

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	02-0010				
Name of Policy:	Financial Services Policies				
Date of Last Revision:	July 2023	Initial Date of Approval:		Initial Effective Date:	
Policy Owner	Financial Services				
Policy/Chapter Sections	Financial Services Reimbursement Policy Reception, Parties and Retreats Gifts, Prizes and Awards Check Requests and Invoices Petty Cash Check Cashing Travel Planning and Authorizing Advances Expense Reports Itemized Receipts Expenses Not Allowed Lodging Air Transportation Rental Vehicles Personal Vehicles Meals Proof of Payment Incidental Expenses Deposits				
Date of Next Review:	July 2026				

1.0 PURPOSE

The purpose of the policy is to provide guidance to university employees regarding the policies below to comply with the standards set forth by the University.

2.0 SCOPE

This policy applies to all University administration, faculty, and staff, and all such parties are expected to abide by the procedural guidelines outlined herein.

3.0 POLICY

FINANCIAL SERVICES POLICIES

All financial transactions processed by Missouri Southern State University, utilizing any Banner Fund or Org source, are subject to the following University policies.

REIMBURSEMENT POLICY

Please note the following reimbursement policies apply to both Check Request and Expense Report forms.

All reimbursement requests must be turned in to Financial Services **no more than 30 days** after the expense occurred. Only expenses incurred during the current fiscal year (July 1 to June 30) will be reimbursed. All check requests and/or expense report forms must have the proper documentation, signatures (see authorizations below), index and account codes or they will be returned to the requestor which could delay payment.

The following authorizations are required for **Academic Units**:

- Up to \$15,000 must have a Department Head's signature.
- \$15,000 to \$40,000 must have a Dean's signature.
- \$40,000 to \$100,000 must be signed by a member of the President's Cabinet (PC).
- \$100,000 and over must be signed by the University President.

The following authorizations are required for **Administrative Units**:

- Up to \$25,000 must have a Department Head's signature.
- \$25,000 to \$40,000 must have a Dean's signature.
- \$40,000 to \$100,000 must be signed by a member of the President's Cabinet (PC).
- \$100,000 and over must be signed by the University President.

The University's tax-exempt status does not apply to individuals purchasing supplies. **Therefore, sales tax is not reimbursable to individuals.** The employee has the option of obtaining a small local purchase order from Financial Services, using the procurement card, or obtaining a copy of the University's tax-exempt letter to give to the vendor at the time of purchase to eliminate the sales tax.

Original itemized receipts are required for all expenditures **except travel meals for a single individual** (see Section 2.37 Meals.) Expenses that are less than \$10.00 that are not documented with a receipt may be reimbursed. Proof of payment may be in the form of an *itemized* vendor receipt or an *itemized* credit card receipt. A credit card receipt showing only totals and a signature is not an acceptable proof of payment. A copy of the credit card statement showing the charge or a copy of a personal check that has been canceled by the bank may also be used. For online purchases, proof of purchase may be in the form of a verification page from the website reflecting payment for the items for which reimbursement is desired. If the amount requested is less than \$50.00 and you have the proper approved documentation, you can save time and pick up petty cash at the cashier's window. (see Section 1.5 Petty Cash)

RECEPTIONS, PARTIES AND RETREATS

Departments that elect to have additional ceremonies, lunches, etc. must use personal funds and not use operating funds. The cost of personal greeting cards, department parties (holiday, birthday, etc.), cakes, refreshments and flowers as well as receptions or gifts for faculty, staff or students, who resign, transfer internally or graduate, must also be purchased with personal funds. Exceptions to this policy must be pre-approved by a PC member.

Departmental retreats should take place on campus and the expenses associated with them must be pre-approved by the appropriate PC member.

GIFTS, PRIZES AND AWARDS

Gifts, prizes and awards are generally not an allowable expense, but rare exceptions may apply to organized institutional events or student programs. Prior approval must be obtained from Financial Services to ensure compliance with university policy. Failure to obtain prior approval may result in the purchase being considered a personal expense.

CHECK REQUESTS AND INVOICES

In order to be processed in a timely manner, all check requests must include the following information:

- Backup documentation that reflects how the requested dollar amount is derived;
- Original and 1 copy of any enclosures to be mailed with the check;
- Authorized approval signature based on the approval structure above;
- The payee's Banner ID number and address must be listed for all individuals being paid;
- The department's Banner index and account codes.

