

GROUP & FOREIGN TRAVEL EXPENSE REIMBURSEMENT

Each faculty/staff member should pay for only their expenses and request reimbursement through the Travel & Expense module. If it is necessary to pay for others traveling with you (faculty/staff/students) please use the following guidelines to ensure appropriate documentation for prompt payment. ***Please do not accept payment from other travelers in your group if the travel is to be funded by the University*. The University preferred procedure is to reimburse the individual who paid for the expense.***

1. Student vs Student Employee:

- a. Student: not employed with the University or travel is not part of their job duties.
 - i. Considered non-employee in accordance with policy; therefore, reimbursed for actual meal expense limited to the per diem rate for meals in accordance with University policy, except when the meals are paid for by faculty/staff as in item 5.c. below.
 - ii. Funds issued to the student *prior* to incurring the travel expense are considered an award and must be processed through Financial Aid.
 - iii. Funds issued to the student *after* incurring the travel expense are considered reimbursement for expenses and can be processed through Non-Employee Trip Expense Detail (preferred method for student travel).
 - iv. Departments can limit funds issued to students by setting a travel allowance with the student prior to travel and reimbursing the student after incurring the travel expense.
 - v. Faculty/staff could pay for *all travel expenses* on behalf of the student; however, only the faculty/staff should seek reimbursement through the Travel & Expense module (least preferred method).
 1. Itemize names, expense types and expense amount for expenses paid on behalf of students.
- b. Student Employee: when traveling as part of their University job and travel expenses are not already included in their wages.
 - i. Could be reimbursed per diem for meals in accordance with University policy, except when the meals are paid for by faculty/staff as in item 5.c. below.
 - ii. Funds issued to the student *prior* to incurring the travel expense are considered an award and must be processed through Financial Aid.
 - iii. Funds issued to the student *after* incurring the travel expense are considered reimbursement for expenses and can be processed through the Travel & Expense module (preferred method for all student travel).
 - iv. Departments can limit funds issued to students by setting a travel allowance with the student prior to travel and reimbursing the student after incurring the travel expense.
 - v. Faculty/staff could pay for *all travel expenses* on behalf of the student; however, only the faculty/staff should seek reimbursement through the Travel & Expense module (least preferred method).
 1. Itemize names, expense types and expense amount for expenses paid on behalf of students.

2. Hotels:

- a. Attach credit card receipt and hotel folios to validate payment for hotel rooms, including those made on behalf of other travelers.
- b. Document names and relationship to the University for other travelers.

3. Gas/Mileage:

- a. Personal vehicles used will be reimbursed based on the approved map mileage of the most direct route.
- b. University vehicles used will be reimbursed based on actual expenses such as gas.

4. Foreign Travel Request new locations by emailing MU ACCTG Travel Expense prior to travel

- a. Tips Paid for Services:

*Note: Exception under meals with employees (item 5.b.).

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- i. It is best practice to always obtain a receipt that includes the tip charge so that when tips for a particular expense type exceed \$75 you have proof of payment.
- ii. Tips exceeding \$75 should also include a statement explaining the rationale for the amount.
- iii. Utilize the Cash Disbursement Receipt Form when receipts are not provided from the vendor; have the vendor sign the receipt on the "by" line.
- b. Foreign Currency:
 - i. Utilize OANDA for currency conversion for non-employee vouchers (www.oanda.com/currency/historical-rates/)
 - ii. Include credit card statement as proof of payment for foreign transaction fees; total if including multiple on one expense report line.
- c. Per Diem:
 - i. Enter the location in the expense detail line and select "Refresh Per Diem Amounts". The "Amount Spent" will update for the appropriate Dept of Defense rate in USD; do not update the "Exchange Rate" field.
- d. Travel Expenses for employees using Travel & Expense module:
 - i. Enter in USD based on OANDA conversion OR
 - ii. Enter "Amount Spent" in foreign currency and select the appropriate currency, the "Exchange Rate" will update appropriately based on the expense date and reimbursement amount will be converted to USD.
- e. Multiple Locations in same day:
 - i. Update comments indicating start/stop time in each location and claim either
 1. One location for per diems (where most time spent) OR
 2. Multiple locations for per diems deducting the meals not eaten in each of the locations (this will flag as duplicate entry)

5. Meals Eaten as a Group in Travel Status (in order of method preferred):

- a. Each individual should pay for their own meal and request reimbursement
 - i. Employees: Claim per diem on Expense Report
 - ii. Students: See item 1 above
- b. Split ticket not available; One employee pay for meal and request reimbursement from meal attendees outside of Travel and Expense module
 - i. Employees: Claim per diem on Expense Report
 - ii. Students: See item 1 above
- c. Faculty/Staff paying for *all travel expenses* on behalf of students (not just meals)
 - i. Employee:
 1. Claim business meal on Expense Report for actual amount not to exceed the per diem rate times the number of students paying for.
 2. Document business purpose and attendees (name and relationship to University).

6. Unallowable Expenses:

- a. Only expenses essential to the transaction of University business are reimbursable. Examples of expenses that are not reimbursable in most cases include hotel gyms, mini-bars, movies, laundry, and vehicle fines. BPM-505

Additional Links:

Travel Policies: BPM-219 & BPM-500

http://www.umsystem.edu/ums/rules/bpm/bpm200/manual_219

- Non-employees are addressed in BPM 218 & 505

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MU-Travel Information: Includes pre-travel links (receipts form, foreign meal per diem rates, foreign exchange rates, etc), Travel & Expense guides and University Travel Card

https://www.umsystem.edu/oei/sharedservices/apss/travel_and_expense/

Sales Tax Exemption: for Missouri vendors and out-of-state vendors for which the University is exempt

<https://www.umsystem.edu/ums/fa/controller/accountingservices-NonMOsalestaxinfo>

Procurement Guidelines

<http://www.umsystem.edu/ums/fa/procurement/procureguide>

Questions regarding T&E

Send email to MU ACCTG Travel Expense mailbox

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