

# Accounts Payable & Travel



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# Accounts Payable Updates



Hospitality Review  
Employee and Student EFT Enrollment

# Hospitality Procedures – What's New



- **July 2024 – New Hospitality Procedures and Revised Hospitality Justification Form were established**
- Hospitality defined – Entertainment Services, Food & Beverage, Gifts, Awards & Prizes and Promotional Items.
- Maximum Per-Person Rates
  - 20% Maximum for Gratuity/Tip
- Awards and Prizes
  - New Section
- Approver Matrix by Division
- Hospitality Expenses During Travel
  - New Section
- Revised Appendix A & B to Provide Clearer Understanding

# Hospitality Procedures – Reminders

- Business Purpose
  - Should be clearly written so that a 3rd party reviewer may understand without follow-up questions
- Justification form signature required for all AP transactions
  - Procard statements and Concur reports – signature not needed on form
- Please utilize ABA Forms and Hospitality webpages for user guide and FAQs.
- Sign up for Hospitality 101 Trainings

# Employee and Student EFT Enrollment

- Electronic Funds Transfer – EFT
  - Recommended Form of Payment for All Employees
  - Separate from Payroll Direct Deposit
- Why Sign Up?
  - Reduces Possibility of Lost/Stolen Checks
  - Immediate Access to Funds
  - Reduces Campus Carbon Footprint
  - Saves Campus Money
- Reimbursement Requests under \$50 will not be issued via Check
  - Please sign up for EFT or use Petty Cash



# Travel

Travel Reminders

Per Diem Review

Group Travel Meal Expenses

How to Use Reduction Expense Type

Concur Travel Card Reminders

Upcoming Process Change-Non-Employee Travel

Questions/Resources

# Travel Reminders

- All business relate travel is required to have an approved request prior to travel. This applies to funded and unfunded travel.
- We no longer pay actual meals costs for individual/non-employee travel. Meal receipts are no longer required.
- Foreign Travel Insurance cannot be procured until the Travel Request is completely approved within Concur.
  - **Important** - Request must be completely approved before travel start date. Make sure faculty, staff & approvers are completing their tasks in a timely manner.
- Cash advances may be requested for:
  - Employee travel expenses
  - Employee traveling with a group.
- Cash advance are not to be given directly to students to cover their travel expenses. If travel expenses need to be covered for students, please reach out to [Sac State Travel](#).

# Per Diem Review

- Meal & Incidentals will automatically be added to the Expense Report once the Travel Allowance is completed. See [How to Add Per Diem in Concur](#).
  - Travelers are eligible for 75% of the total per diem rate on the first and last day of travel.
- Meals purchased with Travel Card are to be placed on the Expense Report for reconciliation. This type of expense is to be classified as **Meals Charged on Campus Issued Card**.
  - These expenses are marked as Personal and will be deducted against any out-of-pocket expenses within the Report.
  - If the amount of personal expenses exceed the amount of out-of-pocket expenses, then the traveler will need to pay back the balance owed to the University.
- Any meals provided by a conference, meeting, hospitality, etc. must be marked off as such on the Travel Allowance.
  - Dietary restrictions is the only allowable reason to not mark off provided meals.
- Receipts for per diem or meals charged to travel card are no longer required.  
Please do not provide them 😊



# Group Travel Meal Expenses

- Define Group Travel- Faculty or staff traveling with students.
- Daily per diem must not exceed \$59 per student.
- Actual cost for meals are allowed if paid by group leader.
  - Requirements are as follows:
    - Itemized receipt with proof of payment
    - List of recipients who attended the meal.
- Use the following [Non-Employee Travel Worksheet](#) to help determine meal allowances.

# How to Use Reduction Expense Type

- Reduction Expense Type- Reduce overall reimbursement amount for out-of-pocket expense only.
- Reasons to use Reduction Expense Type:
  - To meet the allowable funding limit for trip.
  - Employee does not want to be reimbursed the full amount.
- Reduction **is not to be used** to "reimburse" actual meal costs.
  - As of 1/1/24- Travel policy changed to use per diem for meal reimbursement.
  - We no longer pay actual meals costs for individual/non-employee travel.

# Concur Travel Card Reminders

- Travel card use is based on funding:
  - Allowed– State-Side (ie. Prof dev./Startup funds) & Foundation funds.
  - Not Allowed– UEI (grant) funded travel.
- Travel card is **only** for travel related expenses associated with business travel.
  - DO NOT USE travel card to pay for another employee's travel expenses. Each employee is responsible for their own expenses.
- Transactions paid with the card will be available in user's Concur account. These transaction must be placed on an expense report for reconciliation.
- Unintended (accidental) charges need to be reconciled via an expense report. See [Unintended Transaction guide](#).

# Upcoming Process Change - Non-Employee Travel

- Starting **Jan 1, 2025** non-employee travel reimbursements must be submitted through Concur.
- Training & additional information will be posted on the [Concur Travel webpage](#) by the end of October 2024.

# Questions?

- AP Issues
  - Email: [ABA-FIN-ap-travel@csus.edu](mailto:ABA-FIN-ap-travel@csus.edu)
- EFT Enrollment
  - Email: [Vendordatarecordform@csus.edu](mailto:Vendordatarecordform@csus.edu)
- Travel
  - Email: [travel@csus.edu](mailto:travel@csus.edu)