



Accounts Payable & Travel

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Travel Updates

- Expenselt
- Enterprise/National Car Rental & Booking Update
- Concur Travel Credit Cards



Expenselt– Smarter Receipt Management



What's New?

Expenselt is now integrated with Concur Expense to streamline receipt handling using AI & OCR technology.



Key Benefits:

- Boost Efficiency: Auto-categorizes and matches expenses
- Go Paperless: Snap and upload receipts on the go
- Automatic Entries: Receipts become categorized entries instantly
- Hotel Folio Breakdown: Itemizes charges like room rate & taxes
- Easy Access: Find them under 'Available Expenses' in Concur



What You Need to Do:

1. Verify Your Email in your Concur profile
2. Enable Expenselt in Profile Settings → Expense Preferences
3. Download the App (Android / iOS)
4. Review Resources – [Training materials](#) & [FAQs](#)



SACRAMENTO
STATE

Enterprise/ National Rental Rate & Booking Update

 Effective July 1, 2025

- Rental rates increased 5% for **daily, weekly, and monthly** rentals.

 Booking Reminder

- All **business and local travel rentals** must be booked through Concur.

 Employee Benefit

- Access discounted **Personal Use Rate** –

 Email travel@csus.edu for the code.

Travel Card Program Update

- Travel cards may be cancelled if travel activity does not meet the minimum requirement of three (3) trips per calendar year.
- For future travel, eligible employees can request an [Instant Virtual Travel Card](#).
- If travel frequency increases and eligibility criteria are met, individuals may reapply for a physical travel card.





Contact Information

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