MO-CASE NATIONAL TRAVEL EXPENSE REPORTING

All expenses for which reimbursement is sought must be reported on the MO-CASE Expense Form and must be signed by the person seeking reimbursement.

 At a minimum, the form must include the following components:

 Expense amount

 Date and place of expense

 Business purpose

Required receipts must be included with the form, except for meals.

 Meals will be reimbursed on “per diem” basis. The guidelines for meals are $15 for breakfast, $15 for lunch and $30 for dinner. The per diem allowances are for the actual expenses for meal and incidental expenses. Reimbursement may NOT be requested for meals which are otherwise provided, e.g. included in a conference, or paid for by a vendor. Reimbursement for alcoholic beverages may not be requested.

Lodging receipts (final bill statement obtained at checkout) is required.

It is the traveler’s responsibility to submit all receipts (lodging, airfare, registration, car rental, parking, ground transportation, etc.) even when prepaid by MO-CASE in order to be reimbursed.

If a traveler chooses to drive their own vehicle, mileage reimbursement will be approved at the current IRS rate, but will not exceed the lowest “coach” airfare.

If a traveler elects to rent a car to drive to a conference, total reimbursement cannot exceed the lowest “coach” airfare and mileage cannot be claimed,

Shuttles and Taxicabs are usually the lowest cost and preferred method of ground transportation. Receipts are required for all transportation expenses of $10 or greater.

If some of the expenses such as airfare and registration are prepaid by MO-CASE, these expenses should be “ASTERISKED” (ex: $500\*) on the Expense Form but not claimed on the total reimbursement expense line of the Expense Form and explained on the Explanation and Miscellaneous section of the Expense Form.

**The signed Expense Form and all receipts must be submitted at the same time and within 60 days of the travel.**