

# LATE BUSINESS OR TRAVEL EXPENSE REIMBURSEMENT

## SUBMITTED OVER 60 DAYS:

The University of Missouri's accountable plan allows non-taxable reimbursements of business expenses when they are documented and submitted within 60 days of the expense or end of the trip. For more information about the accountable plan please refer to [BPM 218](#).

When an expense report is submitted over 60 days from the last day of the trip, or the date on the receipt of the expense, the employee's report will be "flagged" and become taxable compensation

## Create Expense Report

The screenshot shows the 'Create Expense Report' form. At the top, there is a header 'CTRAVELER CTRAVELER' with a help icon. Below this, there are several tabs: 'Business Expenses', 'Non-Travel', 'Business Purpose', 'Default', and 'Other'. The 'Business Expenses' tab is selected. The form has a 'Report Description' field with the text 'Office Supplies' and an 'Attachments' icon. Below this is a 'Reference' field. The main section is titled 'Expenses' with a help icon. There are buttons for 'Expand All', 'Collapse All', 'Add', 'My Wallet (1)', and 'Quick Fill'. Below this is a table with the following columns: 'Date', '\*Expense Type', and 'Description'. The first row in the table has the following values: 'Date' (a dropdown arrow), '\*Expense Type' (a red box around 'Office Supplies'), and 'Description' (a dropdown arrow, '10/21/2014', and 'Supplies'). Below the table, there are buttons for 'Receipt Self' and a dropdown for 'Billing Type: In State - Do'.

When the employee enters an expense report that is over 60 days, he/she will receive the following message upon "submitting" the expense report for approvals:

## Expense Report Line Errors

The screenshot shows an error message. The message text is: 'Please enter or update the following information: Older Transaction. An explanation for the expense line older than 60 days is required. Explain why.' There is a 'Return' button at the bottom right.

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