General travel reimbursement policies for the University of Missouri are available in the following University websites:

- Accounts Payable Shared Services –
  http://www.umsystem.edu/oei/sharedservices/apss/travel_and_expense

The following are specific clarifying principles within the School of Medicine for which department chairs or their designated approving officials will be held accountable.

**SUPPLEMENTAL Reimbursement Practices for the School of Medicine**

**Lodging:** Reimburse the standard room single rate in accordance with University policy. However, if the before-tax, standard single room rate exceeds $350 per night, endorsement by the chairman and approval of the Dean's Office will be required in advance of travel. Approval will be based on adequate justification for using the chosen hotel over others. Documentation that the rate constitutes the group rate at the primary conference hotel will be considered adequate justification in most cases. Nonetheless, without advance approval, expenses that exceed these guidelines will be the responsibility of the traveler.

**Travel outside of the continental United States:** All faculty travel outside of the 48 contiguous United States requires the personal approval of the Dean of the School of Medicine. Requests should be sent to the Sr. Associate Dean for Administration and Finance at least four (4) weeks prior to the trip and include the dates of travel, destination, purpose of the trip, estimated total cost of the trip and the source of the funds. Approval by the Dean is required even if the trip is at no cost to the University. Approval for foreign travel for staff comes from the Sr. Associate Dean for Administration and Finance.

**Automobile Rental:** Reasonable car rental expense is reimbursable. However, to qualify for reimbursement the rental should be necessary in order to conduct University business. Further, the rental should be cost justified. For example, if the only business purpose is for travel between the hotel and terminal, then commercial forms of transportation should be (a) impractical (b) more expensive or (c) unavailable. Car rental for personal activities or personal convenience should be considered a personal expense, but could be reimbursed up to the cost of taxi or limousine service between the hotel and terminal, for example.

**Timely Request for Reimbursement:** Request for reimbursement should be made on a timely basis in order to be properly reflected on the institution's financial records. Travelers should request reimbursement within 60 days of the date of travel in order to be reimbursed, and every reasonable effort should be made to reflect expenses in the fiscal year in which the travel occurred. Delays beyond 60 days must be justified as being beyond the control of the traveler. Please note that reimbursement beyond 60 days from the completion of the travel is considered taxable income.

**Application to All Sources of Funds:** Reimbursement practices apply to all sources of funds that are held in the name of the University of Missouri or the Medical School Foundation.