

Accounts Payable & Travel



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Accounts Payable Updates



Hospitality Reminders

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-business-affairs/internal/accounts-payable/hospitality.html>

Questions?

- AP Issues

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

- Concur/Travel

- Email: travel@csus.edu