



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Travel Policy and Procedures Updates – **Effective: 01/01/2024**

DATE: December 18, 2023

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

FROM: Sarah Hansen, Accounts Payable & Travel Manager

Effective January 1, 2024, our campus will be implementing [CSU travel policy changes](#) for Meals and Incidental Expenses (M&IE) per diem.

Affected Travelers

All travelers who submit a travel claim/reimbursement or Expense Report within Concur are impacted by the per diem changes. If you are traveling as part of a group and all meals are being covered by the group leader, no changes will be experienced as to the way you enter in the group meal expenses.

Please submit all outstanding Expense Reports for 2023 travel before 12/31/23. Although an option will be available to submit Reports after this date, the process will be much easier for all parties if submitted before the new year.

What Changes will I Experience?

Until now, per diem was utilized for international travel along with travel to Alaska, Hawaii, and US territories. Beginning 1/1/24, per diem will be used for domestic locations but only for Meals & Incidental expenses (M&IE). Both international and domestic will now use per diem and receipts will no longer be required for this expense type. Domestic lodging is still available up to \$275/ night and international lodging will continue to use per diem. While there may be added restrictions within the departments or colleges, we are confident that most users will experience a reduction in the supporting documentation they must provide.

- Employee Meal Reimbursement
 - Travel prior to 1/1/2024
 - Actual cost up to \$55/day. Itemized receipt and proof of payment is required.
 - Travel on or after 1/1/2024
 - Per Diem based on location. Receipts not required.
- Non-employee Meal Reimbursement
 - Travel prior to 1/1/2024

- Actual cost up to \$55/day. Itemized receipt and proof of payment is required.
- Travel on or after 1/1/2024
 - Per Diem is a flat rate of \$59. Receipts not required.

Concur has also introduced a new look and feel called Horizon Fiori. Our environment, while maintaining all functionality, will look a little different. If you want to apply the settings to see what it will look like, you can try it now. Open Concur in the browser, then select [this link](#) to try it out. After selecting "Enable" preview and "Apply" the application will temporarily display the settings. The changes will only take effect for the single session during which it is applied.

What do I do if I need help processing travel?

Guides will be posted on the [Concur Travel webpage](#) and a new non-employee travel worksheet will be posted on the [ABA Forms page](#).

We are offering virtual sessions, via Teams, where users will be assisted on a first-come, first-served basis. Book an appointment with us using our [self-service booking tool](#). On an ongoing basis, you can reach out to our travel team at travel@csus.edu.

We look forward to working with you during this transition time.

Contact Information:

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, travel@csus.edu, ext. 86476.