



Payment Manual

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Introduction

This manual will walk you step-by-step through the payment process for SOFAC. Payment can be processed in a number of ways, depending on who is to be paid and the original form of payment. This manual will address all of the different possibilities and hopefully answer all of your questions. It also provides examples at the back of a reimbursement request, a direct payment request, and an extension request. If you ever have any questions or concerns, please contact the SOFAC Graduate Assistant at SOFAC@MissouriState.edu.

To begin, please note that SOFAC will only reimburse or pay the person, organization, or company that originally made the transaction. For example, if an organization's bank account was used to reserve a hotel room, the payment must go back to the organization. In comparison, if 10 students each register separately for a conference, each of those 10 students will be paid separately. It is important to keep track of who pays for what in order to simplify the payment process. Whenever possible, consolidate the costs to as few accounts as possible. This way, SOFAC only has to process and reimburse one individual rather than multiple accounts.

Each request **MUST** be accompanied by a completed **Reimbursement Form** or **Direct Payment Form**. These forms allow the SOFAC staff to quickly see what the expenses are, who should be paid and for what amount, and the event for which payment is being requested. Once you have completed the forms and gathered/prepared all the necessary documents, you will paperclip all of these documents together and submit them to the Office of Student Engagement.

Important Notes:

- All reimbursement paperwork **MUST** be submitted as a hard copy in the office in person.
- All forms **MUST** be typed.
- All reimbursements must be submitted **no later than 10 university business days** after the event or activity takes place.
 - All Reimbursement forms must be **complete** and **correct** within 30 days after the event or activity takes place.

Direct Payment Expenses:

- Airline Tickets
- Equipment Purchases
- Conference Registration Fees
- Contract Fees for entertainers, speakers, etc.
- Enterprise Car Rental

Reimbursement Expenses:

- All things listed above as well as,
- Lodging cost
- Mileage (personal vehicles)
- Gas (rental vehicle)
- Parking Fees
- Taxi/shuttle fees
- Other travel expenses

Please refer to the SOFAC Guidelines or contact the SOFAC Graduate Assistant for expenses not listed above.

List of Forms

All forms are found on the SOFAC website:

- Reimbursement Form
- Travel Expense Report
- Direct Payment Form
- Independent Contactor Form
- W-9 Tax form
- University Addendum

Travel Expense Report

Do not complete in Browser. Download and Complete in Adobe Reader.

1. Employee Name (Last, First) Box
 - a. Put the name of the purchaser
 - b. Last name, then First name
 - c. If an Organization, Just put Organization Name
2. Bearpass# Box
 - a. Put the M# of the party in Step 1
 - b. Organizations may skip this field
3. Send by Direct Deposit Box
 - a. Select either of the following:
 - i. Yes: You must have Non-payroll Direct Deposit setup
 - ii. No: You will receive the check by mail
4. Address Box
 - a. Put the permanent address of where you will receive the check in the next month
 - b. Include both street address and City, State with Zip Code
 - c. Important near breaks in case you are in another city
5. Destination Box
 - a. Put the City, State of the location of the event
6. Business Purpose Box
 - a. Put the Event Name here (found on Reimbursement Form)
 - b. List students who attended here
 - i. If not enough room, attach a list separately
7. Date Column
 - a. Put the Month and the Day from the receipt
 - b. Mileage and receipts on separate lines
8. From/To and Description of Expense Column:
 - a. Ignore From/To
 - b. Input descriptions of miscellaneous expenses on the same line as the dollar amount listed for the expense
9. Dep. Time and Arv. Time Columns (Ignore)
10. Miles Column
 - a. Personal vehicle mileage, pull number from Google Maps and attach printout
 - b. Must start and end at Carrington Hall if in Springfield, MO
 - c. Ignore for rental vehicles and airlines
11. BKFST, LUNCH, DINNER Columns (Ignore)
12. Hotel Column
 - a. Cost of lodging goes here (exclude parking, gift shops, etc.)
 - b. Other states may have "state taxes" refunded; Missouri may not
13. Transport/Fuel Column
 - a. Include costs from any travel
 - b. Airfare, trains, gas, taxis, Ubers, etc.
14. List Misc. Below Column
 - a. Put cost of miscellaneous expense requested for reimbursement
 - b. Equipment, Conference Registration, Parking, Equipment, Tournament Fees, Advertising, Speaker fees, DJs, and other Funding Standards costs go here
 - c. This will match with the box below labeled "Explanation of Miscellaneous Charges"
15. Claimant Signature Box
 - a. Hand written signature from party from Step 1
 - b. Cannot be scanned or a copy
 - c. If organization, any member can sign
16. Title Box on Bottom Left
 - a. Position in Organization



