

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' interface. At the top, there are navigation links for 'CTRAVELER' and 'CTRAVELER ?'. Below this, there are tabs for 'Business Expenses' and 'Non Travel Expenses'. The main section is titled 'Expenses' and contains a table with the following columns: 'Date', '*Expense Type', and 'Description'. A red box highlights the '*Expense Type' field, which contains the text 'Office Supplies'. The 'Date' field contains '10/21/2014' and the 'Description' field contains 'Supplies'. There are also buttons for 'Expand All', 'Collapse All', 'Add', and 'Quick Fill'.

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 box titled 'Expense Report Line Errors'. 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 of the message box.

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