



Accounts Payable & Travel

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Accounts Payable Updates

Hospitality

Hospitality Updates

- **Coming Soon**
 - New Hospitality Procedures
 - Punchout Hospitality Justification Form (pdf)
- **Policy Updates**
 - Updated roles and responsibilities
 - Revised meal-rates limits
- **Campus Procedures Changed**
 - Appendix B revised for clarity
 - New Appendix C section (previously under Approval of Transactions)



CSUBUY P2P Updates

- Verified Received in vouchers
 - PO owner must approve in workflow after receipt of Goods or Services
 - If a supplier submits invoice early, do not approve until Goods or Services are received
 - Except for Payment in Advance approved by Buyer
- Coming soon – Improved submission of Invoices to P2P
 - Temporary form in Adobe - P2P Submittal
 - Chancellor's Office – OCR technology
- Other AP system improvements in P2P – Fall 2026
 - Punchout request with hospitality justification form

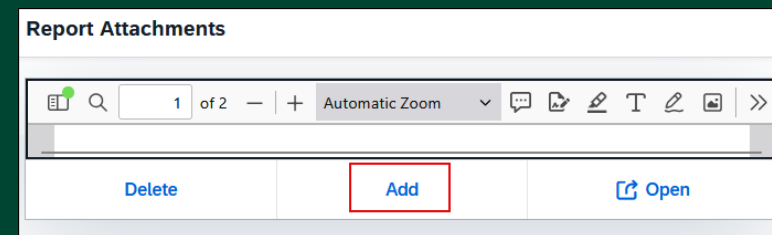
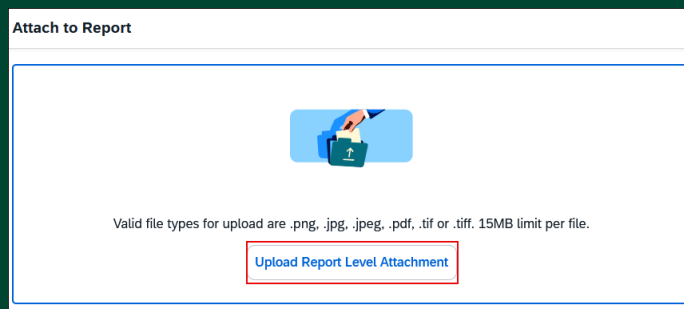
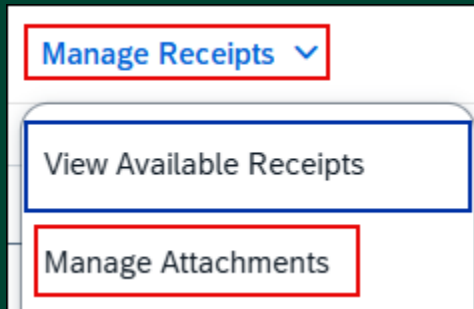


Travel Updates

Concur FAQs

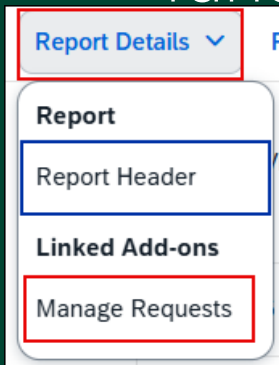
Attaching Hospitality Form – ProCard

- Pro Card Statements
 - Click Print/Share, select Hospitality Justification Form Printed Report, & save as a PDF.
 - Upload the PDF using Manage Receipts → Manage Attachments → Upload Report-Level Attachment, or select Add at the bottom of the receipt window.



Attaching Hospitality Form - Non-ProCard

- Employee Non-Travel, Employee Travel, Non-Employee Reports
 - Link form to Report Header under **Report Details** → **Manage Requests**
 - Click **Add Request**, select hospitality form, and click **Add To Report**.
⚠ Important: Select **Do Not Update**. Updating will change the funding source in the report header.



