If the traveler's official domicile is West Plains, the Travel Expense Report must be routed to the Director of Business and Support Services.
b) Receipts or supporting data shall be obtained and attached to the Travel Expense Report when submitted for reimbursement

B. Commercial Transportation

1. Travel by commercial airlines will be authorized where the cost is not in excess of travel by other usual means of transportation or when the use of commercial airlines is of definite advantage to the University. Airline travelers will be reimbursed at the economy rate only, even if business or first-class is used.

2. Car rental services may be used in situations where the cost is less than or equivalent to other means of transportation, or when scheduled commitments require deviation from normal means of transportation.

3. The passenger copy of the commercial transportation ticket (whether purchased by the University in advance or by the employee) is required for commercial transportation expenditures and should be attached to the Travel Expense Report.

4. Financial Services reserves the right to verify any airfare costs submitted by an employee that seems unreasonable.

C. Personal Vehicle - Within State

1. A driver is reimbursed at a per-mile rate not to exceed the rate approved by the Administrative Council based on actual mileage of the most direct route between points of the driver’s official domicile (e.g., Springfield, Mountain Grove, West Plains), destination, and return. If additional in-city mileage is claimed, this fact must be clarified on the Travel Expense Report when submitted for reimbursement.

2. Local mileage is reimbursed provided an explanation as to the business purpose of the mileage is provided.

3. An employee whose residence is in some place other than their official domicile shall not be allowed expenses while at such residence or traveling to and from the same unless on University business. Any additional travel expense incurred by reason of an employee residing in a city or town other than their official domicile is not reimbursable. The place of official domicile must be listed on the Travel Expense Report.

D. Personal Vehicle - Outside of State

1. Should an employee elect to use a personal vehicle for travel outside of the State of Missouri, reimbursement is made at a per-mile rate not to exceed the rate approved by the Administrative Council based on actual mileage of the most direct route with the total (including meals and lodging en route) not to exceed the equivalent cost of commercial economy air fare.

2. In the event two or more authorized persons travel together in one personal vehicle, only the owner will be reimbursed at the approved rate. Names and titles of other authorized passengers must be shown on the Travel Expense Report of the individual submitting mileage for reimbursement.

3. University employees traveling long distances by motor vehicle are obligated to provide written verification of equivalent airfare. The airfare quote must be obtained from a travel agency or website and must represent the cost of a non-refundable ticket at the time of travel.

**Mileage Rates**

Op8 22-5 Mileage Reimbursement Rates

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</table>

* Business use within or outside of the State of Missouri
** Business use within or outside of the State of Missouri for individuals provided a vehicle allowance

Travel Reimbursement
Op8 22-6 Travel Reimbursement

This section summarizes the requirements and procedures regarding reimbursement of travel expenses

A Requirements

1. All claims for reimbursement of travel expenses are made on a Travel Expense Report Form
2. All payments for reimbursement of travel expenses are made by University check, direct deposit, or as a credit to the employee’s account with the University
3. A Travel Expense Report must be submitted within two weeks upon return from each trip. Delinquent Travel Expense Reports must be approved by the cost center administrator.
   a) Employees traveling at frequent intervals may submit one Travel Expense Report for the entire month or more frequently if desired
   b) A Travel Advance and/or Foreign Travel Authorization Form must be attached to the Travel Expense Report form for each trip requiring a travel advance
   c) Foreign Travel must also be approved by the appropriate administrator* in writing prior to the trip. A copy of the approval must be attached to the Travel Expense Report when filed. *Please see the section entitled “Foreign Travel” for a list of appropriate signature requirements
4. All Travel Expense Reports must be certified by signature of the employee and approved by the administrative official responsible for the budgeted funds from which the expenses are to be reimbursed. An administrative official should not approve their own travel expenses. Travel Expense Reports for such officials must be approved by their administrative supervisor.
5. All Travel Expense Reports should explain the business purpose for travel. Abbreviations for professional organizations should be avoided.
6. Travel Expense Reports pertaining to conference travel should include the following information:
   a) The portion of the agenda, registration, brochure, or other document for the conference showing the dates and meals provided should be submitted with the travel expense report
   b) Any meal expenses submitted for times when a conference meal was provided at no cost will not be reimbursed
   c) Trip extensions and business purpose of conferences should be fully justified
7 All approved Travel Expense Reports are submitted to Financial Services to be reviewed for compliance with University policy, reasonableness of expenses, and for accuracy:
   a) Any Travel Expense Report not complying with University policy or otherwise incomplete or inaccurate will be returned to the originating department
   b) Financial Services reserves the right to question any claim for reimbursement for its validity and request proof for its accuracy and legitimacy
8 If the trip was primarily for business and, while at the business destination the trip was extended for a vacation, personal side trip, or other personal activities, part of the travel expenses will not be eligible for reimbursement, specifically those expenses associated with personal side trips and activities. Travel to and from the destination will be reimbursed at the rate that applies as long as an extension for a vacation did not increase the cost of travel. In that instance, the employee is responsible for the additional costs

