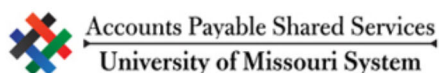


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**OUR MISSION**

"Shared Services delivers user-friendly, cost-effective and expert administrative services to support transactional processing for the four campuses comprising our University of Missouri System."

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**PAST NEWSLETTERS**

- \* Aug. 15, 2014 ~ 1st Qtr. 15
- \* Dec. 04, 2014 ~ 2nd Qtr. 15
- \* Mar. 06, 2015 ~ 3rd Qtr. 15
- \* Sep. 25, 2015 ~ 1st Qtr. 16
- \* Dec. 18, 2016 ~ 2nd Qtr. 16
- \* Mar. 08, 2016 ~ 3rd Qtr. 16
- \* June 25, 2016 ~ 4th Qtr. 16
- \* Oct. 13, 2016 ~ 4th Qtr. 17
- \* Feb. 10, 2017 ~ 2nd Qtr. 17
- \* May. 26, 2017 ~ 3rd Qtr. 17
- \* Aug. 31, 2017 ~ 1st Qtr. 18
- \* Dec. 19, 2017 ~ 2nd Qtr. 18

## Your APSS Update

July 13, 2018 ~ 1st Quarter

### Travel News: Travel and Expense module improvements

Effective July 1, 2018, the Travel and Expense (T&E) module was updated to improve user experience. Communication about these changes can be found [HERE](#).

### Finance Policy News: Why do I need IT approval?

Chances are, if the item you are purchasing has anything to do with technology, IT approval will be needed. This article navigates how to remain in compliance with IT policy. Click [HERE](#) to learn more.

### Purchasing Tip: How can my department minimize paying sales tax?

The University is sales tax exempt. That does not mean suppliers will automatically take tax off your purchases. There are documents you must provide them to obtain the exemption. Click [HERE](#) to learn more.

### Travel Tip: Can my department be more restrictive than University travel policy?

When it comes to what you reimburse employees for travel related expenses, can a department be more restrictive than policy? Click [HERE](#) to learn more.

### Tech Tip: Adobe Acrobat .pdf file tricks

Do you know how to combine .pdf files? Do you know how to easily reorder pages? How about rotating those pesky pages that are sideways or upside down? Click [HERE](#) to learn more.

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