



MISSOURI ETHICS COMMISSION

P.O. Box 1370
Jefferson City, MO 65102
www.mec.mo.gov
(573) 751-2020 / (800) 392-8660

S033065

James Klahr
Executive Director

BPM 501

September 1, 2016

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.

<u>Report Title</u>	<u>If Travel Paid Between</u>	<u>Report Due</u>
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 below.

Should you have any questions or require assistance, please contact our office at (800)392-8660.

Betsy Byers
Betsy Byers
Missouri Ethics Commission
Director of Business Services

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.

Missouri Ethics Commission

[Educational Resources](#)
[Lobbying Campaign Finance](#)
[Conflict of Interest](#)
[Commission Business](#)
[Financial Disclosure](#)

When Do I...

- form a committee?
- file a PFD?
- file reports?
- submit a late contribution report?
- file quarterly reports?
- report contributions?
- turn in 8 Day Before report?

Deadlines

Upcoming filing for the Nov

- What is my MEC ID?
- Where do I enter my password?
- Electronic Filing Help
- Out-Of-State Travel Account Request

How Do I:

- 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
- File a Complaint

Upcoming Events

THU SEP	1	30 Day After Election Report Due For anyone who participated in the August 2nd, 2016 Election
MON SEP	5	Labor Day State offices closed
FRI SEP	9	Continuing Committee (PAC) Organization Deadline To participate in the November 8th, 2016 Election
MON SEP	12	Lobbyist Report Due Lobbyist report for expenditures made in August.
TUE SEP	13	MEC Presentation: NML Conference Missouri Municipal League 82nd Annual Conference, St. Louis.

Tweets by @MOEthics

- MO Ethics Commission @MOEthics Unsuccessful in primary? Can file a termination before 8/27 if no debt, then not required to file a 30 Day After report
- MO Ethics Commission @MOEthics The MEC website will be temporarily unavailable for maintenance tonight at 5:30pm.