B Procedures

Upon return from his/her trip, the employee initiates the Travel Expense Report form

1 Records lodging expenses
2 Records charges included on lodging invoices in the appropriate column of the Travel Expense Report
3 Notes additional information justifying unusual expenditures
4 Provides the business purpose of the expenditures in the appropriate space or on an attachment
5 Provides the FOAP number to be charged with the travel expenses
6 Attaches required receipts Receipts are required for all lodging, meal amounts over $10, ground transportation over $10 (taxi, bus, limousine, parking, tolls) air fare, gasoline purchases auto rental, registration over $10, and all other expenditures
7 Attaches Travel Advance and/or Foreign Travel Authorization Form if applicable
8 Certifies Travel Expense Report by signature
9 Submits to administrator for approval
10 All reimbursements must comply with the Fiscal Responsibility Policy

C Disciplinary Action

Failure to comply with the University Travel Policies is grounds for discipline, up to and including dismissal

Foreign Travel
Op 8 22-7 Foreign Travel

Definition: For the purpose of this policy, foreign travel is defined as travel that occurs outside of the 50 United States and the District of Columbia

When employees travel outside of the United States for University-related business, expenses are reimbursable in accordance with procedures outlined in the travel policy. Particular care should be taken to obtain receipts for the Travel Expense Report

A Foreign Travel must be approved PRIOR to traveling according to the criteria below:

1 Travel associated with academic units must obtain foreign travel approval signed by their department head, dean, AND the Provost, unless the travel is associated with the China Branch campus
2 Travel associated with the China Branch campus must obtain foreign travel approval signed by the Vice President for Research and Economic Development
3 Travel associated with other administrative duties must obtain foreign travel approval signed by the President

B A copy of the foreign travel approval must be attached to the Travel Expense Report when filed

C In the event that an inoculation is listed as a required inoculation for the foreign destination according to the Center for Disease Control (http://wwwnc.cdc.gov/travel/destinations/list.htm), the inoculation is reimbursable

D Expenses incurred in obtaining passports and visas required for University travel purposes are reimbursable. Foreign travel consultations conducted at Taylor Health and Wellness Center to prepare employees for foreign travel are reimbursable

E Travelers with a foreign destination may upgrade their economy class to economy plus or other similar class, but at no time will the University reimburse travelers for business or first class airfare

F Business vs Non-Business Travel

All foreign travel should be primarily for business. If less than 25% of the time on the trip is spent on personal activities, the trip is considered entirely for business.

G Receipts for Foreign Travel

1 All receipts are to be converted into US dollars. The receipt is to be converted using the date that the expense occurred and the conversion rate should be printed and submitted as backup documentation. However, if an employee converts travel advance or personal funds into the country's currency on one or more dates, then the conversion rate will be the date on which the employee converted the currency. Documentation of currency conversion must accompany the travel expense report.

2 Credit card transactions can be used as a source for the conversion rates. The receipt requirements still remain the same.

3 If US or foreign cash is given to an individual or business overseas for a good or service, request a written document (receipt) stating the name of their company, dates of service or purchase, the amount of the transaction along with a notation of the currency being used and that it was paid by cash. It is recommended that travelers carry preprinted receipts in the event of such an occurrence. A sample form for preprinted receipts can be found on the Financial Services website under “e-forms.” Foreign transaction fees pertaining to credit/debit card purchases may be reimbursed after the travel is completed by submitting those amounts on the travel expense report along with credit/debit card statements.
MISSOURI STATE UNIVERSITY
TRAVEL ADVANCE
AND/OR
FOREIGN AUTHORIZATION FORM

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<td>$</td>
</tr>
<tr>
<td>Transportation</td>
<td>$</td>
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<tr>
<td>Lodging</td>
<td>$</td>
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<tr>
<td>Other (Specify)</td>
<td>$</td>
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<tr>
<td>Total</td>
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<table>
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<tr>
<th>Reimbursable Allowance</th>
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<tr>
<th>CASH ADVANCE</th>
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**Terms & Conditions**

All travel advances must comply with the following conditions or the advance may be taxable!

Travel advances are posted to recipient’s Accounts Receivable account and will remain until settled through filing an expense report and/or repaying any excess amount, if necessary.

Travel advances can be disbursed up to five working days prior to travel, unless the travel begins on a weekend or holiday in which case the funds would be advanced on the preceding business day. As a rare exception, the disbursement can be made more than 24 hours prior to the travel departure with the approval of the Financial Services. In no event can funds be advanced more than 30 days of when an expense is paid or incurred.

