Accounts Payable & Travel

Presented By: Sarah David

Business Partners Round Table

October 20, 2021

Travel Updates

- Vaccination attestation requirement for travel is currently under review

- New Banned State

- UEI Funded Travel Request Process

Recent Banned State

- Effective 9/30/21– **Ohio**

  All states under the travel restrictions (18):

Alabama	Iowa	Montana	Oklahoma	Texas
Arkansas	Kansas	North Carolina	South Carolina	West Virginia
Florida	Kentucky	North Dakota	South Dakota	
Idaho	Mississippi	Ohio	Tennessee	

- CSU is prohibited from approving state-funded or state-sponsored travel to the listed banned states
- Use of Foundation funds or unfunded travel is allowable

UEI Funded Travel

- Concur Steps:
  - Check with your department to see if there are any internal requirements prior to submitting request in Concur
  - Leave request with default funding source
  - Within the Comments section enter the following information:
    - Indication of UEI funding
    - UEI account number
    - Total estimate of expected expenses

UEI Funded Travel

- Attach appropriate travel information, e.g. conference information, etc.

  - If needed, attach a Travel Policy Exception Justification form (ex. driving in lieu of flying, nightly hotel rate exceeding $275)

  - Create a single expense line- Liability/Unfunded only, enter $0

- The request must be reviewed and approved by the Dean (Academic Affairs) and Provost/Vice President. Steps will be entered by budget approver or supervisors

- Once final approval step is complete, Traveler will save a PDF version of the Concur report showing approvals to send along with a completed UEI Travel Request and Claim form to UEI for review and approval (this may be attached and submitted along with Concur request)
  UEI Forms page. https://uei-sp.uei.csus.edu/about/forms/

Questions?

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  - Email: ABA-FIN-ap-travel@csus.edu

- Concur/Travel
  - Email: sacstatetravel@csus.edu