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Comments




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Question

Can the Adobe Sign Workflows for Direct Payment Requests (DPRs), Reimbursement Requests, etc., be updated to include a Hospitality One-Up signature line and the Hospitality Justification?

This way we could get the required signatures at the same time as completing the payment request form.




5

Response

One-Up Approvals: Adobe workflows don't allow for this type of 'logic.' We would need to create separate workflows for each.

- Create confusion
- Very few of these are for hospitality expenses

DPRs: P2P is coming (January 2026) and will address these issues



6

Suggestion

I would like to see Procurement and AP follow the same procedures for Hospitality Justifications and Reimbursement Requests.

Example:

Hospitality Justification is not required when I submit a PO Requisition, but they are required when submitting an invoice for payment.



7

Response

- Accounts Payable & Travel *requires* items like the Hospitality Justification form
- Procurement does *not require* it, but your requisition may be 'kicked back' without it if there are any concerns – better to just include it (without the invitee list, if necessary)



8

Future Topics


I would love for the next BPRT to cover:
Non-Employee travel in concur



9

Response

Stay Tuned!
Accounts Payable & Travel will discuss this during their updates in a few moments



10

Future Topics


I would love for the next BPRT to cover:
Hospitality Definitions relating to entertainment services, employee promo items, and others.
Specifically, what makes an event “public purpose” and therefore ineligible for MDS funds?



11

Response

Stay Tuned!
Accounts Payable & Travel will discuss this during their updates in a few moments



12

Question

Does Procurement review funding sources for appropriateness to pay for a service or product? It is problematic to find out after the fact that a specific funding source cannot be utilized – especially in departments with only MDS funds.



13

Response

- Procurement does not regularly review funding sources but may verify if there are questions or concerns.
- You cannot rely on them to check your funding sources
- It is the responsibility of the Department to be familiar with what they can and cannot do with their monies.



14

Send Your Comments and Suggestions!

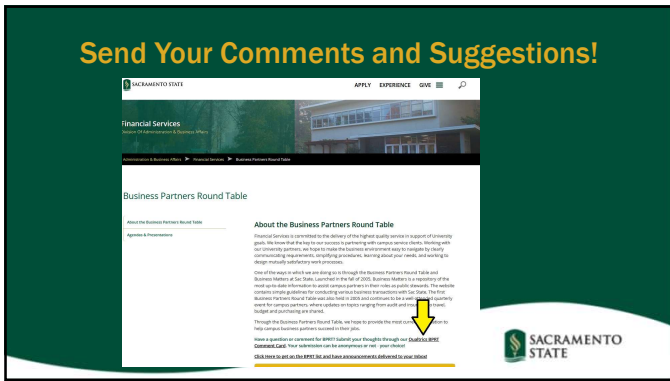
Financial Services: finsvcs-avp@csus.edu

Or anonymously at:

https://csus.co1.qualtrics.com/jfe/form/SV_5nKTgl2eT6kTWvQ



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Student Fee Training

Is Here!!!



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Student Fee Training

Is Here!!!

Almost




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Student Fee Training

Jeanne has three Pilot teams to roll the training out in the coming weeks.

Once it is ready, we will 'release it into the wild' and offer Student Fee 101 training to the campus at large.

Announcements on this training through Trumba, or Training Catalog, announcements through the BPRT listserv, and the Monday Briefing



21

Contact Us

Financial Services: finsvcs-avp@csus.edu

Gina Curry: curryg@skymail.csus.edu

Jeanne Brewster: brewster@csus.edu