

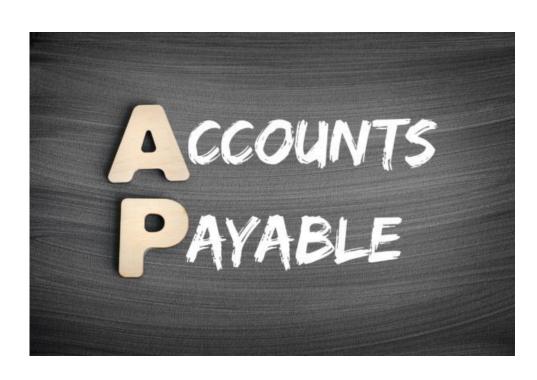
Accounts Payable & Travel



Presented By Kayla Cooper Sarah Hansen



Accounts Payable Updates



Hospitality Reminders





- New procedures and updated justification form coming soon.
- Please utilize ABA Forms and Hospitality webpages for user guide and FAQs.
- Justification form signature required for all AP transactions.
 - Procard statements and Concur reports signature not needed on form
- Employee only events example end of semester gatherings.
- Reoccurring meetings frequent vs. infrequent interpreted on case-to-case basis. Expenses are reasonable and appropriate to the University business purpose.
- Hospitality defined Entertainment Services, Food & Beverage, Gifts, Awards & Prizes and Promotional Items.



Updated Webpages:

• ABA Forms:

https://www.csus.edu/administration-business-affairs/internal/aba-forms.html

Hospitality:

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



Questions?

• AP Issues

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

Concur/Travel

• Email: <u>travel@csus.edu</u>