

# How To: Travel and Mileage Reimbursement

1. Go to <https://www.umsystem.edu/oei/sharedservices/apss/finance-shared-services-forms>
2. Download the *Employee Reimbursement Form and Mileage Log*
3. On the form, fill in the following fields:
  - a. Name
  - b. Employee ID (*if known*)
  - c. Business Purpose (select the appropriate category from the dropdown menu)
  - d. ER Header Description
    - i. Short details of travel purpose (ex. *Travel to Dallas for AAVMC conference*)
  - e. Transaction Date
  - f. Expense Type (select the appropriate category from the dropdown menu)
  - g. Line Description
    - i. Short details of specific transaction (ex. *Flight to Miami for AAVMC conference*)
  - h. MoCode
  - i. PS Account
    - i. See list of common PS Accounts on page 3
    - ii. If unsure, reach out to any fiscal officer in the CVM
  - j. Amount
    - i. Must match the receipt without any applicable taxes charged
  - k. Per Diem
    - i. Date of Per Diem
    - ii. City/State traveled to
    - iii. MoCode
    - iv. Include comments highlighting any meals that were provided and covered by the travel that should be excluded from the per diem request
  - l. Mileage
    - i. Date of mileage
    - ii. MoCode
    - iii. Starting city/state
    - iv. Ending city/state
    - v. Total number of miles
4. Send an email to [musharedservices@missouri.edu](mailto:musharedservices@missouri.edu) including the following:
  - a. Completed Employee Reimbursement Form and Mileage Log

- b. Copy of the approved Travel Authorization form
- c. All applicable receipts

All highlighted fields below should be filled out if applicable.

Name	Employee ID - If Known	Business Purpose - Click for Dropdown	ER Header Description - 30 Character Limit

Expense Line Detail						Per Diem Reimbursement			
Transaction Date	Expense Type - Click for Dropdown	Line Description - The Who, What, When, Where, Why	MoCode	PS Account	Amount	Per Diem Date	City/State	MoCode	Explain any meals provided
9/23/2021	Supplies- Office	Specific Detail for Expense	DJK87	7XXXXX	\$xx.xx	9/24/2021	Rolla, MO	DJK87	Breakfast provided
<b>Total</b>					\$0.00	<b>Per Diem Total - Sent after ER Creation</b>			

Note: Per diem amounts are calculated by PeopleSoft. Screenshot will be provided after

Mileage Travel Log					
Date	MoCode	Starting City/State	Ending City/State	Miles	Amount
9/23/2021	DJK87	Saint Louis, MO	Rolla, MO	###	\$xx.xx
					\$0.00
					\$0.00

Account	Description	Short Description	Description of the Account Usage	Type of Account
721400	Bus travel-job candidate exp	Bus Tr-Job	Includes any travel-related expense for University of Missouri job candidates. Typical expenses are air, train, and bus fares; car rental, taxi, and limousine; and meals, lodging, tips, and other related travel expenses.	Expenditure
722000	Training & Development	Training	Includes expenses for faculty/staff training and development.	Expenditure
723000	Postage/Shipping & Delivery	Postage Sv	Postage/delivery services, including rental of postage meters.	Expenditure
725000	Marketing/advertising expense	MarketAdv	Marketing and advertising expenses including advertising for bids, "help wanted", special events, solicitations, exhibits, and radio and TV promotions.	Expenditure
727000	Copy Service	Copy Serv	Includes expenses for publishing/printing and reproduction. This includes paper	Expenditure
728000	Business Meeting Expense-Food	BusMtgExp	Expenditures relating to the cost of a business meeting including room rental, equipment rental, catering, and other related expenses.	Expenditure
730000	Supplies	Supplies	Supply expenses for office, instruction, research, and non-medical items including pens, pencils, paper clips, subscriptions to newspapers, periodicals, magazines and journals, and forms.	Expenditure
730300	Instructional supplies	InstrSupp	Expenses for instructional supplies.	Expenditure
730500	Lab supplies	Lab Suppli	Expenses for lab supplies.	Expenditure
730800	Uniforms	Uniforms 1	Expenses for uniforms.	Expenditure
730900	Fuel	Gas/Diesel	Fuel Expenses	Expenditure
738000	Dues/memberships	Dues/Membe	Expenses for employee and University dues/memberships to professional associations and other organizations.	Expenditure
739000	Computing expense	Computing	Computing expenses including all direct computer costs whether rebilled internally or purchased externally in the form of equipment rentals, forms, etc. Includes central processing unit costs; reports produced and printed; data entry; programming and analysis costs; inquiry terminal rental; microfiche; and personal computer supplies and hardware. If possible, please use a more specific computing expense account.	Expenditure
740300	Equipment - Non Capital	NCap	Expenses for non-capital equipment, with a unit cost of less than \$5000 (\$2500 for Hospital).	Expenditure
740600	Furniture - Non Capital	FurnNcap	Expenses for non-capital furniture, with a unit cost of less than \$5000 (\$2500 for Hospital).	Expenditure
742000	Other misc expense	OthMiscEx	Includes expenses for items not otherwise classified or for charges which do not require classification by object, such as disbursement of agency funds.	Expenditure
750000	Professional &Consult services	Prof/Con S	Expenses for professional and consulting services including payments to individuals and/or firms for professional advice, services, or opinions, in the form of fees based on contract or otherwise predetermined amounts or rates. Services must be provided by an entity outside of the University. Payment to University employees may not be included in this account.	Expenditure
789000	Equipment - M & R Non Capital	EquipM&R	Expenses to restore non-facilities related and/or movable equipment to normal operating condition or to prevent deterioration and service interruption. Includes unscheduled repair work, preventive maintenance and maintenance contracts. Examples include repairs to office equipment, stand-alone refrigeration units, growth chambers, autoclaves, ice machines, generators, centrifuges, water distillers, custodial equipment, furniture, classroom desks, and teaching equipment.	Expenditure
789050	Vehicle Maint & Repair Non-Cap	VehicleM&R	Expenses for maintenance and repair of University vehicles	Expenditure

**MU CVM Fiscal Contacts:**

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