

Accounts Payable & Travel

Presented By
Sarah David



Concur Information & Materials



SACRAMENTO
STATE

- Visit the [Concur Travel page](#)
 - Zoom Training sessions available - Signup on [Trumba](#)
 - New User
 - ASC & Budget Approver
- Concur Travel card
 - Available to university employees to pay for business related travel expenses - Requires supervisor & Dean(Academic Affairs only) approval
 - Must complete CSU learn course – [Travel Card Training](#)
 - Submit approved application to sacstatetravel@csus.edu

Concur Self-guided Resources



SACRAMENTO
STATE

- Check out Concur Resources by Area
 - Guides are available for each step of the process
 - **Profile Setup** – One time setup before using the system
 - **Request** – Must be completed by all employees for university business travel outside the local area, prior to trip
 - State side & UEI request only. UFSS process through CFS
 - **Travel** – Use of the booking tool
 - **Expense** – Submit reports for reimbursement and credit card reconciliations
 - **Approvals** – How to approve



Christopherson Business Travel (CBT) Travel Management Company (TMC)

- Unused ticket credits in your name can be applied through the online booking tool
 - Fare will not show the credit - This will be applied by agents before ticketing
- Must call TMC to transfer unused tickets to another employee's name
 - 1-800-285-3603, available 24/7 Main hours, M-F 5am-5pm
 - Call after 2pm for reduced wait times
- Only 1 unused ticket may be applied to new fare - If credit is more than new fare, residual amounts will be lost
 - [CBT FAQs](#) regarding unused tickets

Concur vs. CFS Requisition



SACRAMENTO
STATE

- Concur
 - State funds
 - Split funding using State, UEI, or Foundation Funds (when travel is not to a banned state)
 - UEI (Request only)
- CFS Requisition
 - Travel to a banned state using Foundation funds



Travel Reminders

- Meals- Actual cost up to \$55/day (includes tax, tip, & fees)
 - Requirements
 - Itemized receipts
 - Proof of payment
 - Tipping not to exceed 20% of total
 - No alcohol on state funds. If alcohol is on the receipt, must reduce tax & tip for alcohol amount.
- Ground transportation
 - Tipping not to exceed 20% of total

Questions?



SACRAMENTO
STATE

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