DATE: February 21, 2012

TO: Administrative Council, Deans, Associate Deans, Department Chairs, Directors, Managers, and Campus Business Partners

FROM: Susan Johnson, Director, Accounts Payable & Travel and John Guion, Director, Procurement and Contract Services

Accounts Payable and Procurement Services would like to announce some changes regarding the travel PO amendment process. We are making a change to reduce the number of Travel Expense Claims (TEC) returned to the Departments for the following reasons:

- The travel justification, requisition and purchase order will include estimated travel expenses.
- The actual expense will be submitted on the TEC with the signature of the Approving Authority.
- Even if this amount is more than $100.00 above the estimate on the PO, the duly completed TEC will serve as our authorization to override the PO and pay the actual amount indicated.
- This business process change will streamline processes for many offices (Traveler’s Department, AP and Procurement) as we will no longer need to return claims and amend PO’s for these cases.
- AP will still need to return claims for a signature if we have to revise the claim for an error (wrong line amount, math or extension) over $100.00, however in these cases you will not need an amendment done to the PO; but, just a new signature on the TEC.

This change is effective immediately.

Contacts:

If you have any questions or concern about this notice, please contact Susan L. Johnson, Director, Accounts Payable & Travel, sjohns@csus.edu at ext.87444; or, John Guion, Director, Procurement & Contract Services, jguion@csus.edu, at ext. 85860.