

NON-TRAVEL RELATED BUSINESS EXPENSE REIMBURSEMENT

NEW BUSINESS PURPOSE:

The new Business Purpose of “Non-Travel” should be selected for reimbursement of expenses when travel is not involved.

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Create Expense Report

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*Business Purpose: Non-Travel

*Report Description: Business Errands, Certification Award, Competitions (acad/non-athl), Consulting, Development Relations, Field Research, Field Trips, ICA Charter Transportation, ICA NCAA, ICA Other Expenses, ICA Other Team Travel, ICA Recruiting, Lectures/Presentations (given), Meeting, Miscellaneous, News Reporting, Non-Travel, Patient Outreach, Patient Transportation

Default Location: [Field]

Attachments: [Icon]

Expenses ?

Expand All | Collapse All

*Date: [Field]

Expand All | Collapse All

Description: [Field]

*Payment Type: [Field]

NEW/UPDATE TO EXPENSE TYPES:

The following new expense types should be selected for reimbursement of expenses when travel is not involved:

• Business Comm-Internet	• Membership/Dues/Prof Cert
• Business Svc-Phone	• Miscellaneous
• Business Svc-Copies Miscellaneous	• **Moving Expenses
• Business Svc – Fax	• REG-Conference/Seminar
• Business Svc- Postage	• Supplies

If selecting “Moving Expenses” please see the [Guide to complete an Expense Report claiming Moving Expenses](#)

NON-TRAVEL RELATED BUSINESS EXPENSE REIMBURSEMENT

The screenshot shows a web form titled "Expense Report". On the left, there are labels for "Business Purpose", "Report Description", "Reference", "Date", and "Billing Type". A dropdown menu is open, displaying a list of expense types. A red rectangle highlights the following items in the list: "Membership/Dues/Prof Cert", "Miscellaneous", "Moving Expenses", "REG - Conference/Seminar", and "Supplies". Other visible items in the list include "Business Comm - Internet", "Business Comm - Phone", "Business Svc - Copies", "Business Svc - Fax", "Business Svc - Postage", "Exp Adj - External Agency", "Exp Adj - Travel Allowance", "Hotel", "Hotel - Other Charges", "Hotel - Room Rate", "Hotel - Room Tax", "Meal - Business", "Meal - Extended Work Day", "Meal - Per Diem", and "Transp - Airfare".

Expense Type
Business Comm - Internet
Business Comm - Phone
Business Svc - Copies
Business Svc - Fax
Business Svc - Postage
Exp Adj - External Agency
Exp Adj - Travel Allowance
Hotel
Hotel - Other Charges
Hotel - Room Rate
Hotel - Room Tax
Meal - Business
Meal - Extended Work Day
Meal - Per Diem
Membership/Dues/Prof Cert
Miscellaneous
Moving Expenses
REG - Conference/Seminar
Supplies
Transp - Airfare

Description Field is required after the Expense Type is selected for all of the above expense types except REG-Conference/Seminar.

Receipts are required for ALL non-travel business expense reimbursements regardless of dollar amount, except for Business Meals ([BPM 219](#)). Receipts for business meal expenditures \$75 or more must be submitted with the documentation for reimbursement. No receipts should be submitted or maintained for business meals less than \$75.

PREFERRED PAYMENT METHOD:

Employees should be cognizant of University [contracts and preferred purchasing methods](#).

- Reimbursements for items available through *[Show Me Shop](#) are **not permissible**.
- Refer to [AP/PO Reference guide](#) for appropriate method of payment

*Show-Me Shop is the University of Missouri's virtual marketplace that allows for a "one-stop" shopping experience. The marketplace allows users to shop with and build carts with dozens of vendors including, but not limited to, office supplies, scientific supplies (lab, chemicals, radioisotopes), computer hardware, electronics, and MRO (plumbing, electrical, cleaning).