Check requests must be submitted to Accounts Payable by Friday, 5:00 p.m. to receive a check the following Friday (except during the summer session, when requests must be submitted by Thursday, 5:00 p.m. to receive a check the following Thursday). Due to increasing workload and time constraints, *these deadlines will be enforced.*

If you are sending a list of individuals to be paid, please include one copy of the list for each payee to be attached as support for each check written.

PETTY CASH

The University maintains a petty cash fund in the Bursar's Office to reimburse employees for authorized institutional expenses provided that departmental budget funds are available. Petty cash requests are limited to \$50.00. The Chief Financial Officer (CFO) may approve exceptions to the dollar limit.

Petty Cash Vouchers must be prepared with documentation attached, proper Banner codes, signed by the recipient and approved by the employee's immediate supervisor. The cashier will also sign the voucher. As stated in the Reimbursement Policy, sales tax is not reimbursable to individuals. Splitting receipts (purchases greater than \$50.00 being placed on more than one voucher) in order to avoid the \$50.00 threshold is prohibited. All petty cash transactions are subject to the review of Financial Services, independent external auditor and the State.

Petty Cash Vouchers will only be reimbursed for the current fiscal year (July 1 through June 30). It is strongly encouraged that employees request reimbursement within 30 days of purchase except at year end when the request must be made prior to mid-July.

Examples of unauthorized expenses not eligible for reimbursement include, but are not limited to, gifts including gift cards, the cost of any type of cards, office parties, office shirts, flowers for special occasions and coffee for the office.

CHECK CASHING

Personal checks may be cashed at the cashier's window in the Bursar's Office. A maximum of two checks per week is allowed. Checks are made payable to MSSU only (2-party checks are prohibited) and are limited to the following amounts: employees \$50.00 (fifty dollars), non-dorm students \$10.00 (ten dollars), and dorm students \$15.00 (fifteen dollars). Exceptions to the dollar limit may be granted by the CFO. Under no circumstances can an advance be made against a debit/credit card.

TRAVEL

Travel expenses are defined as expenses for transportation, lodging, meals, and related items incurred by employees, interview candidates and students who are traveling for official University business. It is the responsibility of the traveler to understand University policies and discuss any departmental restrictions before travel occurs.

PLANNING AND AUTHORIZATION

Employees must receive approval for travel. The Travel Pre-Approval form which provides authorization by their supervisor should be completed and approved before traveling. The form should also be attached to all reimbursement requests.

A report of the conference attended may be required upon the return of an employee. Outside activities offered as part of a conference, but not directly related to university business will not be reimbursed. Example: a sightseeing tour that has an additional fee for participation.

ADVANCES

Travel advances are allowed for the Admissions and Athletic staff for recruitment purposes and for those faculty or staff who are taking a group of students off campus for school functions. Reasonable estimates can be used to determine the amount needed for an advance. Requests for cash advances must be in writing, must be signed by the sponsor and supervisor, and must be submitted to Financial Services at least two weeks before the funds are needed. Reconciliation of monies advanced, including all support, coding and appropriate signatures, are due to Financial Services within 30 days of issuance. Failure to reconcile advances may result in denial of future advances.

EXPENSE REPORTS

Missouri Southern State University is governed by the State of Missouri travel regulations. A full and complete listing of these regulations can be located at <https://oa.mo.gov/travel-portal>.

Expense Report forms (domestic and international) are used to account for trip expenses and to request reimbursement. Forms are available in the Treasurer's Office Documentation Forms section on the Employee tab in LioNet. Staff members who make University trips should submit their completed expense reports to their immediate supervisor, school dean, or PC member for approval.

Reimbursement paid directly to the employee for transportation, conference fees and lodging will only be made after the travel has occurred.

Completed Expense Report forms, with actual itemized receipts attached, must be prepared and submitted to Financial Services for payment processing within 30 days after return of trip.

Only expenses incurred during the current fiscal year (July 1 to June 30) will be reimbursed. All claims for reimbursement of expenses must be itemized and attested to by the claimant and approved by the traveler and their appropriate supervisor. Primary responsibility for authenticating travel reimbursement claims rests with the department head and/or PC member.

