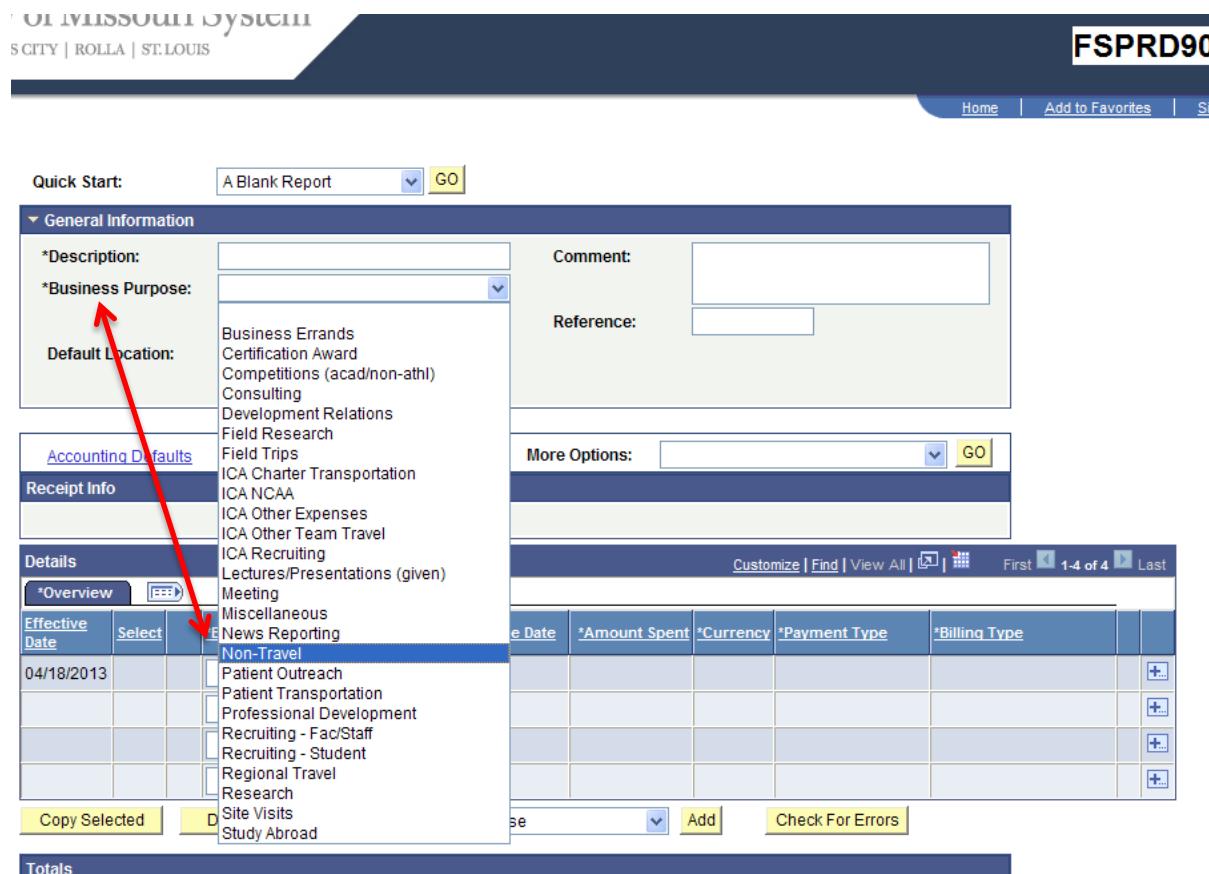# NON-TRAVEL RELATED BUSINESS EXPENSE REIMBURSEMENT

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

NON-TRAVEL RELATED BUSINESS EXPENSE REIMBURSEMENT

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.