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Accounts Payable & Travel

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What We'll Cover

- Policy Updates
- CSU Concur Optimization Project
- Friendly Reminders

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Key Policy Updates - Coming Soon

- Hospitality Policy
  - Adding a comprehensive roles and responsibilities section
  - Establishing standard per-person meal rate maximums
- Travel and Business Expense Payment Policy
  - Address employee separation/termination procedures
  - Establish clear reimbursement timelines
- Fiscal Authority and Responsibility
  - Uniform delegation approval levels with spending thresholds established across all universities.

Key Policy Updates Cont.

- CSU Payment Card
  - Standardized procedures across all universities
  - Two card categories with updated default limits:
    - Travel Card: $5,000 monthly limit
    - ProCard: $10,000 monthly limit, $5,000 single transaction
  - Comprehensive guidelines covering roles, responsibilities, allowable/prohibited purchases, exceptions, and cardholder/approver accountability
  - Strengthened compliance measures including written notices, mandatory training, and suspension/revocation of privileges for non-compliance

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CSU Concur Optimization Project

- Expected Go-Live:
  - FY 25/26 Q3
- Processes Moving to Concur:
  - Employee Non-Travel Reimbursements
  - Pro Card Reconciliations
  - Hospitality Justification Form
  - Credit Card Service Requests
    - New Card Request
    - Credit Card Limit Increase
    - Unblock MCC codes
    - Closing Card

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Friendly Reminders

- One invoice may be submitted per payment request
  - Direct Payment Requests
  - Reimbursement Requests
  - Invoice Approvals
  - Credit Memos

- Suppliers beginning with RM should not be used for Requisitions/ Purchase Orders

- Current Process Training Videos Available
  - AP 101 – Recording Available on Teams
  - Hospitality 101 – Recording Available on Teams

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