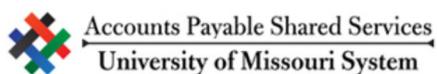


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**OUR MISSION**

"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."

**Accounts Payable
Shared Services
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PAST NEWSLETTERS
* Aug 15, 2014 ~ 1st Qtr.
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* Dec 04, 2014 ~ 2nd Qtr.
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* Mar 06, 2015 ~ 3rd Qtr.
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* Sep 25, 2015 ~ 1st Qtr.
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Your APSS Update

December 18, 2015 ~ 2nd Quarter

SUPPLIER News: Now *WHY* am I getting *THIS* tax form?

December means tax time. Tax time means tax forms. Tax forms have names like 1099 MISC, W-2, 1099-R, 1098-T and 1095-C. If these sound like Star Wars characters more than work forms, click [HERE](#) and we'll clear things up.

T&E News: Per Diem rate changes?

Click [HERE](#) to learn how Per Diem rates are changing for calendar year 2016.

T&E News: Watch out for two common expense reports issues!

When creating Expense Reports, it's possible to unintentionally create a duplicate or use the wrong MoCode by accident. Click [HERE](#) to learn how to prevent these common problems.

TECH Tip: Using an open email to create a Calendar item

You're thinking "Come on folks... I already know how to set up a calendar item". But do you know how to do it in just one click? If not, click [HERE](#).



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