

Accounts Payable & Travel



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Travel Updates

Policy Updates Effective 1.1.24

Employee Per Diem

Non-Employee Per Diem

Group Travel Meal Expenses

Concur Booking Tool

Southwest Contract

Expense Report Clean-Up

Questions/Resources

Policy Updates - effective Jan. 1, 2024

- Domestic Meals have changed to location based per diem.
 - Travel prior to 1/01/24 will use the legacy travel policy.
- Per diem is calculated based on the destination of your lodging.
- This eliminates receipts, complies with federal guidelines, and avoids tax implications.
- Lodging is still actuals up to \$275 a night (excluding taxes and fees). Itemized receipts required.

Per Diem Coverage

The per diem rates are as follows:

Continental United States (CONUS):

- For domestic or continental United States (CONUS), the meals and incidental expense rates are set by the [U.S. General Services Administration](#) (referred to as GSA)

Outside the Continental United States (OCONUS) :

1. For Alaska, Hawaii, and US territories, the rates are set by the [US Department of Defense](#).
2. For international travel meals and incidental expenses, the rates are set by the [U.S. Department of State](#). (M&IE and Lodging.)
 - **The first and last day across the board is calculated at 75% of the per diem.**
 - GSA rates refresh annually, and US Dept. of State, and US Dept of Defense refresh monthly.

GSA Meal & Incidental Expenses (M&IE) Breakdown

M&IE Breakdown

M&IE Total ¹	Continental Breakfast/ Breakfast ²	Lunch ²	Dinner ²	Incidental Expenses	First & Last Day of Travel ³
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$14	\$16	\$29	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50
\$79	\$18	\$20	\$36	\$5	\$59.25

GSA M&IE breakdown

- 5 ranges for domestic locations
- Ranges shown from \$59-\$79 (\$54-\$74 without incidentals).
- Displays first and last day of travel (up to 75% of entire day). Full amount of a provided meal will reduce the 75% total.
- Use chart as guide to deduct provided meals.

When is M&IE Reimbursable?

- M&IE is reimbursable for travel more than 25 miles from work location with overnight stay.
- Less than 24 hours with no overnight stay - M&IE is not reimbursed

Location Based Per Diem (Travel Request)

Legacy

New/Updated

New Expense: 04b. Meals - Domestic (Travel prior to 1-1-24)
01/02/2024

Allocate

Travel Start Date: 01/02/2024 Travel End Date: 01/05/2024

of Business Days * Non-GSA Daily Meal Rate

Amount - Will automatically calculate when you hit save. Currency: US, Dollar Comments To/From Approvers/Processors

Amount

of days auto calculated upon Save based on start/end date.

Save Cancel

New Expense: 04a. Meal & Incidentals Per Diem Cancel Save

01/02/2024

Allocate

Travel Start Date: 01/02/2024 Travel End Date: 01/05/2024

Destination: Sacramento, California Reduction Amount *

Amount - Will automatically calculate when you hit save. Currency: US, Dollar Comments To/From Approvers/Processors: 0/2000

Auto calculates on Save.

Save Cancel

New Expense Type: Meals and Incidentals Per Diem

- By clicking Save, the full per diem amount will be added to the travel request based on destination indicated on the header.
- Use Reduction Amount Field if needed (Meals Provided, personal days, etc).

Location Based Per Diem (Travel Request)

CSU Conference 2024 \$241.50 

Copy Request

Submit Request

Not Submitted | Request ID: DLJP

[Request Details](#) [Print/Share](#) [Attachments](#)

EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>	04a. Meal & Incidentals Per Diem	Sacramento, California	01/02/2024	\$241.50	\$241.50
					\$241.50

Allocate

Travel Start Date: 01/02/2024

Travel End Date: 01/05/2024

Destination: Sacramento, California

Reduction Amount * ?

Amount - Will automatically calculate when you hit save.

