

# Before submitting the Travel Expense Report

## Make sure you have:

- Itemized receipts for anything over \$30.00
- Full conference/symposium schedule
- Accurate M#s for yourself, traveler & approvers
  - Approver M#s can be found through the "Check Budget Access by Fund & Org" report on the "Finance Resources" Experience Card
  - Employee & Student M#s can be found through Who/What or check with your departmental administrator
  - A Payment Request must be prepared for a candidate or guest who does not have an M#
- Currency conversion - use <http://www.Oanda.com> and date on receipt for conversion date; must include the Oanda conversion detail in the pdf attached to the expense report
- Departure/arrival times
- FOAP to record expenses
- Mileage – use MSU address & must include mileage printout in the pdf attached to the report
  - Springfield Campus: 901 South National Avenue, Springfield, MO 65897
  - West Plains Campus: 128 Garfield, West Plains, MO 65775
  - Mountain Grove Campus: 401 East 17<sup>th</sup> St., Mountain Grove, MO 65711
- Gas receipts – use for a rental car or university vehicle

## Not reimbursable:

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

## Per diem & Direct deposit:

- **When traveling overnight, \$57 is your daily meal limit**
  - \$57 includes the tip(s)
- Employees are allotted the following amounts: **Breakfast \$12, Lunch \$15, Dinner \$30**
  - Each meal allotment includes the tip
- **Reimbursement by direct deposit is through non-payroll direct deposit.** Make sure you are set up for non-payroll direct deposit before submitting the travel expense report or it will delay processing. This type of direct deposit is used for travel reimbursements and refunds from MSU.

**Travel Regulations Link:** <https://www.missouristate.edu/FinancialServices/travel-regulations.htm>