Any employee who has a properly approved and completed expense report that is received by Financial Services by Friday, 5:00 p.m. will receive a check the following Friday (except during the summer session, when requests must be received by Thursday, 5:00 p.m. to receive a check the following Thursday.)

The expense report forms must be accurate and are subject to audit by Financial Services, the State and the IRS. **Employees and officials are expected to exercise the same care in incurring expenses, as a prudent person would exercise if traveling on personal business.**

Prepayment may be made when direct billed to the University for airfare, conference fees and lodging required by the vendor or if advance payment results in cost savings.

ITEMIZED RECEIPTS

Itemized receipts are required for all expenses including transportation, lodging and registration fees, etc. regardless of the amount. An exception may be allowed if the expense is less than

\$10.00. However, we will only allow a maximum of **three** \$10.00 unsupported expenses per travel reimbursement form. Travel meals for a single individual do not require an itemized receipt but will be subject to meal allowances as noted in Section 2.37.

Any unusual expenses incurred shall be itemized on the Expense Report and accompanied by receipts for payment. The justification for incurring any unusual expenses shall be fully explained by letter or notation on the expense report form.

EXPENSES NOT ALLOWED

University employees shall not incur expenses or receive reimbursement for the sole benefit of the employee, such as, but not limited to, any type of insurance including additional travel and rental car liability, finance charges, personal credit card fees or dues, valet service, laundry, TV charges, personal phone calls – local or long distance, alcoholic beverages, extra meals or snacks, newspapers or magazines, movie rental, room service charges or any other like charges. Telephone, internet, fax and telegraph expenses shall be allowed only when necessary for the transaction of official business.

Non-employee expenses, directly or indirectly incurred by a spouse, dependent or other person traveling with the employee, will not be reimbursed.

LODGING

You are expected to select the location, type and cost of lodging that best meets the needs of the University and your work requirements. **You are expected to exercise the same due diligence as you would with your own personal funds.** Reasonable and necessary amounts are allowed for the cost of lodging at the single room rate. In areas where comparable accommodations are available at significantly different prices you should seek prior approval before selecting higher priced lodging and document the reason(s) for selecting the higher priced lodging.

AIR TRANSPORTATION

Travel by commercial airline is limited to no more than coach fare. Employees may pay for airfare and receive reimbursement on their expense report if circumstances require it; however, the general practice should be direct billing or through procurement card.

RENTAL VEHICLES

The University follows policies established by the State of Missouri Office of Administration's Drivers Guide <https://oa.mo.gov/general-services/risk-management/liabilityauto-claims/drivers-guide>.

Financial Services maintains information on current vehicle rental through contracted provider(s), with restrictions and rates. All invoices should use the current contract information and be billed directly to the University for payment or placed on the employee's procurement card. If you need assistance contact Financial Services. Liability and collision coverage are included in contract rates therefore additional coverage is not needed.

IMPORTANT - PLEASE READ THE FOLLOWING:

If an employee personally rents a vehicle (not using the University's contract or direct billing option) liability and collision coverage must be provided through their personal auto insurance or purchased directly from the rental company. This amount is not reimbursable. In the event of an accident, the employee's coverage or insurance purchased from the rental agency would provide primary coverage.

PERSONAL VEHICLES

The University follows policies established by the State of Missouri Office of Administration's Drivers Guide <https://oa.mo.gov/general-services/risk-management/liabilityauto-claims/drivers-guide>.

Employees are strongly encouraged to use a contracted rental vehicle through the University for travel. **If the employee chooses to use a privately owned vehicle, the employee assumes all liabilities and reimbursement will be limited to the lesser of mileage reimbursement or the cost of rental car plus fuel** (or coach round-trip airfare plus mileage to and from the airport.) For travel in privately owned automobiles, the state mileage allowance shall be at the current rate ordered by the Commissioner of the Missouri Office of Administration. Any changes to the mileage allowance rate will be effective per the date indicated on the State of Missouri Office of Administration's website <https://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage>

The established mileage reimbursement rate reflected on the Expense Report form takes into consideration all costs of owning and operating a vehicle - including fuel, insurance, maintenance and depreciation. The reimbursement rate represents full compensation for the costs of operating your vehicle and therefore ***you maintain total responsibility to adequately insure, safely operate, properly maintain, and protect your own vehicle.***

Physical damage or loss to your private vehicle and/or its personal property contents is not covered. Coverage should be obtained through personal auto insurance.

