

Accounts Payable & Travel



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Travel Updates

Updated Mileage Rates
Banned States



Travel & Moving & Relocation Mileage Rates

Effective: Jan 1, 2023

- Personal Car mileage
 - Rate **increased** from 62.5 cents per mile to **65.5 cents per mile**.
- Moving/Relocation
 - Rate will remain at **22 cents per mile**, which is same rate from 2022.

Accounts Payable Updates



Hospitality
Services Provided by Non-Residents

Hospitality Approval Policy



- Approving Official – University employee with delegated authority to approve the use of funds
 - The approving authority must be the Official Host's manager or higher. The exception to this rule for University President expenditures which are approved by the Chief Financial Officer (CFO)
 - Individuals delegated approving authority cannot approve their own expenses or expenses where they received personal benefit (such as food) and cannot approve expenses for their direct or indirect manager (except for CFO)
- Official Host - a CSU trustee, auxiliary organization governing board member, or university or auxiliary organization employee who hosts guests at a meeting, conference, reception, activity, or event for the active conduct of university business.
- Attendees – a list of attendees and their relationship to the university is required for small groups (25 or less). Large group events (more than 25) can provide a general description of attendees and their relationship to the university (faculty, staff, student, guest, etc.)
- Business Purpose – Provide a brief statement explaining the university business purpose of the hospitality expense. Must explain why the meal was a necessary and integral part of the meeting/event. Include Agenda or program with date, time & location.
- Itemized receipt – An itemized receipt is required for all hospitality expenses.

Services Provided by Non-Residents

- Non-resident of California – deduct State tax 7% withholding over \$1,500/year for Services
- Non-Resident Aliens of US – may need to deduct Federal tax 30% and State tax 7% withholding
 - Required copies of Passport, Visa and I-94
 - Transmission of Level 1 Confidential information must be done in CSU Data Transfer Service – [MoveIt](#).

Updated Webpages:

- Hospitality Related Webpage Link:

<https://www.csus.edu/administration-business-affairs/internal/accounts-payable/hospitality.html>

- Non-Resident Alien Webpage Link:

<https://www.csus.edu/administration-business-affairs/internal/accounts-payable/nonresident-alien.html>

Questions?

- AP Issues

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

- Concur/Travel

- Email: sacstatetravel@csus.edu