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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/](http://www.oanda.com/currency/historicalrates/))
  - ii. Include credit card statement 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. appropriate r5 0T d RE-04-17-02\_0ct 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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