Accounts Payable & Travel

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Travel Updates

Repeal of Banned States
University Enterprises Inc(UEI) Travel

Repeal of Banned States

- Effective on September 14, 2023. Governor Newsome signed SB 447 on September 13, 2023 which repeals AB 1887, the travel ban.

- State funds may now be used for travel to all states.
  - If the travel occurred prior to the repeal (9/14/23), non-state funds must be used for reimbursement.
  - If the travel occurred 9/14/23 or later, state funds may be used.

- Concur should now be used for all University Foundation Sacramento State (UFSS) travel requests and reimbursements, utilizing MDR01 and billing class code.

Repeal Cont.

- Concur Requests will still have the question "Are you traveling to a banned state?" until all prior travel has been processed.

  - For the time being, please enter No for this question.

- As of September 14, 2023, all state-side University Travel credit cards are ALLOWED to be used for travel to any state, this includes using the Concur booking tool to make travel arrangements (if funded).

- University Enterprises Inc. (UEI) issued credit cards **cannot** be used for state-side or UFSS funded travel.

University Enterprises Inc. (UEI) Funded Travel

- UEI funded travel must be submitted through Concur as a Liability/Unfunded only travel Request (zero dollar).
  - UEI account number & cost estimate of trip is to be include in comments section of the Request Header
- Concur booking tool cannot be used for travel reservations. They must be completed outside of the Concur system.
- UEI issued credit cards **cannot** be used for any travel expenses that are funded by state-side or UFSS.

Accounts Payable Updates

Hospitality Updates

Hospitality Updates

- The Chancellor's Office (CO) has revised the Hospitality Policy with a considerable amount of changes.

  - The campus is currently working on making the necessary changes to comply with the new policy. Be on the look out for the new update policy.

- All hospitality expenses must have a completed hospitality justification form submitted along with supporting backup documentation such as a quote, invoice, and itemized receipt when requesting payment, reimbursement, or reconciliation.

  - Effective immediately, please make sure to have this form attached to all hospitality transactions.

  - Hospitality Justification Form can be found under Accounts Payable/Travel on the ABA Form webpage.

Questions?

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

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