TRAVEL EXPENSE REPORT

Inv. # (Fin. Serv. Only)

Submit Completed form: SGF Campus – Financial Services Carr 113 West Plains Campus – Business office Cass Hall

EMPLOYEE NAME (LAST, FIRST) FOR MONTH OF

Bearpass Number: M 01234567

Address:

FUND	ORGANIZATION	PROGRAM	ACTIVITY	AMOUNT

Direct Deposit: Yes No [Sign up here](#) (MSU Employees/Students Only)

Business Purpose: (Include list of people traveling)

DESTINATION: DEPARTMENT:

GRANT EXPENSES: Attach documentation of how this meets scope of project.

DATE	Destination FROM/TO Description of Expense	DEP. TIME	ARV. TIME	MILES	73000 BKFS	73000 LUNCH	73000 DINNER	73001 HOTEL	73004 TRANSPORT /FUEL	MISC. EXP.	AMOUNT
MM/DD				100							\$ 0.00
MM/DD								150			\$ 150.00
MM/DD									350		\$ 350.00
MM/DD									500		\$ 500.00
MM/DD	Conference Registration Fees									350	\$ 350.00
MM/DD	Facility Rental Fee									200	\$ 200.00
MM/DD	Parking									10	\$ 10.00
MM/DD	Equipment									1000	\$ 1,000.00
MM/DD	Annual Association/Membership Fee									250	\$ 250.00
MM/DD	Tournament Fees									1000	\$ 1,000.00
MM/DD	Taxi/Shuttle									75	\$ 75.00
MM/DD											\$ 0.00
MM/DD											\$ 0.00
ABOVE TOTALS →				100	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	\$ 850.00	\$ 2,885.00	\$ 3,885.00
73002 TOTAL MILES →				100	at	\$ 0.37	cents per mile				37.00
TOTALS FROM ADDITIONAL SHEETS → \$ 0.00											
TOTAL EXPENSE → \$ 3,922.00											

I affirm the above claim is correct, that payment has been made from my personal funds and that I have not been previously reimbursed. I further affirm that I have not received and will not receive from any other source whatsoever any payment or any partial payment except as provided by law.

CLAIMANT SIGNATURE <input type="text" value="Hand Written Signature"/>	APPROVER PRINT NAME <input type="text"/>	SIGNATURE <input type="text"/>
TITLE Position in Organization	TITLE <input type="text"/>	DATE APPROVED <input type="text"/>

DO NOT WRITE BELOW THIS LINE - FINANCIAL SERVICES USE ONLY

FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	ADDITIONAL SHEET TOTALS	AMOUNT

Verified by and Date: TOTAL AMOUNT →

Expense Explanations

- Miles: Mileage both ways included, must have Google Maps print out of route
- Hotel: Any form of lodging (hotel, AirBnb, etc...)
- Transport/Fuel: Car Rental, Bus, Gas, Air, etc...
- Miscellaneous Expenses: List on the Description of Expense line

Direct Payment for an Online Purchase

Use this section if you are requesting for SOFAC to directly pay an online purchase (airfare, registration, rentals, etc.).