Travel Expenses should be substantiated with a completed travel expense report within **30 days after the completion of trip.** Adequate substantiation includes, but is not limited to, receipts, cancelled checks, or other documentation outlined in the Missouri State University Travel Policy. The substantiation should also include the date, time, place, amount, and business purpose of expense.

Note: Any excess amount not returned to the Bursar’s office within 30 days after the completion of trip will incur finance charges. Failure to repay a cash advance within the stated period may result in loss of this courtesy.

Any excess amount not returned to the Bursar’s office within 120 days from the first day of the trip will be treated as wages. Advances treated/included as wages, are subject to withholding and payroll taxes, and will be included on W-2 forms.

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<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Date</th>
<th>Approver’s Signature</th>
<th>Date</th>
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<thead>
<tr>
<th>Approver’s Signature</th>
<th>Date</th>
<th>Foreign Travel Approver’s Signature</th>
<th>Date</th>
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MISSOURI STATE UNIVERSITY
UNIVERSITY-SANCTIONED GROUP TRAVEL/MEAL MONEY

TO BE COMPLETED BY FULL-TIME FACULTY/staff ONLY:

I, ____________________________, attest that, in accordance with travel regulations, $_________ has been distributed to each of the following individuals:
(PLEASE PRINT)
1. __________________________________________ 2. __________________________________________ 3. __________________________________________
4. __________________________________________ 5. __________________________________________ 6. __________________________________________

At a rate of $_________ per day/or $_________ per meal for the dates of __________________________

______________________________ __________________________
Signature Date

TO BE COMPLETED BY STUDENTS ONLY:

1. I, ____________________________, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received $_________.

______________________________ __________________________
Signature Date

2. I, ____________________________, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received $_________.

______________________________ __________________________
Signature Date

3. I, ____________________________, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received $_________.

______________________________ __________________________
Signature Date

4. I, ____________________________, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received $_________.

______________________________ __________________________
Signature Date

5. I, ____________________________, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received $_________.

______________________________ __________________________
Signature Date

6. I, ____________________________, attest that I have read the above information regarding money for meals, that all blanks are properly completed, the information is correct, and I have received $_________.

______________________________ __________________________
Signature Date
Missouri State University
TRAVEL EXPENSE REPORT

EMPLOYEE NAME (LAST, FIRST)  M#  FOR MONTH OF _________________ 20___

ADDRESS

DEPARTMENT NAME

FUND  ORG  PROG

DESTINATION

BUSINESS PURPOSE (include list of people traveling)  

FINANCIAL SERVICES USE ONLY  Verified by and date __________

TRAVEL REQUEST NUMBER

GRANT EXPENSES: Attach documentation of how this meets scope of project.

DATE  FROM/TO  DEP  ARV  MILES 73000 79000 79000 73001 73004  UST MISC  TOTAL

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<th>DATE</th>
<th>FROM/TO</th>
<th>DEP TIME</th>
<th>ARV TIME</th>
<th>MILES</th>
<th>73000</th>
<th>79000</th>
<th>79000</th>
<th>73001</th>
<th>73004</th>
<th>UST MISC</th>
<th>TOTAL</th>
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FORWARD FROM ADDITIONAL SHEETS  

TOTALS OF ABOVE  

73002 TOTAL MILES  

TOTAL REIMBURSABLE EXPENSE  

EXPLANATION OF MISCELLANEOUS CHARGES

<table>
<thead>
<tr>
<th>DATE</th>
<th>EXPLANATION</th>
<th>$</th>
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<th>EXPLANATION</th>
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I affirm the above claim is correct, that payment has been made from personal funds and that I have not been reimbursed. I further affirm that I have not received and will not receive from any other source whatsoever any payment or any partial payment except as provided by law.

CLAIMANT SIGNATURE  APPROVER PRINT NAME  SIGNATURE

TITLE  TITLE  DATE APPROVED
# Travel Receipt for Use in Remote Locations

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION/BUSINESS PURPOSE</th>
<th>AMOUNT</th>
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**Subtotal**

**TIPS**

**TAX**

**PLEASE DESIGNATE CURRENCY**

**TOTAL**
Checklist for Travel Expense Report

_____ Attach conference agenda, brochure, registration, or other document to confirm the dates and cost of the registration

_____ Attach airfare ticket receipt

_____ Attach rental car receipt

_____ Attach meal receipts and verify that the receipt is itemized

_____ Verify that all receipts are original receipts

_____ Attach pre-approved authorization for international travel and/or travel advance form

_____ Provide business purpose of trip

_____ Provide a list of other people for whom expenses are being submitted and include detail as to why it is in the interest of the University to pay the expense

_____ Verify that alcoholic beverages have not been charged to University accounts

_____ Obtain necessary approval signatures