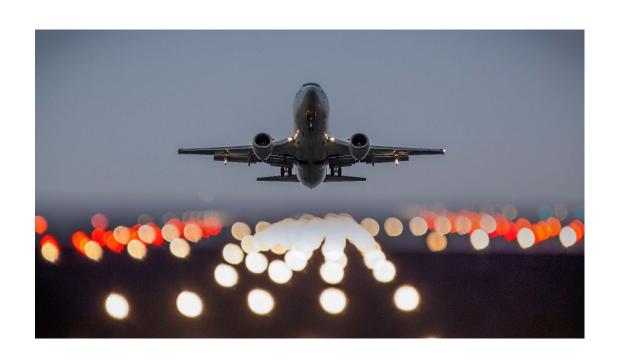


## Accounts Payable & Travel



Presented By Sarah David Nicole Lack





# **Travel Updates**

Updated Mileage Rates
New Banned States



# Travel & Moving & Relocation Mileage Rates

Effective: July 1, 2022

- Personal Car mileage
  - Rate increased from 58.5 cents per mile to 62.5 cents per mile.
- Moving/Relocation
  - Rate increased from 18 cents per mile to 22 cents per mile.

## Recently Banned States



On July 1, 2022 four new states were added

States under the travel restriction (22):

The effective date of this ban varies by state.

Indiana & Utah (as of July 1, 2022) Louisiana (as of August 1, 2022) Arizona (as of September 28, 2022)

Other states under the travel restrictions:

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

- CSU is prohibited from approving state-funded or state-sponsored travel to the listed banned states (this is inclusive of all funds under SACST)
- Use of Foundation, UEI or unfunded travel is allowable
- University Paid Travel credit cards or flight purchases through Concur are <u>NOT ALLOWED</u> for any travel to a banned state



## June Comment Card







Q: Several of my colleagues and I have noticed that AP seems to be pushing back more Direct Payment Requests and Reimbursement Requests due to lack of sufficient supporting documentation, even though we've submitted receipts that previously would have been considered "complete" (or at least "good enough to pass audit"). In each case, we've been asked to include redacted bank statements as proof of payment.





## Supporting Documents Required

### A: In general you will need two things:

#### 1. Proof of <u>purchase</u>

\* Itemized receipts or invoices showing the details of <u>what</u> was purchased and that a payment was made and received by the supplier

#### 2. Proof of <u>payment</u>

\* If you did <u>not</u> use a campus issued ProCard, you will need to provide a credit card statement or bank statement (private information redacted) to show that you made the payment



## Additional Documents Required

A: In some cases you will need <u>additional</u> special documentation; for example:

<u>Hospitality Expenses</u>: Business purpose, list of attendees, etc <u>Non-employee Travel</u>: Travel worksheet for Non-employee <u>Unauthorized Reimbursements</u>: Justification memo, additional approval signatures



# Policy Change & Adobe Sign

- The receipt requirements for domestic meal reimbursement was updated in 2021. All domestic meal reimbursements now require an itemized receipt and proof of payment.
- Adobe sign has changed our processes making it more difficult for errors to be corrected in the Accounts Payable Adobe Sign workflow. This has resulted in more requests being declined and returned for corrections to be made.



# Updated Webpages:

Hospitality Related Webpage Link:

https://www.csus.edu/administration-businessaffairs/internal/accounts-payable/hospitality.html

Reimbursement Webpage Link:

https://www.csus.edu/administration-businessaffairs/internal/accounts-payable/reimbursement.html



## Questions?

• AP Issues

Email: <u>ABA-FIN-ap-travel@csus.edu</u>

Concur/Travel

• Email: <u>sacstatetravel@csus.edu</u>