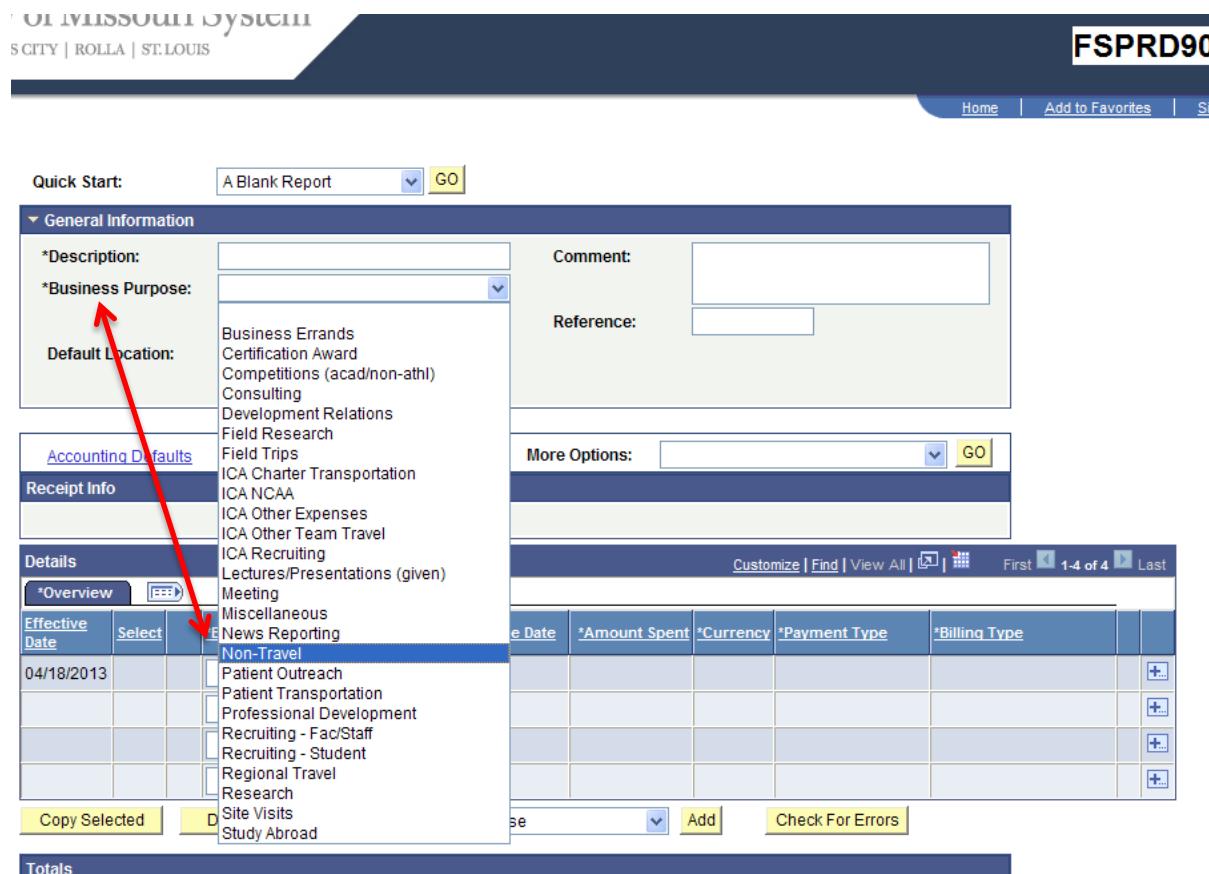


NON-TRAVEL RELATED BUSINESS EXPENSE REIMBURSEMENT

NEW BUSINESS PURPOSE:

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



Quick Start: A Blank Report GO

General Information

*Description:

*Business Purpose:

Comment:

Reference:

More Options:

Customize | Find | View All | First | 1-4 of 4 | Last

Effective Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
04/18/2013					<input type="button" value="+"/>
					<input type="button" value="+"/>
					<input type="button" value="+"/>
					<input type="button" value="+"/>
					<input type="button" value="+"/>
					<input type="button" value="+"/>
					<input type="button" value="+"/>

Copy Selected | Add | Check For Errors |

Totals

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
- Business Comm – Phone
- Business Svc – Copies
- Business Svc – Fax
- Business Svc – Postage
- Membership/Dues/P of Cert
- Miscellaneous
- REG – Conference/Seminar
- Supplies

NON-TRAVEL RELATED BUSINESS EXPENSE REIMBURSEMENT

The screenshot shows a software interface for managing business expenses. On the left, there are several tabs: 'General Information', 'Accounting Defaults', 'Receipt Info', and 'Details'. The 'General Information' tab is active. A dropdown menu is open over the 'Description' field, listing various expense types. Another dropdown menu is open over the 'Business Purpose' field, listing categories like 'Business Comm - Internet', 'Business Comm - Phone', etc. A third dropdown menu is open over the 'Default Location' field, listing options like 'Meal - Business', 'Meal - Extended Work Day', and 'Meal - Per Diem'. A fourth dropdown menu is open over the 'Accounting Defaults' field, listing items like 'REG - Conference/Seminar' and 'Supplies'. On the right side of the form, there are fields for 'Comment' and 'Reference', and a 'More Options' button.

Description Field is required (located in the “Detail” link after the Expense Type is selected).

Receipts are required for ALL non-travel business expense reimbursements regardless of dollar amount ([BPM 219](#)).

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).

INCIDENTAL EXPENSES:

Please note that all items addressed in [BPM 217](#) (including flowers, personal convenience items, charitable contributions) are not to be reimbursed through T&E at the present time; continue to process by Non-PO voucher with required approvals.