

Accounts Payable & Travel

Presented By
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Travel & Moving & Relocation Mileage Rates

Effective: January 1, 2022

- Personal Car mileage
 - Rate **increased** from 56 cents per mile to **58.5 cents per mile**
- Moving/Relocation
 - Rate **increased** from 16 cents per mile to **18 cents per mile**

Current Travel Requirements

- All travel is required to have the following approvals:
 - Domestic Travel
 - Dean (Academic Affairs)
 - Vice President/Provost
 - International Travel
 - Dean (Academic Affairs)
 - **Stephanie Ingvaldson**, Director for International Programs and Global Engagement
 - Vice President/Provost
 - President



AP Staff Shortage

- Due to recent loss of staff, processing times may extend beyond the normal two-week turnaround
- Please be patient with staff
- We will do our best to get items processed in a timely manner



New AP Email for Suppliers

- Please have **suppliers** send all invoices, credit memos, billing statements, late payment notices, etc. to our new email address:
SacStateAP@csus.edu
- Campus please continue to use Aba-fins-ap-travel@csus.edu for all other correspondence



Questions?

- Concur/Travel –Sarah David
 - Email: sacstatetravel@csus.edu
- All other AP Issues –Sarah Hansen
 - Email: ABA-FIN-ap-travel@csus.edu