- Complete a Direct Payment Form
- Potential Attachments:
 - Flight Itinerary
 - Invoice
- Check Required (Payee must complete one of the following)
 - W-9 Tax Form
 - [Vendor Registration and Substitute W-9 Form for Organization \(Open with Chrome\)](#)

NOTE: The SOFAC Graduate Assistant will contact you to set up a meeting in order to complete the transaction.

Direct Payment for a Contracted Performance/Activity

Use this section if you are requesting for SOFAC to directly pay for a performance or activity that requires a contract.

- Complete a Direct Payment Form
- Potential Attachments:
 - Independent Contractor Form – If paying for an individual providing a service
 - University Addendum – Must be submitted anytime an Independent Contractor Form is submitted
 - W-9 Tax Form
 - [Vendor Registration and Substitute W-9 Form for Organization \(Open with Chrome\)](#)

NOTE: A 2% Missouri entertainer tax will be deducted from each payment request for entertainment performance if the person is not from Missouri.

Ex: If you request to direct pay a performance of \$2000.00, the check will be made for \$1960.00

Reimbursement Checklists

Reimbursement for an Individual or Organization

Use this section if an individual completed the transaction.

- Collect all original **itemized** receipts
 - Each receipt must indicate that the transaction was paid by cash, credit, or debit.
 - Tape all receipts onto a blank sheet of paper, if they not already 8 ½ by 11
- Proof of Payment (check one)
 - Card: Bank statement showing name on account and transaction OR
 - Card: Receipt has four digits, picture of the card showing name and four digits
 - Check: Picture of front of check, can obtain from Online Banking or Bank
 - Cash: Receipt says “cash” and has signature of party seeking reimbursement
- [Complete a Travel Expense Report for each party seeking reimbursement \(permanent mailing address of person being reimbursed, not MSU address\)](#)

Mileage (Only Individuals may Apply)

- [Complete a Travel Expense Report for each party seeking reimbursement \(permanent mailing address of person being reimbursed, not MSU address\)](#)
- Attach the **Google Maps** distance traveled for a round trip **starting from Carrington Hall**
- Attach a copy of the Trip Registration Form that was submitted to the Office of Student Engagement that states both the drivers and passengers during the trip

Reimbursement for a Department

Use this section if a university account completed the transaction. SOFAC will reimburse the account with a budget transfer.

- Complete a Budget Transfer Request Memo (either hard copy or emailed)
 - The memo needs to have 3 pieces of information
 - The amount to be transferred
 - Purpose of the transfer
 - The FOAPAL/budget number to which the money should be transferred.
 - Example:* Please transfer \$500.00 to X020000-123456-87000-321 to reimburse the Boomer Department for conference registration fees of 5 students with the Boomer Club.
- Collect all original **itemized** receipts
 - Attach an account activity statement or Financial Services documentation
 - Attach all to the completed Reimbursement Form listing each party seeking reimbursement

Contract for Services Processes

Part 1: What Requires a Contract

- Guest Speaker
- D.J.
- Equipment Rental
- Musical Entertainment
- Off-Campus Venue Rental
- Other – Contact SOFAC

Part 2: Direct Payment or Reimbursement

1. If SOFAC is Direct Paying, then:
 - a. Does the individual/company provide a contract?
 - i. If yes, complete the following
 1. University Addendum
 2. Independent Contractor
 - ii. If no, complete the following
 1. Contract for Services
 2. University Addendum
 3. Independent Contractor
 - b. Is it the individual's first time performing at Missouri State University?
 - i. If yes, complete the following
 1. Vendor Registration Form
 - c. Is the check needed day of the event?
 - i. If yes, paperwork is required **20 business days** before the event
 - ii. If no, paperwork is required **10 business days** before the event
2. If a Department/Organization is being Reimbursed, then:
 - a. Does the individual/company provide a contract?
 - i. If yes, complete the following
 1. University Addendum
 - ii. If no, complete the following
 1. Contract for Services
 2. University Addendum

