

TO PROCESS AN EXPENSE REPORT

Goto: PeopleSoft (<https://fsprd.umssystem.edu>)

Select: Travel and Expenses / Add a New Value / Add

- **Business Purpose:** Select Meeting, Lectures/Presentations, Field Research, Non-Travel & etc.
- **Default Location:** Click  . On Description, enter full name of the city you **traveled to** eg. Saint Louis.
- **Report Description:**
 - Enter the **mocode** (for future reference), then “name/date of the conference” or business purpose (if you use acronyms, please type the full name in the Description field).
- **Attachments:** Scan all itemized receipts in one PDF format file for hotel folio, business meal, supplies, foreign transaction fee, non-travel expenses, any amount over \$75 & etc
- **Quick-Fill:**
 - Enter the date range
 - For Hotel, check on “One Day”
 - For Meal - Per Diem, check on “All Days” & so on
- **Hotel:** Please request the hotel to **waive Missouri sales tax**. Tax might not be waived if the booking is made via an internet-based travel website company such as Expedia. You don't need to itemize them by date.
- **Meal – Per Diem** (for overnight travel, receipts are not required):
 - Change **Start Time** on the first day and **End Time** on the last day of your trip
 - Deduct any meals which were provided
 - **If you are claiming meals only, please state how lodging was paid for meal per diem justification.**
- **Meal - Extended Work Day** (for day trip at \$25):
 - Travel hours must be over 8 hours, not apply to in-town travel
- **Meal – Business** (with speakers, visitors or guests. University will not pay any meals for MU employee's spouse, their family members and personal friends. Please split the bills):
 - Description – enter how many people attended and business purpose
 - Enter each attendee's name, company & title if less than 10 people
- **Transp - Mileage:** Driving your personal vehicle. Justification needed for round trip over \$500. You must provide breakdown of mileage if you travelled to multiple locations on the same trip.
- **Transp - Gasoline:** Indicate it is for a rental car or university vehicle with MZU#
- **Transp – Taxi/Shuttle/Bus/Othrs** – provide from/to locations
- **Transp - Airfare:**
 - Do not purchase any travel insurance, protection fee, change/cancellation fee, extra legroom seat and upper class seat unless you get a prior approval from DPS fiscal office.
 - MU one card is a preferred payment method
- **Transp – Car Rental:** Do not purchase any domestic insurance and personal charges.
- **Conference/Seminar Reg:** Registration/abstract fee
- **Miscellaneous:** Enter details such as airport tax, foreign transaction fee & etc.

- **Mocode:**
 - Either: 'Actions - Default Accounting For Report – Go' → **SpeedType**, enter a **mocode** that apply to the entire report or enter a few mocodes by percentage
 - Or: You can enter individual **mocode** on each single expense line on the front page

- Click on **Save For Later** and **Summary and Submit**
- **Description field on expense line:** Enter following info & any additional details about your travel:
 - Full name and date of the conference/meeting
 - Name of people who shared the hotel room with you and/or you paid his/her bill
 - Name of organization paid for your lodging, meals, air ticket & etc
- Provide explanation if your last expense date was over 90 days. It will be paid as taxable compensation.
- Check on the certification box & click on **Submit Expense Report**.
- **Submit Confirmation:** click **OK**

Note: - Foreign currency must be entered as it appeared on the receipt, the system will convert it to US\$.