Liability to others, including passengers, must be covered by your private auto policy. Most private auto policies exclude business activities. However, exclusions may vary depending on the extent of business usage. Not all policies are the same and levels of coverage differ. Refer to your policy or contact your agent for coverage specifics.

Employees are strongly encouraged to share a vehicle if more than one employee is traveling to the same destination. When two or more employees travel in the same private motor vehicle, only one employee may claim mileage reimbursement.

MEALS

The State of Missouri travel policy adopted January 6, 2003 **will not reimburse travel meals unless an employee is in travel status for a minimum of 12 hours**. Travelers are eligible for daily meal allowances, based on travel status. Employees claiming travel meals on their expense report that are not documented with overnight lodging must note in the description column of the expense report "12-hour travel status". ***Meal receipts for a single traveler are not required, but as a cost savings initiative, travelers may submit actual meal receipts for a lesser amount. Reimbursement will be based on the actual lesser expense incurred.***

In-state travel:

When traveling away from home within the state of Missouri under the "12-hour status" policy, meal expenses up to a maximum of \$40.00 per day are reimbursable. Meal reimbursements are based on an average of the per diem rates published on the State of Missouri Office of Administration website. If less than three meals (no snacks) per day are subject to reimbursement, the per diem amounts (**including tips**) should not exceed:

In-state travel per diem meal amounts:

- Breakfast \$ 7.00
- Lunch \$12.00
- Dinner \$21.00

Out-of-state travel:

When traveling away from home outside the state of Missouri but still within the continental United States, meal expense up to a maximum of \$55.00 per day is reimbursable. If less than three meals (no snacks) per day are subject to reimbursement, the per diem amounts (**including tips**) should not exceed:

Out-of-state travel per diem meal amounts:

- Breakfast \$11.00
- Lunch \$16.00
- Dinner \$28.00

International travel:

When traveling internationally outside the United States meal expense up to a maximum of \$55.00 per day is reimbursable. International travelers are highly encouraged to use their P-Card for all international meals, subject to per diem limits. Reminder, receipts must be retained and submitted for all P-Card charges. If less than three meals (no snacks) per day are subject to reimbursement, the per diem amounts (**including tips**) should not exceed:

International per diem meal amounts:

- Breakfast \$11.00
- Lunch \$16.00
- Dinner \$28.00

Breakfast on the day of departure and dinner on the day of return are not allowed.

If meal(s) are provided by the hotel, conference or other, per diem meal allowance amount(s) shall not be claimed for those meals.

Meals Paid on Behalf of Others (Regardless of travel status or payment method):

If meals were purchased for more than one person (regardless of payment method and cost), an itemized receipt is required as well as the names (and titles if a non-University employee) and purpose of the meal. If it is necessary to pay for meals on behalf of others, request itemized receipt before ordering. Reimbursement will not exceed allowable meal per diem rate/per person, according to location of travel. If all the required information is not supplied, reimbursement will be delayed.

Reminder: If meals are purchased using a university p-card, the previous requirements, including per diem amounts still apply.

PROOF OF PAYMENT

Proof of payment may be in the form of an itemized vendor receipt or a vendor marking on the invoice document that the charge has been paid. Proof of payment may also be in the form of an **itemized** credit card receipt. A credit card receipt showing only totals and a signature is not an acceptable proof of payment.

INCIDENTAL EXPENSES

Incidental expenses not directly concerned with travel (such as postage, small emergency supplies, etc.) may be allowed only when necessary to the performance of official business while traveling. These necessary incidental expenses shall be itemized on the expense report with receipts attached.

DEPOSITS

All checks, cash and negotiable items are to be sent directly to the Bursar's Office for processing of the deposit. A few departments on campus have been authorized to collect these items directly. Deposits are required daily and by noon. At no time are checks, cash or other negotiable items to be kept at the department's location for an extended period of time. The Org or Index Code associated with the deposit must be noted on the face of each check in the "memo" line. One copy of the front of all checks in the deposit is required to be included with each deposit.

Any questions regarding these policies can be directed to: ap@mssu.edu, Melissa Hunter (9561), or Kristy Jennings (9512).

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

April 2024 – Updated to new format.

5.0 RELATED DOCUMENTS

None