OPERATING PROCEDURES

1. Travel Authorization

A. General Guidelines

i. Authorization of travel for University business purposes by employees, students and guests of the University rests with the appropriate University supervisor and, if different, the financial manager of the index to which the expenses are to be charged. Travel expenses are reimbursable only when the required authorizations are obtained prior to the expenses being incurred.

ii. Individuals may not authorize travel or approve expense reimbursements for themselves or for a person to whom they report either directly or indirectly. Presidential travel documents will be reviewed by the Vice President for Finance and Administration.

iii. If driving 800 or more miles, the Cost Comparison: Drive vs. Fly Form must be completed. The University will pay the lower cost amount regardless of the travel option selected unless a relevant reason for exception is provided with supervisor authorization.

2. Expense Reporting and Reimbursement

A. General Guidelines

i. Business travel expenses are to be reported by the traveler on an Expense Report (ER) which should be submitted <u>*no later than thirty (30) days after the end of the month in which travel was completed*</u>. An ER may be submitted for each trip or consolidated for similar trips.

ii. ERs not filed within the above time period may result in denial of expense reimbursement. Additionally, failure to clear travel advances or to report travel expenses paid directly by the University may result in paycheck withholdings, the reporting of unsubstantiated expenses as taxable income to the IRS, and/or the loss of future travel privileges.

iii. Travelers must itemize on an ER those business expenses that were paid directly by the traveler for which reimbursement is being requested, or which were paid directly by the University (i.e., through the Purchasing/Purchasing Card/Accounts Payable processes). Personal expenses, or business expenses for which reimbursement is not being requested, should not be reported on an ER.

   a) For expenses paid directly by the traveler, itemized receipts that include the form of payment and date to correspond to the expenditures being claimed must be attached to the ER to substantiate these expenses. (Refer to Section 2.B. for more specific documentation/receipt requirements for different types of travel expenses).

   b) In the event that an itemized receipt is lost or cannot be obtained, the Missing Receipt form must be completed and attached to the ER.

iv. ERs must be approved by the employee, the appropriate supervisor and, if different, by the financial manager responsible for the index to which the expenses are to be charged. Additionally, ERs charged to grant indexes must be approved by the appropriate Grant Accountant.

v. Accounts Payable will review all ERs for compliance with University policy and procedures, reasonableness of expenses, and accuracy. Completeness and organization of the ER and its supporting documentation will assist in expediting the review and reimbursement processes. ERs found deficient will be returned to the employee.

vi. After all reviews of the ER have been completed, reimbursement will be issued to the traveler for any authorized expenses which exceed any applicable travel advances by the same payment method the employee receives their payroll.

B. Supporting Documentation

In addition to the above, travelers must provide the following supporting documentation to substantiate the expenses reported on the ER. References are provided to more specific guidelines.

Note: Unless otherwise noted, receipts are not required for expenses that were paid directly by the University.

i. Personal Auto Mileage

If driving 800 or more miles, the Cost Comparison: Drive vs. Fly Form must be completed; location(s) and business miles driven must be shown on the ER.

ii. Rental Cars

Itemized receipt is required. If driving 800 or more miles, the Cost Comparison: Drive vs. Fly Form must be completed.

iii. Air Transportation

Travel itinerary receipt.

iv. Charter & Other Transportation

Passenger itemized receipt required or vendor invoice if receipt not available (see 3.B.iv.,v.).

v. Lodging

Itemized bill required (see 3.C.).

vi. Travel/Per Diem Meals

No receipt is required if reimbursed at or below published per diem rates.

vii. Business Meals

Itemized receipt and additional supporting documentation required (see 3.E.).

viii. Telephone & Internet Charges

Itemized receipt required (see 3.F.).

ix. Incidental Travel Expenses

Itemized receipt requested when available; required for items greater than $20 (see 3.G.).

x. Non-Travel Expenses

Itemized receipt required (see 3.H.).

