

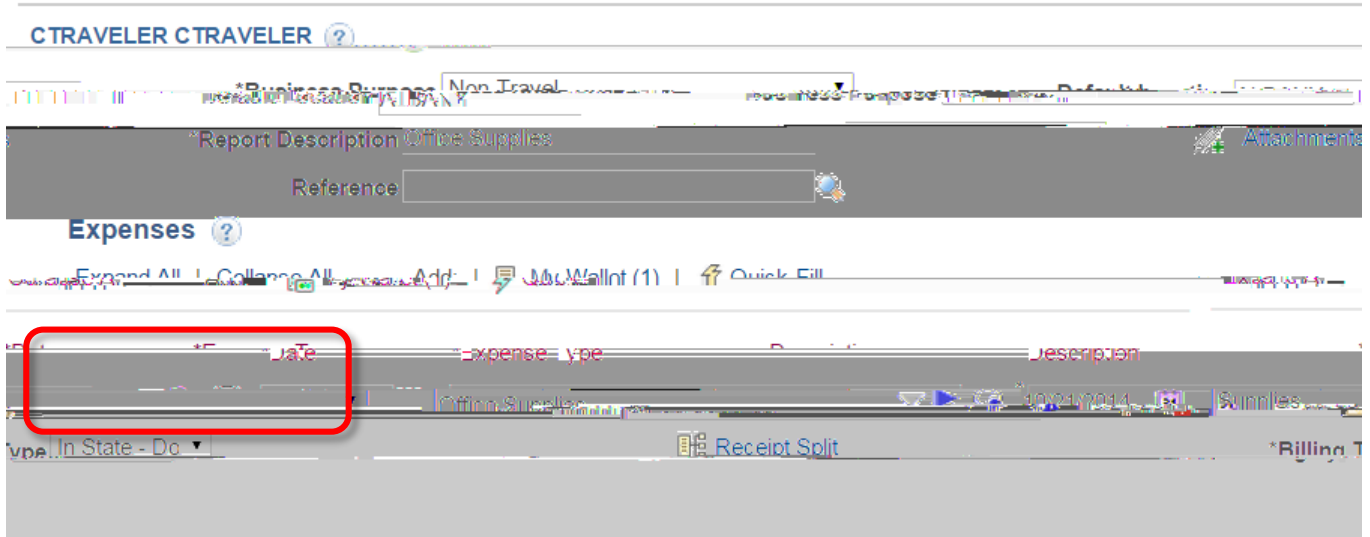
# LATE BUSINESS OR TRAVEL EXPENSE REIMBURSEMENT

## 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](#).

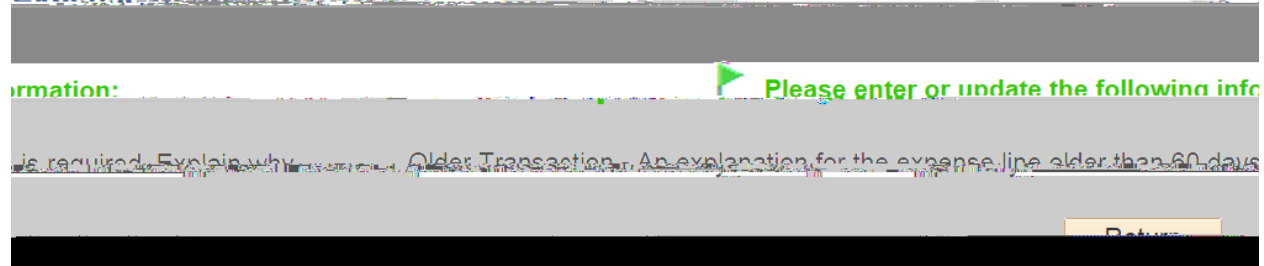
When an expense report is submitted over 60 days from the last day of the trip, or the date on the receipt of the expense, the employee's report will be "flagged" and become taxable compensation

## Create Expense Report



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



# LATE BUSINESS OR TRAVEL EXPENSE REIMBURSEMENT

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