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GROUP & FOREIGN TRAVEL EXPENSE REIMBURSEMENT

- i. It is best practice to always obtain a receipt that includes the tip charges so that when tips for a particular expense type exceed \$75 you have proof of payment.
 - ii. Tips exceeding \$75 should also include a statement explaining the rationale for the amount.
 - iii. Utilize the Cash Disbursement Receipt Form when receipts are not provided from the vendor; have the vendor sign the receipt on the "by" line.
- b. Foreign Currency:
- i. Utilize OANDA for currency conversion for non employee vouchers (www.oanda.com/currency/historicalrates/)
 - ii. Include credit card statements as proof of payment for foreign transaction fees; total if including multiple on one expense report line.
- c. Per Diem:
- i. Enter the location in the expense detail line and select "Refresh Per Diem Amounts". The "Amount Spent" will update for the appropriate Dept of Defense rate in USD; do not update the "Exchange Rate" field.
- d. Travel Expenses for employees using Travel & Expense module:
- i. Enter in USD based on OANDA conversion OR
 - ii. Enter "Amount Spent" in foreign currency and select the appropriate currency; the "Exchange Rate" will update appropriately. based on Dept FOR appropriate r5 0T d RE-CM-17-02 Oct Enter "Exchange/TT1 1 Tf

*Note: Exception under meals with employees (item 5.b.).

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MU Travel Information: Includes pre travel links (receipts form, foreign meal per diem rates, foreign exchange rates, etc), Travel & Expense guides and University Travel Card

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Sales Tax Exemption for Missouri vendors and out of state vendors for which the University is exempt

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