3. Eligible Travel Expenses

A. General Guidelines

i. Subject to travel policy and all procedures herein, University employees, students, and guests are eligible for the reimbursement of necessary and reasonable travel expenses incurred for authorized University business.

ii. Reimbursement of travel expenses for sponsored projects must be in full compliance with the specific terms of any such project as well as with University policy and procedures.

iii. Professional discretion should be used at all times while incurring or reporting travel expenses. Reimbursement is not allowed for personal expenses such as spousal or family travel, entertainment, alcoholic beverages, extra meals, laundry, etc., or for business expenses that do not comply with University policy and procedures.

iv. If a specific travel expense item for a particular trip is expected to exceed $10,000 (e.g., airfare or lodging for group travel), bidding of these services may be required. The individual or department should contact the Purchasing Department before procuring these services.

v. Employees may be reimbursed travel expenses incurred on behalf of other employees provided the specific business reason for doing so is indicated along with the name(s) of those involved. This would include common types of travel situations where it is normal and practical for one individual to pay an expense rather than be divided (i.e. shared lodging charge or restaurant expense).

vi. Divisions, colleges, or departments may establish more restrictive travel guidelines than contained herein, including reduced expense reimbursement rates, if deemed necessary or appropriate. The administrative heads of these units are responsible for informing and monitoring their respective personnel of these guidelines.

B. Transportation

The traveler must use the most economical and feasible mode of transportation available consistent with the authorized purpose of the trip.

i. Personal Auto

a) Travelers who use a personal vehicle on University business will be reimbursed at a mileage rate not to exceed the State of Missouri Travel Regulations. Employees will be notified of changes to the current authorized rates (see portal for current rates).

b) Only non-taxable mileage may be reimbursed. Mileage shall be computed using the most commonly traveled route and shall be reported based on the date driven.

(1) When departing from or returning to the employee's primary work location, business mileage shall be computed and reimbursed based on the distance between the employee's primary work location and the business site destination.

(2) When travel originates from or concludes at an employee's personal residence, reimbursable business mileage shall be calculated based on the lesser of:

- the mileage between the employee's residence and the business destination, or
- the mileage between the employee's primary work location and the business destination

c) The mileage reimbursement rate considers the cost of gas, normal maintenance, personal auto insurance, etc. If using a personal vehicle, the driver's personal auto insurance policy provides primary coverage.

d) If traveling 800 or more miles, the Cost Comparison: Drive vs. Fly Form must be completed; the total cost of driving (including meals and lodging en route) is not to exceed the equivalent cost of commercial air coach or tourist fare (including applicable costs such as airport parking and related ground transportation). A travel agency or internet price quote must be included to compare the cost of driving versus air transportation.

e) Certain employees may have a University provided vehicle which is available to them for both business and personal use. Gas for such vehicles is eligible for reimbursement with an itemized receipt. Since these vehicles are used for daily, intermittent travel the ER should reference "gas for University owned vehicle", without listing the various local destinations. Annually the University will assess personal usage of the vehicle and appropriate tax documents will be issued to the employee.

f) Mileage reimbursements for remote workforce are subject to specific guidelines. Please refer to 3.C. for policy.

ii. Rental Cars

a) For local/regional travel, the University has a contract with a local car rental agency that provides economical rates. Contract information is located on the portal. For distant travel, travelers may rent vehicles as required for business purposes.

b) Subcompact, compact, mid-size, or full-size cars should be rented. Unless otherwise justified, the rental of luxury or sport model cars, including SUVs, is not reimbursable.

c) While renting a car on University business, employees are protected by the Missouri State Legal Expense Fund for liability, comprehensive or collision insurance. Collision damage waivers, loss and damage waivers, or other forms of insurance purchased from rental car agencies are not reimbursable.

iii. Air Transportation

a) Commercial flights are to be by coach, tourist or equivalent class. Early reservations are encouraged to obtain discount fares. First class or business class may be purchased only when it can be documented that lower-fare classes were not available.

b) Travel extended to save airfare costs (e.g. a Saturday night stay for domestic travel) may be reimbursed when the cost of airfare plus additional expenses associated with the extended stay (e.g. additional night lodging, meals) is less than the cost of airfare had the traveler not extended the trip. A justification statement documenting these savings, including a travel agency or internet price quote for the same airline, must be attached to the Expense Report.

iv. Charters

Charter transportation, including air travel, is permitted only when no other mode of transportation will allow an individual or group to physically meet location requirements. All charter air travel must be approved at the Provost/Vice Presidential level.

v. Other Transportation

Other common modes of business transportation may be used when the cost is less than or equivalent to other methods, or when scheduling conflicts require deviation from normal means of transportation. Travelers are prohibited from renting or operating any other "unusual" type of business transportation without prior written authorization from the Treasurer of the Board. These include, but are not limited to, personal aircraft, boats, motor homes, motorcycles, and other recreational vehicles.