Part 3: Paperwork and Descriptions

- **Contract for Services:** This form should be utilized when there is no standard contract provided by the contracted party. Completion of this form stands as a formal contract between the two parties. If a standard contract is provided for the contracted party, this form is not necessary.
- **University Addendum:** This form should be utilized when any contract is created which will utilize Student Involvement Fee dollars (SOFAC funds). The document outlines specific requirements and standards that should be agreed upon by both parties of the contract and should be included with either a standard contract provided by the contracted party or with the Contract for Services form.
- **Independent Contractor Form:** This form should be utilized when any contract is created with a party external to Missouri State University and collects important information regarding the contracted party for IRS tax regulations. This form should be utilized with either the Contract for Services form or a standard contract, and the University Addendum form whenever a student organization is requesting payment directly to the contracted party.
- **Vendor Registration Form:** This form should be utilized when SOFAC is to directly pay and individual/company who has not been paid previously by Missouri State University. The form allows the party to be added to the Missouri State system to be able to be paid

Frequently Asked Questions

1. I used my parent's credit card to pay for something. Can I still be paid?
 - a. Yes, you can. However, you will need some additional info.
 - b. You will need the same Proof of Payment information as you usually would, except it will just have your parent's name.
 - c. You will also need to include a letter signed by the parent OR have the parent send an email to SOFAC giving their consent for you to be paid instead of them.
2. When do I need to submit all of this paperwork?
 - a. A Direct Payment Request must be submitted at least 10 university business days before the event/transaction is to take place.
 - b. A Reimbursement Request must be submitted within 10 business days of the event's end date.
3. I won't be able to gather all of the necessary paperwork within 10 university business days. Can I still submit my payment?
 - a. Yes, but you must ask for an extension on the deadline. You may do this by emailing SOFAC@MissouriState.edu before your original 10 university business day deadline. The SOFAC Graduate Assistant will then set up a new deadline and work with you to ensure you meet the new deadline.
 - b. Any payment paperwork not received by the 10 university business day deadline (or the new deadline set up with the SOFAC Graduate Assistant) will NOT be processed.
4. I'm not a current student at Missouri State University. Can I still be paid?
 - a. Yes, but only under certain circumstances:
 - i. If you are an advisor or employee of Missouri State, you may be paid for any expenses you incurred on behalf of students. SOFAC guidelines state that Advisor expenses CANNOT be paid; you may only be paid for student expenses.
 - ii. If you are not affiliated with Missouri State University, you may only be paid if it is required by contract or if you have an agreement/connection to a student organization that has been approved for SOFAC funding (example: contracted performers).
 - iii. Students may only be paid by SOFAC if they paid the Student Involvement Fee in that semester.
5. Can I be reimbursed for food?
 - a. No, SOFAC policy states that food is a non-allowable expense. For all other non-allowable expenses, please refer to the SOFAC Guidelines.
6. I'm confused, there is too much paperwork. Who do I contact?
 - a. The SOFAC Graduate Assistant will answer specific questions related to SOFAC Funding. They can be reached at (417) 836-7676 or at SOFAC@missouristate.edu.

Example: Direct Payment Request

Date Submitted:4/8/2019 1:15 PM
Submitted by:Seamus Shannon

Direct Payment Scenario

Untitled Page

Organization

Bears Society

Financial Officer

Growl Bear

Financial Officer Email

Growl@live.missouristate.edu

President Name

Boomer Bear

President Email

BoomerBear@live.missouristate.edu

Advisor Name

Clif Smart

Advisor Email

ClifSmart@MissouriState.edu

Event Name

W.A.L.T. Conference

Event Location

Osage Beach, MO

Begin Date

4/10/2020

End Date

4/12/2020

Complete information below regarding the business or company you wish to receive Direct Payment. Only fill out information necessary for your purchase.

