

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 are tabs for 'Business Purpose' and 'Non-Travel'. Below the tabs, there is a 'Report Description' field with 'Office Supplies' entered. A 'Reference' field is also visible. The 'Expenses' section is expanded, showing a table with columns for 'Expense Type', 'Amount', and 'Description'. A row is highlighted with a red box, showing 'Late' in the 'Expense Type' column. Other rows in the table include 'Office Supplies' and 'Supplies'. The form also includes a 'Receipt Split' button and a 'Billing' dropdown menu.

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 with a green arrow icon. The text reads: "Please enter or update the following information: Older Transaction. An explanation for the expense line older than 60 days is required. Explain why." Below the message, there is a 'Return' button.

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