

Before submitting the Travel Expense Report

Make sure you have:

- Itemized receipts for anything over \$30.00
- Full conference/symposium schedule
- Accurate email addresses - traveler & approver
- 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 17th St., Mountain Grove, MO 65711
- Gas receipts – use for a rental car or university vehicle
- Your BearPass number or M number
 - A Payment Request Form must be prepared for a candidate or guest who does not have a BearPass or M number

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>