

Accounts Payable & Travel



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Travel Updates

Moving & Relocation
UFSS Travel Approval



Moving & Relocation New Procedures

Effective: Immediately

- New Offer Choices
 - Lump Sum Payment- PREFERRED METHOD. NO RECEIPTS REQUIURED!!!
 - Reimbursement- Receipts Required
- New Moving/Relocation website will post this week

Update to UFSS Travel Approvals: Banned States

- Vice President/Provost need to approval all travel requests to banned states
- Approval Workflow
 - Dean (Academic Affairs only)
 - **Vice President, Provost, or Chief of Staff approval on behalf of President (Athletics Only) (New Requirement)**

Accounts Payable Updates



Hospitality
Payments for Services
Payments to Students

Hospitality Changes-Coming Soon

Maximum meals limits - All rate levels will increase by \$10

Meal Type	Current Maximum Per-Person	Proposed Maximum Per-Person
Breakfast	\$30.00	\$40.00
Lunch	\$40.00	\$50.00
Dinner	\$75.00	\$85.00
Light Refreshments	\$30.00	\$40.00

Hospitality Changes-Coming Soon

Additional requirements for alcohol purchases for EMPLOYEE ONLY events

- Pre-approval by the Vice President/Provost is required for employee only events where alcohol will be served
 - VP hosted events do not need pre-approval
- There will be a \$20/person cap for alcohol, and the total of all food and drink, include tax, gratuity and service charge for meals as noted in the hospitality policy, still applies
 - This calculation is done for the total number of attendees, regardless if they drank alcohol
 - Example: Max limit for lunch is \$50/pp. 10 attendees x \$20 = \$200 max spent on alcohol, including tax and tip. That leaves \$30/pp for the food portion of the lunch, including tax and tip.
- The alcohol should be charged on a separate transaction for proper tracking
- Catered events are exempt, but maximum meal amounts in the hospitality policy are still applicable
- Foundation funds are the preferred funding source for alcohol hospitality, if the fund specifications allow for hospitality. Miscellaneous trust funds or special funds can also be utilized if the specifications allow for hospitality. Please refer to Appendix A in hospitality policy for more information about allowable funds.

Payment for Services

Effective: End of Spring 2023 semester

- Payment for Services are no longer allowed on Direct Payment Requests (DPRs) or UFSS Check Requests
 - Excluding Mentoring Services (Teaching Credentials Program)
- Services must go through **Procurement & Contract Services** due to new Federal & State laws (AB 1775) and insurance requirements
- All individuals will need an approved [Independent Contractor Form](#) from Classification & Compensation
 - This includes the following:
 - Honorarium's
 - Game Officials
 - Musicians/Concert Performances

Payments to Students

New Accounts Payable processing

- Payments to Students must have a pre-approval form submitted with all of the following:
 - Vendor Data Record (204 form). Email a list of students names to vendordatarecordform@csus.edu
 - Reimbursements – Submit on Adobe Sign form
 - Performances (wages reportable on 1099) – requires Independent Contractor form & requisition
 - Invoice Approval – Submit on Adobe Sign form
 - Awards (Contest Winnings) Direct Payment Request – Submit on Adobe Sign
 - Prizes – Distribution log required (Recommend to use gift card distribution log)

Updated Webpages:

- Payments to Students:

<https://www.csus.edu/administration-business-affairs/internal/accounts-payable/getting-paid.html#payment-to-students>

- Moving & Relocation Link:

<https://www.csus.edu/administration-business-affairs/human-resources/moving-relocation.html>

Questions?

- AP Issues

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

- Concur/Travel

- Email: sacstatetravel@csus.edu