

Before submitting your Travel Expense Report

Make sure you have:

- Original itemized receipts for anything over \$10.00
- Full conference/symposium schedule, if applicable
- Original signatures - no photocopy or screen shots accepted
- Currency conversion if applicable - use <http://www.Oanda.com>
 - Use date on receipt for conversion date
- Departure/arrival dates and times
- Mileage - use MSU address & provide mileage printout
 - Springfield Campus: 901 South National Avenue, Springfield, MO 65897
- Your M number

THESE ITEMS ARE NOT REIMBURSABLE

- Missouri sales tax
- Travel insurance/bag insurance/Advance seat assignment fee

Helpful info

- Use **mileage. Gas receipts** are used for a rental car/university vehicle
- 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 –it will delay processing



Inv. # (Fin. Serv. Only)

Page1



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TOTAL EXPENSE (move to page 1) →	\$ 0.00
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