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.



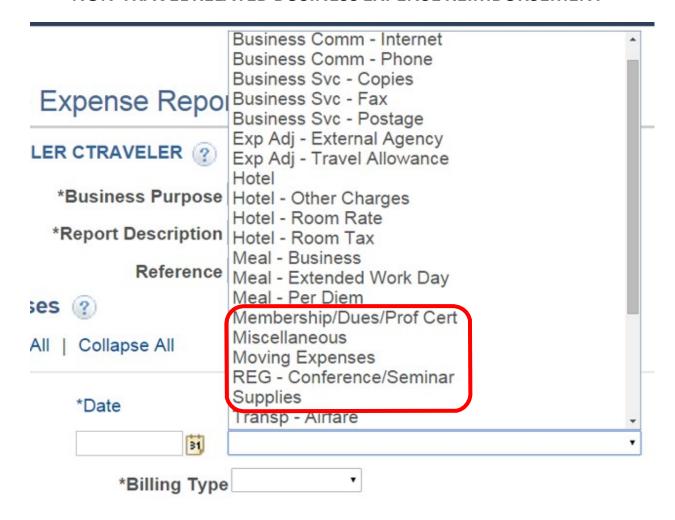
NEW/UPDATE TO EXPENSE TYPES:

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 <u>Guide to complete an Expense Report claiming Moving Expenses**</u>

NON-TRAVEL RELATED BUSINESS EXPENSE REIMBURSEMENT



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 <u>AP/PO Reference guide</u> 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).