



# Accounts Payable & Travel Updates

Accounts Payable & Travel  
Presented by Sarah David & Kayla Guerrero

# Agenda

- **What Changed with Concur Optimization**
- **Optimized Concur Resources**
- **New Standardized Policies**
- **Key Deadlines for Year-End Processing**
- **Current Service Levels**



# What Changed with Concur Optimization

## Travel

- Agenda & Airfare Comparison must now be added as an expense line item.
- New Travel Allowance
- New Travel User Experience (Coming Soon)

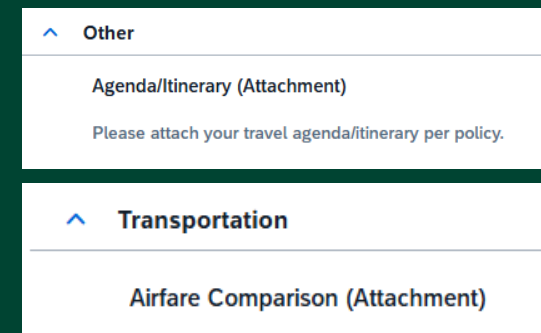
## Non-Travel Employee Reimbursement (Reimbursement Request)

- Must be submitted by employee under their own Concur profile

## University Card

- Application, credit limit increases, purchase exceptions
- Must be submitted by employee under their Concur profile

## Hospitality Justification Form



The screenshot shows two expandable sections in a Concur interface. The first section, titled 'Other', is expanded to show 'Agenda/Itinerary (Attachment)' with a sub-note: 'Please attach your travel agenda/itinerary per policy.' The second section, titled 'Transportation', is also expanded to show 'Airfare Comparison (Attachment)'.

# Optimized Concur Resources

- [Training Video & Guides](#)- Travel, Pro Card, Hospitality, Non-Travel
- Support for Concur questions/issues- Submit a ticket via [Optimize](#)



# New Standardized Policies

- CSU Travel and Business Expense Policy

- Non-Employee Meals & Incidentals (M&IE) Reimbursement- Actuals up to \$92 per day. Receipts required if M&IE expenses is over \$75.
- Athletic Group Team Travel Meals- May include staff members (including medical personnel), independent contractors, and volunteers. However, cash allowances in lieu of meals are not allowed for these individuals. Established university policies for such meals should be followed.

- CSU Payment Card Policy

- Travel Card Limit-\$5000 monthly
- Payment Card Training will be in CSU Learn (coming soon)
- University card application, credit limit increases, & exception to purchases now available under Concur Request.

# New Standardized Policies Cont.

- Hospitality Policy

- Hospitality Justification Form is available in Concur under Requests. Use this form for reconciliation within Concur.
- Maximum rates apply per attendee (inclusive of food, beverage, tax, gratuity, service charges, and delivery fees):

Breakfast	\$40
Lunch	\$60
Dinner	\$90
Light Refreshment	\$40
Alcohol (auxiliary organizations only)	\$30

# Key Deadlines for Year-End Processing

- Guarantee dates for FY 25/26
  - Travel reports (Employee/Non-Employee) & Employee Reimbursements **May 8**
  - Invoices **Jun 4**
  - Final check run **Jun 26**



# Current Service Levels

Request Type**	AP & T Review Service Level*	Additional Information
<b>CSUBUY Procure to Pay (All Business Units)</b>		<p>*Service Levels are standard goals for the AP&amp;T Department, they are subject to change. Service Levels may vary based on complexity, changes or updates involved with the Payment Request.</p> <p>**Incomplete requests or requests submitted on the incorrect template will be returned or <u>canceled</u>, and may result in significant delays to the review process.</p>
Hospitality Requisition Review	Up to 5-7 business days	
Voucher Creation from Invoice Email	Up to 5-7 business days	
Payment in Advance	Up to 1-2 business days	
AP Review	Up to 5-7 business days	
AP Manager Review	Up to 5-7 business days	
<b>Common Financial System (CFS)</b>		
Invoice Approvals	Up to 10-14 business days	
Cancel/ Reissue Checks	Up to 1-2 business days	
<b>Concur</b>		
<b>Supplier Files (Concur Only)</b>		
Vendor Creation/ Maintenance (204 Form)	Up to 3-5 business days	
EFT/ ACH Add or Change Request	Up to 1-2 business days	
<b>Travel Card</b>		
New Travel Card Requests	Up to 1-2 business days	
Travel Card Limit Increases	Up to 1-2 business days	
<b>Reimbursement</b>		
Employee – Non-Travel Expense Report	Up to 4 weeks	
<b>Travel</b>		
Travel Requests	Up to 1-2 business days	
Domestic Travel Expense Report	Up to 4 weeks	
International Travel Expense Report	Up to 4 weeks	
Non-Employee Travel Expense Report	Up to 4 weeks	



# Contact Information

Contact Travel / AP / Procurement teams for questions

- [Submit a Ticket](#)
- Email
  - Travel [travel@csus.edu](mailto:travel@csus.edu)
  - Accounts Payable [ABA-FIN-ap-travel@csus.edu](mailto:ABA-FIN-ap-travel@csus.edu)
  - Procurement [procard@csus.edu](mailto:procard@csus.edu)