Business Name

DUCK Events

Web Address

No Response

Contact Person Name

No Response

Contact Person Email

No Response

Contact Person Phone Number

No Response

Business Address

DUCK Events
1000 W Walnut
St. Louis, MO 63030

Upload Additional Information

Uploaded File: No Response

Direct Payment Purpose. [Please Note: Direct Payment is limited to the following options ONLY]

Conference Registration Fees

Expense Description

Conference on becoming better Bears utilizing ideas from other Bears Society Chapters

Date of Payment Needed (Must be at least 10 business days in future)

3/15/2020

Estimated Amount of Payment

135

I understand that if travel is necessary, a Trip Registration Form must be completed by the organization prior to the Direct Payment Meeting.

Selected

I understand that if travel is necessary, each student attending the event will fill out an Organization Activity and Release Form prior to the Direct Payment Meeting.

Selected

I signed up for a Direct Payment Meeting (<https://www.calendly.com/shannon117>). I understand if multiple people need to sign up for a meeting, I will provide the link to those people in a timely manner.

Selected

W.A.S.T Conference

Conference Registration

Invoice #000198

DUCK Events
1000 W Walnut
St. Louis, MO 63030

Conference Registration Fee		\$150.00
Less Early Duck Discount	10%	\$15.00
Total Due by 3/15/15		\$135.00

We can't wait to see you there!

Example: Reimbursement Request

Missouri State University **Missouri State University** *PLEASE TYPE* Page ___ of ___
TRAVEL EXPENSE REPORT Please use Internet Explorer to download this form

EMPLOYEE NAME (LAST, FIRST) **Mouse, Mickey** Bearpass# **000000001** FOR MONTH OF April 2015

SEND BY DIRECT DEPOSIT* YES NO SIGN UP HERE DEPARTMENT NAME
Employee/Student Only

ADDRESS **901 S National Ave
Springfield, MO 65897**

DESTINATION **Tan-Tan-A Resort, Osage Beach, MO**

BUSINESS PURPOSE (include list of people traveling) **Attend W.A.L.T. Conference** **FINANCIAL SERVICES USE ONLY** Verified by and date _____

Minnie Mouse, Donald Duck, Scrooge McDuck TRAVEL REQUEST NUMBER _____

GRANT EXPENSES: Attach documentation of how this meets scope of project.

DATE	FROM/TO	DEP. TIME	ARR. TIME	MILES	73000 BKFAST	73000 LUNCH	73000 DINNER	73001 HOTEL	73004 BUS/RR/AIR	LIST MISC. BELOW	TOTAL
4/10/15	Springfield, MO / Osage Beach, MO	8am	10:40am	89						150.00	\$150.00
4/12/15	Osage Beach, MO / Springfield, MO	11am	2pm	89							\$0.00
											\$0.00
											\$0.00
											\$0.00
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											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
FORWARD FROM ADDITIONAL SHEETS →											\$0.00
TOTALS OF ABOVE →				178	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00
73002 TOTAL MILES →				178	AT \$0.37		cents per mile				\$65.86
TOTAL REIMBURSABLE EXPENSE →										\$215.86	

EXPLANATION OF MISCELLANEOUS CHARGES

DATE	EXPLANATION	\$	DATE	EXPLANATION	\$
4/10/15	Conference Registration	\$ 150.00			

I affirm the above claim is correct, that payment has been made from personal funds and that I have not been reimbursed. I further affirm that I have not received and will not receive from any other source whatsoever any payment or any partial payment except as provided by law.

CLAIMANT SIGNATURE *Mickey Mouse* APPROVER PRINT NAME _____ SIGNATURE _____
Initial to certify there are no alcohol purchases included in the reimbursement from a University Account.