C. Mileage Reimbursement for Remote Workforce

i. Automobile travel expenses are only eligible for reimbursement if the travel is required by the employee's supervisor and is away from the fully remote employee's Tax Home for University business. The employee's Tax Home is his or her official work location. For fully remote employees, the University considers the employee's personal residence his or her Tax Home.

A fully remote employee traveling from their Tax Home to the University campus can be reimbursed mileage for travel if the distance between the employee's Tax Home and the campus is greater than 75 miles and the travel is required by the University. The mileage reimbursement amount will be calculated based on the difference in miles traveled between 75 miles and the total miles drive one-way. Fully remote employees with a preauthorized vehicle allowance that considers maintenance, wear-and-tear, insurance, and fuel costs will not be eligible for mileage reimbursements. With the exception of mileage charges in excess of the 75-mile threshold, no travel expenses will be paid or reimbursed from University funds for fully remote employees traveling to work on the University campus unless the trip involves multiple, consecutive, full workdays on campus. Fully remote employees traveling on business to a destination other than the University campus should follow existing University travel procedures.

A hybrid employee's designated Tax Home for travel purposes will be the University-provided work location. Mileage traveled between the hybrid employee's personal residence and his or her University-provided work location is not reimbursable, nor are related lodging or meals.

D. Lodging

i. Travelers will be reimbursed for the actual costs of lodging based on single/double-occupancy rates unless rooms are shared by employees traveling on official University business, or the trip involves group travel. Additional room costs resulting from family or other non-business guests are not reimbursable. Lodging receipts must be <u>itemized</u> and include the applicable occupancy rate.

ii. Reservations should be made at lodging establishments that are economical and commensurate with the business being conducted. Travelers are encouraged to make advance registrations to secure potential discounts, or to check the availability of special conference rates or rates for governmental employees. A copy of the University State tax exemption (see the portal) should be furnished to hotels/motels in Missouri to eliminate the Missouri state sales tax charges.

E. Travel/Per Diem Meals

i. IRS Regulations

IRS regulations state that reimbursements for meal expenses are non-taxable income only if the expenses are incurred while the employee is temporarily away from his/her place of business. To qualify as "away from business" the employee must (1) be away substantially longer than an ordinary day's work, and (2) must need sleep or rest to meet the demands of work while away from home (overnight stay.) In consideration thereof, meal expenses are eligible for reimbursement, on a per diem basis, as follows:

a) *Travel with Overnight Stay*

Whenever business travel includes an overnight stay, meals incurred en route (days of departure and arrival) and full days away are reimbursable at the per diem rates, based on the city where you spend the night.

Travel day	Reimbursable M&IE Per Diem
First day of travel	up to 75%
Full travel day(s)	up to 100%
Last day of travel	up to 75%

b) *Same Day Travel*

Travel that does not involve an overnight stay is considered same day travel. These meals are taxable, so the University will not reimburse for these meals.

ii. Meals & Incidental Expenses (M&IE) Per Diem Rate

a) The Per Diem Rate for Meals & Incidental Expenses (M&IE) includes all meals, room service, laundry, dry cleaning, and fees and tips for persons who provide services, such as food servers, luggage handlers, and housekeepers.

b) Current domestic and international meal per diem rates which include both meal costs and tips can be accessed on the portal. portal. Receipts are not required for reimbursement at or below these rates.

c) Travelers should not claim a meal reimbursement if a meal(s) was provided to them at no cost (e.g., meal included with hotel stay, included in the cost of a seminar, etc.).

