

Accounts Payable & Travel



Presented By
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Travel

New Per Diem Rates

Upcoming Process Change-
Non-Employee Travel

Upcoming Process Change - Non-Employee Travel through Concur

- 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 November 2024.
 - Reach out to Travel@csus.edu for any questions.

New Per Diem Rates-Effective 10/1/24



- **Employee Meal Reimbursement**

- The Meals and Incidental Expenses (M&IE) rates for CONUS have been increased for travel on or after 10/1/2024. [Per Diem lookup tool](#).

M&IE breakdowns for continental U.S. (CONUS)

M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
\$68	\$16	\$19	\$28	\$5	\$51.00
\$74	\$18	\$20	\$31	\$5	\$55.50
\$80	\$20	\$22	\$33	\$5	\$60.00
\$86	\$22	\$23	\$36	\$5	\$64.50
\$92	\$23	\$26	\$38	\$5	\$69.00

- **Non-employee Meal Reimbursement**

- The flat rate for M&IE per diem for travel on or after 10/1/24 increased from \$59 to **\$68** per day. Updated Non-Employee Travel worksheet is available on the [ABA Forms page](#).

Accounts Payable Updates



ACH/EFT OnBase Forms

Questions/Resources

Coming Soon!



- **OnBase Forms for Vendors/Independent Contractors ACH & Employee/Student EFT (Direct Deposit)**
 - Improved security of Level 1 information
 - Increased Fraud Prevention



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

Questions?

- AP Issues
 - Email: ABA-FIN-ap-travel@csus.edu
- EFT Enrollment
 - Email: Vendordatarecordform@csus.edu
- Travel
 - Email: travel@csus.edu