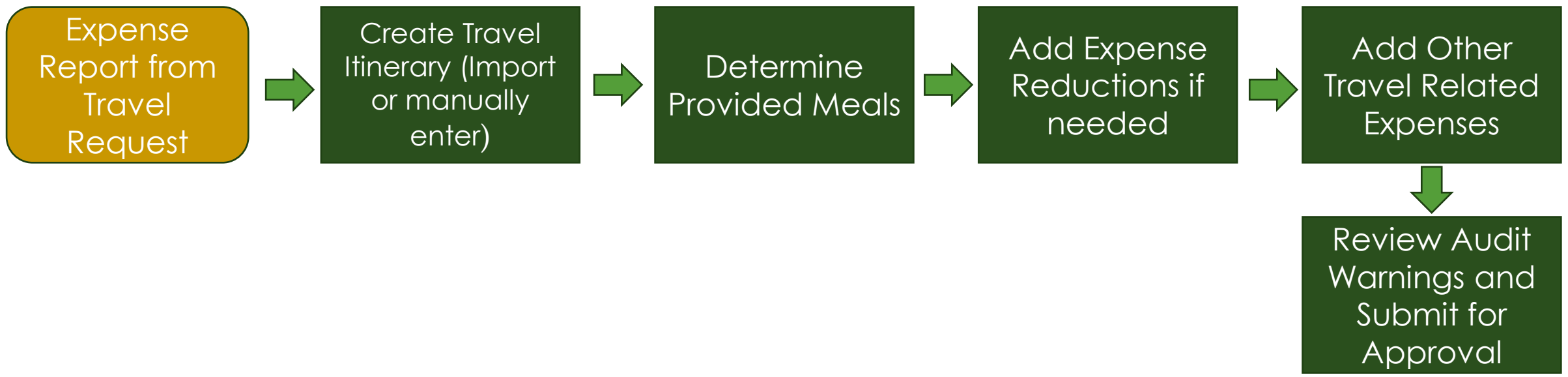
Currency: US, Dollar

Comments To/From Approvers/Processors

<input type="checkbox"/>	Expense type↓↑	Amount↓↑	Requested↓↑
<input type="checkbox"/>	04a. Meal & Incidentals Per Diem	\$141.50	\$141.50
			\$141.50

Amount is now \$100 less

Employee Per Diem Process - Expense



Create Travel Allowance Itinerary

CSU Conference 2024 \$0.00
Not Submitted | Report Number: 45F66U

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

Manage Travel Allowance

- Click **Travel Allowance > Manage Travel Allowance**.
- Click **1. Create New Itinerary** or **Import Itinerary** if booked travel in Concur.

Travel Allowances For Report: CSU Conference 2024

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name Selection
CSU Conference 2024 Per Diem (Travel post 12.31.23) ▾

Add Stop Delete Rows Import Itinerary

Create Travel Allowance Itinerary

New Itinerary Stop

Departure City
Vallejo, California

Date: 01/02/2024 Time: 8:00 AM

Arrival City
Sacramento, California

Date: 01/02/2024 Time: 10:00 AM

Save

New Itinerary Stop

Departure City
Sacramento, California

Date: 01/05/2024 Time: 5:00 PM

Arrival City
Vallejo, California

Date: 01/05/2024 Time: 7:00 PM

Save

Go to Single Day Itineraries Next >> Cancel

Save each Itinerary Stop. Then click Next twice.

Create Travel Allowance Itinerary

Travel Allowances For Report: CSU Conference 2024 🔍 ✕

1 Create New Itinerary
2 Available Itineraries
3 Expenses & Adjustments

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location↑=	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	01/02/2024 Sacramento, California	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75
<input type="checkbox"/>	01/03/2024 Sacramento, California	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$38.00
<input type="checkbox"/>	01/04/2024 Sacramento, California	\$69.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00
<input type="checkbox"/>	01/05/2024 Sacramento, California	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75

- Check the box to exclude provided meals or personal days.
- This will reduce the allowable per diem amount.

<< Previous
Create Expenses
Cancel

Reductions

Meal Expenses will automatically be added to report.

<input type="button" value="Add Expense"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Allocate"/> <input type="button" value="Combine Expenses"/> <input type="button" value="Move to"/>						
						View: Standard
<input type="checkbox"/>	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑
<input type="checkbox"/>		Out of Pocket	Meals & Incidentals - Location Based	Sacramento, California	01/05/2024	\$51.75
<input type="checkbox"/>		Out of Pocket	Meals & Incidentals - Location Based	Sacramento, California	01/04/2024	\$53.00
<input type="checkbox"/>		Out of Pocket	Meals & Incidentals - Location Based	Sacramento, California	01/03/2024	\$38.00
<input type="checkbox"/>		Out of Pocket	Meals & Incidentals - Location Based	Sacramento, California	01/02/2024	\$51.75
						\$194.50

- If a reduction is needed, use Reduction Expense Type to lower report total.
 - Employee overspent amount budgeted by department and had agreement they would pay the difference.
- Meals & Incidental Expense (M&EI) bought with Concur Travel Card. Use Meals Charged on Campus Issued Card Expense Type.
- Any meals within a hotel receipt need to be removed from hotel total when expensing. (Out of pocket only.)

