

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.

The screenshot shows the Missouri System FSPRD90 interface. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Si'. Below this is a 'Quick Start' section with a dropdown menu set to 'A Blank Report' and a 'GO' button. The main area is divided into several sections: 'General Information', 'Accounting Defaults', 'Receipt Info', and 'Details'. The 'Details' section is expanded, showing a list of expense types. A red arrow points to the 'Non-Travel' option in the list. Below the list is a table with columns for 'Effective Date', 'Amount Spent', 'Currency', 'Payment Type', and 'Billing Type'. The table has one row with the date '04/18/2013'. At the bottom, there are buttons for 'Copy Selected', 'Add', and 'Check For Errors'.

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

The screenshot shows a web-based form for business expense reimbursement. A dropdown menu is open, listing various expense categories. Three categories are highlighted with red boxes: 'Business Comm - Internet', 'Business Comm - Phone', and 'Business Svc - Postage' (top box); 'Membership/Dues/Prof Cert' and 'Miscellaneous' (middle box); and 'REG - Conference/Seminar' and 'Supplies' (bottom box). The form includes sections for 'Quick Start', 'General Information' (with fields for Description, Business Purpose, and Default Location), 'Accounting Defaults', 'Receipt Info', and 'Details' (with an 'Overview' link). A table at the bottom shows columns for 'Effective Date' and 'Select'.

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.