TITLE *President* TITLE _____ DATE APPROVED _____

W.A.S.T Conference

Conference Registration Invoice

DUCK Events

Conference Registration Fee		\$150.00
Less Discount	0%	\$0.00
Total		\$150.00
	Debit Card Ending 0001	\$150.00

Mickey Mouse



Carrington Hall, 901 S National Ave to
Tan-Tar-A Resort

Drive 89.1 miles, 1 h 34 min

Carrington Hall, 901 S National Ave

Springfield, MO 65897

Get on US-65 N from S National Ave, E Trafficway St and E Chestnut Expy

9 min (3.9 mi)

- ↑ 1. Head north on S National Ave toward E Page St 0.2 mi
- ↑ 2. Continue straight to stay on S National Ave 0.6 mi
- ↘ 3. Turn right onto E St Louis St 0.1 mi
- ↶ 4. Turn left onto N Kickapoo Ave 0.1 mi
- ↘ 5. Turn right onto E Trafficway St 1.0 mi
- ↷ 6. Slight right onto E Chestnut Expy 1.6 mi
- ↶ 7. Turn left onto the U N ramp to I 0.2 mi

Follow I-44 E to MO-32 W/MO-5 N/MO-64 W/S Jefferson Ave in Lebanon. Take exit 129 from I-44 E

42 min (49.0 mi)

- ↶ 8. Merge onto US-65 N 2.3 mi
- ↘ 9. Use the right 2 lanes to merge onto I-44 E toward St Louis 46.5 mi
- ↘ 10. Take exit 129 for Jefferson Ave/MO-32/MO-5/MO-64 toward Hartville 0.2 mi

Follow MO-5 to US-54 E in Camdenton. Take the US 54 exit from MO-5

29 min (25.6 mi)

- ↶ 11. Turn left onto MO-32 W/MO-5 N/MO-64 W/S Jefferson Ave (signs for Lebanon/Lake of the Ozarks/Bennett Springs State Park) 1.7 mi
 - Continue to follow MO-5 N/MO-64 W/S Jefferson Ave
- ↘ 12. Turn right onto MO-5/E 7th St 23.7 mi
 - Continue to follow MO-5
- ↘ 13. Take the US 54 exit toward Camdenton/Nevada/Osage Beach 0.2 mi

11/5/2015

Carrington Hall, 901 S National Ave to Tan-Tar-A Resort - Google Maps

Follow US-54 E to State Hwy KK in Osage Beach. Take exit U.S.54 from US-54 E

9 min (7.9 mi)

➡ 14. Turn right onto US-54 E (signs for Osage Beach)

7.7 mi

↘ 15. Use the 2nd from the right lane to take exit U.S.54 toward State Hwy KK

0.2 mi

Follow State Hwy KK to Duenke Dr

6 min (2.7 mi)

⤵ 16. Use the middle lane to turn left onto State Hwy KK (signs for 54KK)

0.2 mi

➡ 17. Keep right to continue toward State Hwy KK

187 ft

↘ 18. Slight right onto State Hwy KK

1.9 mi

⤵ 19. Turn left onto Duenke Dr/Walkers Cay Dr

📍 Continue to follow Duenke Dr

0.1 mi

↘ 20. Slight left onto Duenke Dr/Walkers Cay Dr

📍 Continue to follow Duenke Dr

📍 Destination will be on the left

0.5 mi

Tan-Tar-A Resort

494, Tan Tar A Estates Boulevard, Osage Beach, MO 65065

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Live traffic

Fast  Slow

<https://www.google.com/maps/dir/Carrington+Hall,+901+S+National+Ave,+Springfield,+MO+65897/Tan-Tar-A+Resort,+Tan+Tar+A+Estates+Boulevard,+O...> 2/2

Contact Information

If you have read this manual and still have questions or concerns regarding payment, please contact the SOFAC Graduate Assistant for further assistance. The graduate assistant can be reached in the following ways:

SOFAC Graduate Assistant phone: 417-836-7646

Office of Student Engagement phone: 417-836-4386

SOFAC email: SOFAC@missouristate.edu

You may also stop by the Office of Student Engagement and leave a message for the SOFAC graduate assistant.