



2014 - 1st Quarter

Travel and Expense System – Approving an Employee Reimbursement

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With the new Travel & Expenses System, employees are experiencing faster reimbursements. As an approver, you play an integral role in those reimbursements. Here are a few hints and reminders to help you when approving an Expense Report (ER):

1. **Roles & Responsibilities** – As either a Project Manager Approver (or their delegate) or a Fiscal Approver you assume the responsibility to:
 - a. *Project Manager Approver*
 - i. Be knowledgeable of the University policies regarding travel and reimbursement of eligible expenses.
 - ii. Check the Expense Report to ensure all expenses are allocable and allowable on the project.
 - iii. Understand that if assigning a Delegate for approval purposes, you are authorizing that person to act on your behalf. The Delegate will replace the Project Manager in all approval roles and the Project Manager will no longer receive notification of any pending approvals.
 - b. *Project Manager Approver Delegate*
 - i. Adhere to all of the responsibilities listed under the Project Manager Approver.
 - ii. Act in an ethical manner regarding any personal information that can be seen while acting as a delegate.
 - c. *Fiscal Approver*
 - i. Be knowledgeable of the University policies regarding travel and reimbursement of eligible expenses.
 - ii. Check the Expense Report for compliance with University policies, that all necessary information is completed, and that any required receipts are electronically attached.
 - iii. Verify the correct ChartField(s) are being charged.
2. **Funding source** – If you receive an ER to approve that needs the funding updated, you have 2 options:
 - a. If you are authorized to approve travel on the new funding, you may update the funding and approve the transaction.
 - b. If you are **not** authorized to approve travel on the new funding, you must send it back to the traveler and request them to update the funding. Once they resubmit the ER, it will route to the appropriate approvers for the new funding.
3. **Documentation** – Make sure the proper receipts are attached to the Expense Report. Itemized receipts are required in the following situations:
 - o For all expenses of \$75 or more.
 - o For any lodging expense, regardless of the amount.
 - o For any expense incurred when the employee is NOT in travel status, regardless of the amount.

Please contact your Campus Accounting Office if you have any questions regarding the use of the Travel and Expenses module.

For more information on this topic, here are some links:

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Frequently Asked Questions: <https://uminfoport.umssystem.edu/media/fa/controller/faq.pdf>

- Training Materials: https://doit.missouri.edu/training/peoplesoft/financials/travel_and_expenses.html

- Travel & Other Business Expenses Policy:

<http://www.umssystem.edu/ums/rules/bpm/bpm500>

http://www.umssystem.edu/ums/rules/bpm/bpm200/manual_219

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