F. Business Meals

A business meal is defined as a meal in which the primary purpose of the meal is to conduct University business with one or more other persons with whom there is a business interest or relationship.

i. Business meals are reimbursable a) up to the actual meal cost, excluding alcohol yet including tip (up to 20% pre-taxes and fees), for all persons in attendance if it is substantiated by an itemized receipt showing the dollar amount, or b) at the applicable per diem rate for the employee and each person in attendance (per diem does not require itemized receipt).

ii. Reimbursements for business meals (regardless of claiming actual meal cost or per diem) must be substantiated by a) time and place; b) business purpose; and c) person(s) name and business relationship.

iii. Business meals are reimbursable whether or not the individual is traveling, e.g., the meal may take place locally during a normal working day or while traveling on business. Regardless of location, all business meals should be reported on an ER.

iv. Business meals catered directly by the University's food service contractor and paid directly by the University do not need to be reported on an ER. The department must include the information outlined above in item E.ii. on the invoice when processing through the University's Accounts Payable department for payment.

v. Professional discretion should be used as to the level of business conducted and its cost/benefit to the University before incurring, or requesting reimbursement, for a business meal.

G. Telephone & Internet Service

Telephone and internet service expense while traveling is acceptable for business purposes only. Personal telephone calls will not be reimbursed.

i. Business Calls

Business calls made from a personal cell phone will be reimbursed at a) a standard rate of $0.06 per minute regardless of the employee's cellular package, or b) a per minute rate computed by dividing the employee's per month base plan charge divided by the number of base plan minutes received per month. An itemized list of the calls, documenting the business purpose, must be included with the ER. Reimbursement requested using option b) above requires documentation of the employee's monthly base plan charge and base plan minutes.

ii. Internet Service for Business Purposes

Use of the internet for business purposes while traveling must be obtained by the most economical method, such as a daily purchase of unlimited internet service through a hotel business office. Itemized receipt and business purpose of the charges must be substantiated on the expense report.

H. Other Travel Expenses

Other travel expenses are reimbursable if necessary and reasonable for the business purpose of the trip and if properly documented. These expenses include miscellaneous transportation costs (taxi, bus, airport limousine), parking, telephone/fax, and gas/repair for University vehicles.

i. Itemized Receipts

Itemized receipts should be provided whenever possible and are required for any expense exceeding $20.

ii. Tips

For any services provided, tips cannot exceed more than 20% of the base amount (pre-taxes and fees.)

a) Exception – Tips for travel meals covered by the M&IE per diem can be any percentage; the traveler will only be reimbursed up to the allowable per diem.

I. Non-Travel Expenses

Certain non-travel expenses of a miscellaneous nature may be submitted directly for reimbursement on the ER, if such non-travel expenses are related to a trip. Non-travel expenses not related to a trip must be submitted separately on a non-travel report. These expenses must follow the Policies and Procedures issued by the Purchasing Department.

i. For non-travel expenses related to a trip:

Non-travel expenses should be summarized under other and itemized on the ER. Itemized receipts are required for all non-travel expenses regardless of the dollar amount.

4. Group Travel

A. General Guidelines – Group Travel

Group travel, domestic or international, will follow the same guidelines for incurring and reporting travel expenditures with the following exceptions:

i. If the responsible individual pays the vendor (e.g., hotel, restaurant) directly on behalf of the group, paid itemized receipts and a corresponding list of individuals must be included with the ER.

ii. If the responsible individual distributes cash directly to the group members (e.g., for meals), a list must be included with the ER that contains the signatures of the recipients acknowledging the amount and purpose of the cash received.

iii. For group travel involving air travel, a list of passengers must be included with the ER. A travel itinerary or passenger receipt showing proof of payment for airfare must also be provided.

iv. Group travel expenses that are expected to exceed $10,000 (e.g. airfare or lodging) must comply with the guidelines set forth in Section 3.A.iv. of this policy.

v. ER's for international group travel must be filed with Accounts Payable no later than forty-five (45) days after the end of the month in which travel was completed.

B. Required Authorizations

i. Travel Authorization

a) Divisions/departments are responsible for establishing their own internal procedures for obtaining the proper authorizations. At a minimum, these procedures must be consistent with Section 1. A.

ii. Travel Outside of Continental United States

Employees requesting reimbursement for business travel outside of the continental United States must receive authorization at least 30 days prior to travel and before transportation is purchased.

iii. Institutional Travel Index

All travel charged to the Institutional Travel index must be approved by the President or the President's designee.