Non-Employee Per Diem

- Non-Employee travel will use a flat rate per diem of \$59 per day.
 - First/Last Day \$44.25
 - Per Diem breakdown by meal.
- Receipts not required.
- New Non-Employee Travel Worksheet includes with fixed rate per diem.
 - Travel Claim Worksheet

M&IE Breakdown					
M&IE Total¹	Continental Breakfast/ Breakfast²	Lunch²	Dinner²	Incidental Expenses	First & Last Day of Travel³
\$59	\$13	\$15	\$26	\$5	\$44.25

Group Travel Meal Expenses

- Employee Traveling with Students (Group Travel)
 - Meals reimbursement paid by the employee will be **reimbursed at actual costs**, not to exceed \$59/day for non-employees, excluding Athletic Team Travel.
 - The 75% first/ last travel day rule (\$44.25) will not apply when actual costs are reimbursed.
 - **Receipts are required** to reimburse actual cost.
- Athletic Team travel will continue to follow NCAA meal reimbursement policy.
 - **Receipts are required** for all team meals.

Concur Booking Tool

- Use of the booking tool benefits the Campus by providing reporting data we can use to obtain vendor contracts for reduce pricing.
- Ability to provide data to Risk Management for Duty of Care.
- Travel itinerary information is available for the Travel Allowance in the Expense report for the new per diem meal reimbursement process.
- Agent Fees- These are known costs associated with doing business with Christopherson Business Travel (CBT), Travel Management Company (TMC). CBT provides the Campus support in managing unused tickets and support travelers with their travel arrangements. The TMC is available to travelers 24/7 to assist with any bookings.

Southwest Contract – 2.1.24

- Contracted rates are discounted from 3-5% from list price on Southwest website.
- Travelers can receive Rapid Rewards bonus points from:
 - Mar 1, 2024 - May 31, 2024
 - Sept 1, 2024 - Dec 31, 2024
- To receive discount & bonus points the following must occur:
 - Booked flight through Concur booking tool or Christopherson Business Travel (contracted travel agency)
 - Rapid Rewards # must be entered in Concur under Profile Settings> Frequent-Traveler Programs
- Recommend purchasing Wanna Get Away Plus fare

Southwest Contract - 2.1.24 cont.



- Recommend purchasing Wanna Get Away Plus fare
- Benefits:
 - Ability to transfer flight credit to other university travelers @ no cost
 - No cost for same-day flight changes or standby lines
 - Traveler receives extra bonus points

Fare Comparison			
	Wanna Get Away®	NEW Wanna Get Away <i>plus</i>	Anytime
Rapid Rewards® earning formula	6X	8X	10X
Two bags fly free ³	✓	✓	✓
No fees to change ⁴ or cancel ⁵	✓	✓	✓
Flight credit if you cancel (flight credits don't expire) ⁶	✓	✓	✓
Transferable Flight Credit ¹ for Rapid Rewards® Members	N/A	NEW ✓	NEW ✓
Same-day confirmed change ²	Fare difference may apply	NEW ✓	✓
Same-day standby list ²	Fare difference may apply	NEW ✓	✓
Refundable ⁷	N/A	N/A	✓
Priority and Express Lanes ⁸	N/A	N/A	NEW ✓

Expense Report Clean-Up

- All outstanding Expense Reports for travel prior to Dec. 31, 2023, must be submitted by Mar 29, 2024, for processing.
 - Old Expense Types will be removed from Concur and we will not be able to process reports for travel prior to Jan.1, 2024
- Any reports received after this deadline are in jeopardy of not being reimbursed or covered by the university.
 - The traveler will be responsible for paying back any expenses placed on a travel card for untimely submission of the Expense Report and will be invoiced.
 - CSU Travel Policy states all travel reimbursements must be submitted for reimbursement within 60 days from travel end date or they may be denied reimbursement.

Resources/ Questions

- Resources:
 - [New Concur Reference Guide](#)
 - [Quick Guide Adding Per Diem to Concur](#)
 - [New Non-Employee Travel Worksheet](#)
 - [Concur webpage](#)
- Travel & Concur Questions
 - Email: travel@csus.edu
 - [Book an Appointment with Travel staff](#)