

# Higher Education

## Travel Report

Senate Bill 997 (2016), effective August 28, 2016, provides that a full-time employee of a public institution of higher education must electronically file an out-of-state travel report with the Missouri Ethics Commission (MEC) if their spouse had out-of-state travel expenses paid for or reimbursed by the institution. These travel expenses include, but are not limited to:

- Transportation,
- Lodging, and Meals.

Payment by the institution triggers the requirement for the full-time employee to file a report for that quarter. Therefore, if payment by the institution is made on September 20, 2016, the employee will file an October 2016 Quarterly report due October 15, 2016. No report is required unless expenses are paid or reimbursed.

In addition to quarterly reports, a one-time out-of-state travel report covering August 28, 2015 through August 27, 2016, must be filed no later than February 28, 2017, if applicable. This report will contain any out-of-state travel incurred by the full-time employee's spouse and paid or reimbursed by the institution during the timeframe noted.

Employees must report their name, name of the institution paying for or reimbursing the spouse's expenses, position employee held with the institution, travel dates, location of travel, trip purpose, and amount paid or reimbursed by the institution.

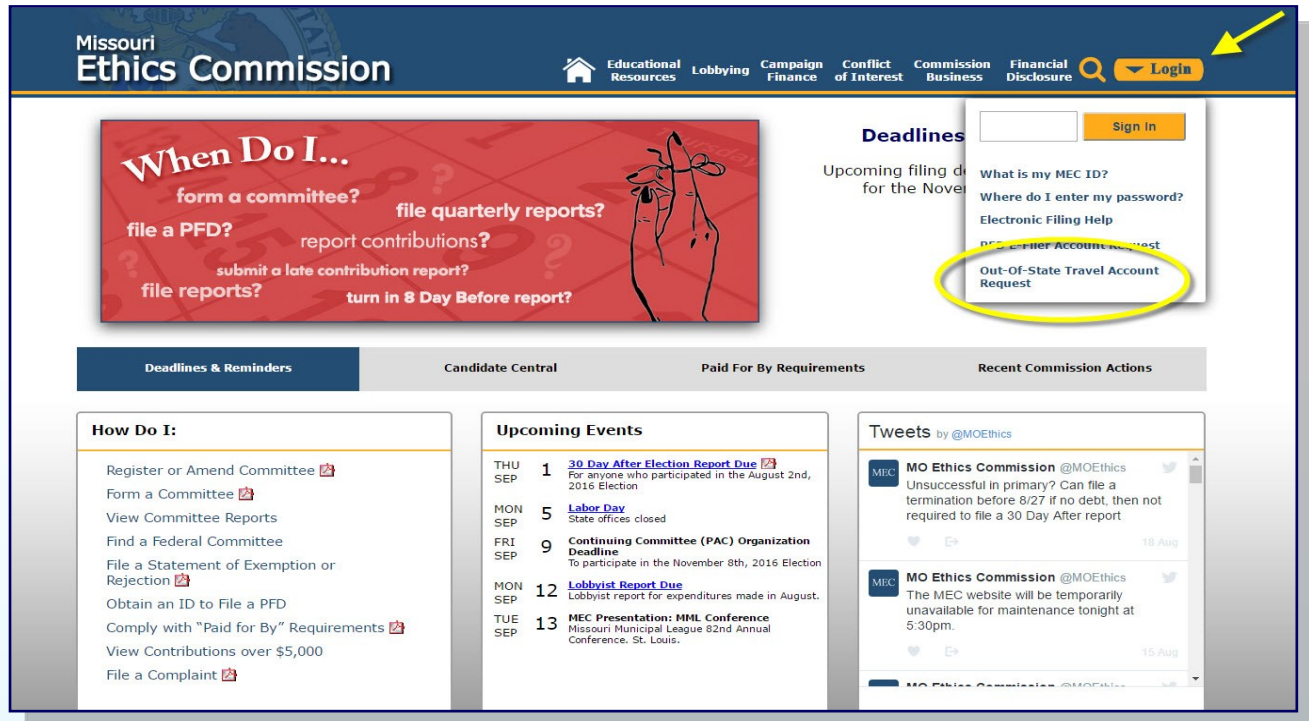
Reports must be filed electronically using the out-of-state electronic reporting system located on the MEC website. Below is a reporting schedule for the next year.

<b>Report Title</b>	<b>If Travel Paid Between</b>	<b>Report Due</b>
October 2016 Quarterly	8/28/2016 to 9/30/2016	10/15/2016
January 2017 Quarterly	10/1/2016 to 12/31/2016	1/15/2017
One-Time Annual Report	8/28/2015 to 8/27/2016	2/28/2017
April 2017 Quarterly	1/1/2017 to 3/31/2017	4/15/2017
July 2017 Quarterly	4/1/2017 to 6/30/2017	7/15/2017

All out-of-state travel reports will be available to the public on the MEC website. Instructions for requesting an ID and password to electronically file a report are provided on page 2.

## Instructions for requesting an Out-of-State Travel account filer ID and password

To electronically file the Out-of-State Travel Report, each filer must request a filer ID and password from the MEC by completing an Out-of-State Travel Account Request on our [website](#). This request form can be found by selecting the "Login" button in the upper right corner of any page on the website. Select "[Out-of-State Travel Account Request](#)", complete the form and submit. Upon processing the request, an email will be sent to the filer with their ID and password. The filer may then log-in to the electronic reporting system and file the report.



The screenshot shows the Missouri Ethics Commission website. At the top, the navigation bar includes links for Educational Resources, Lobbying, Campaign Finance, Conflict of Interest, Commission Business, Financial Disclosure, and a Login button. A yellow arrow points to the Login button. Below the navigation bar, there is a red banner with the text "When Do I..." and several questions related to filing reports. To the right of the banner, there is a "Deadlines" section with a search box and a "Sign In" button. A dropdown menu is open, showing options like "What is my MEC ID?", "Where do I enter my password?", "Electronic Filing Help", "Out-of-State Travel Account Request" (which is circled in yellow), and "PFD Filer Account Request". Below the banner and dropdown, there are four main sections: "Deadlines & Reminders", "Candidate Central", "Paid For By Requirements", and "Recent Commission Actions". The "How Do I:" section lists various actions like "Register or Amend Committee", "Form a Committee", "View Committee Reports", "Find a Federal Committee", "File a Statement of Exemption or Rejection", "Obtain an ID to File a PFD", "Comply with 'Paid for By' Requirements", "View Contributions over \$5,000", and "File a Complaint". The "Upcoming Events" section lists events such as "30 Day After Election Report Due", "Labor Day", "Continuing Committee (PAC) Organization Deadline", "Lobbyist Report Due", and "MEC Presentation: MML Conference". The "Tweets" section shows tweets from @MOEthics.



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[www.mec.mo.gov](http://www.mec.mo.gov)