5. Travel Advances

A. Obtaining Travel Advances

i. Travel advances are subject to the following eligibility guidelines:

Groups - Individuals who are responsible for group travel may request up to 100% of the anticipated cash-in-hand needed for the entire group. Such individuals are responsible for the accounting and repayment of these advances.

ii. Cash Advances must be approved by the traveler, the appropriate supervisor, and, if different, the financial manager of the index to which the expenses are to be charged.

iii. Cash Advances should be submitted to the Accounts Payable Office at least thirty (30) business days prior to travel to allow sufficient processing time. Accounts Payable will review and process advance requests (if applicable).

B. Clearing Travel Advances

i. Travel advances must be cleared within 30 days after the end of the month in which the travel was completed. Advances are considered “cleared” via submission to Accounts Payable of:

a) the corresponding Expense Report (ER) which shows that actual out-of-pocket business expenses are greater than or equal to the amount advanced; or

b) the corresponding ER and a receipt from the cashier’s office for the unused advance. The “unused advance” represents the difference between the amount advanced and the actual out-of-pocket expenses incurred.

ii. Unused advance funds should be taken to the cashier’s office for deposit. The receipt from the cashier’s office should be attached to the Expense Report. A Cashier Transmittal Form should be completed and turned into the Cashier’s Office along with the unused funds.

iii. Accounts Payable will review the ER, the receipt of any unused advance and charge the appropriate index only for the travel expenses incurred.

iv. Advances that are not cleared within the above time period may be deducted from the employee's paycheck. No further travel advances or reimbursements will be permitted until the travel advance is cleared and may result in the loss of future advance privileges.

6. Guest/Candidate Travel

A. General Guidelines

The University will reimburse authorized guests, including job candidates, for reasonable and necessary travel expenses when travel is for the benefit of the University. Reimbursement is subject to the same travel policy and procedures as applicable to University employees unless otherwise indicated.

i. Reimbursement shall be for guest expenses only and shall not include expenses for spouses, children, or other companions unless prior approval is obtained at the Provost/Vice Presidential level.

ii. An ER is to be completed by the department with supporting itemized receipts for all activities associated with the travel. The name, title and represented organization of the guest are to be included on the ER.

iii. Candidate travel expenses will be reimbursed from the following sources:

a) Non-auxiliary staff positions will be charged to the Institutional Recruitment Budget which is monitored by the Director of Human Resources.

b) Auxiliary funded positions will be charged to the auxiliary that is engaged in the search.

c) Faculty positions will be charged to the appropriate dean's index.

iv. For grant-funded positions, candidate travel expenses are to be charged to the applicable grant index when allowable. All such expenses must be approved in accordance with University travel policy and procedures by the project director of the grant and the Grant Accountant.

Candidate Travel – Non-faculty

v. Departmental officials must notify the Human Resources Office of all candidates who are to be invited to campus for interviews before such invitations are extended. Failure to do so will result in the expenses incurred being charged to the department's index.

   a) Normally, no more than three candidates will be authorized to travel to interview for a position unless none of the first three are deemed suitable, or do not accept the position.

   b) If it is desired to hold group meals as part of the interview process, the number of attendees and estimated cost of the meal must be forwarded to Human Resources for prior approval. Failure to obtain prior approval will result in these meal charges being assessed to the department.

vi. An ER, with supporting itemized receipts, is to be completed by the employing official, approved by the appropriate supervisor, and sent to the Director of Human Resources for review to determine expenses that may be charged to the Institutional Recruitment Budget.

vii. Travel by University employees to interview candidates at a location other than the University requires advance approval by the appropriate Vice President.

B. Candidate Travel – Faculty

i. Department chairpersons shall notify the appropriate dean of all candidates who are to be invited to campus for interviews. Normally no more than three candidates will be authorized to travel to interview for a position unless none of the first three are deemed suitable, or do not accept the position.

ii. An ER, with supporting itemized receipts, is to be completed by the department chairperson and approved by the dean for each candidate's expenses.

iii. Travel by employees to interview candidates at a location other than the University requires advance