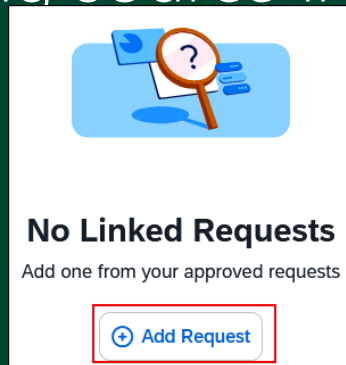
Report Details ▾

Report

Report Header

Linked Add-ons

Manage Requests

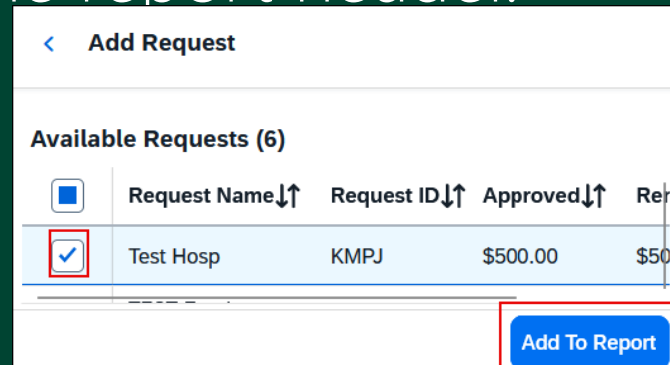




No Linked Requests

Add one from your approved requests

[+ Add Request](#)



< Add Request

Available Requests (6)

☐	Request Name↓↑	Request ID↓↑	Approved↓↑	Re
☒	Test Hosp	KMPJ	\$500.00	\$50

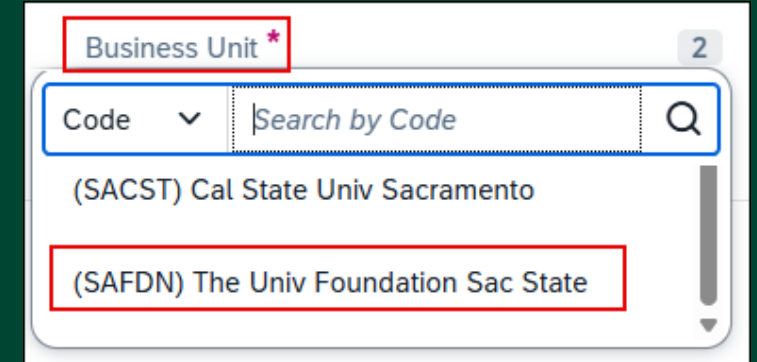
[Add To Report](#)

How to Charge the Foundation

- Important Updates for Foundation Funding
 - UFSS Foundation X Funds are now available in Concur
 - MDR01 is no longer valid for Foundation funding
 - Change the Business Unit (BU) to SAFDN
 - Enter the appropriate X Fund
 - Remove the Class Code

- **Action Required**

Update all Foundation-funded expense reports to use the new SAFDN funding structure before submission.

A screenshot of a software interface showing a dropdown menu for 'Business Unit'. The menu is open, displaying two options: '(SACST) Cal State Univ Sacramento' and '(SAFDN) The Univ Foundation Sac State'. The second option is highlighted with a red rectangular box. Above the dropdown, the text 'Business Unit *' is visible, also enclosed in a red box. To the right of the dropdown, there is a search bar with the placeholder text 'Search by Code' and a magnifying glass icon. A small number '2' is visible in the top right corner of the dropdown menu.

Previous	New
SACST	SAFDN
MDR01	X Fund
Class Code Required	Remove Class Code

Adding Agenda/Itinerary or Airfare Comparison

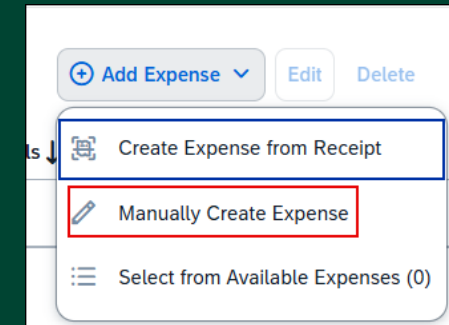
When is this required?

Agenda- for all travel approval or reimbursement.

Airfare Comparison- Personal day or driving in lieu of flying

Steps

1. Click Add Expense
2. Select Manually Create Expense
3. Search for and select:
 - Agenda/Itinerary (Attachment) or
 - Airfare Comparison (Attachment)
4. Upload the supporting document.
5. Make sure the file is:
 - PDF format
 - Less than 15 MB
6. Save the expense entry



Add Expense to Report

[↑ Create Expense from Receipt](#) [Manually Create Expense](#)

Select an expense type for the new expense

Agenda

Search by expense type, category, description

^ Other

Agenda/Itinerary (Attachment)

Please attach your travel agenda/itinerary per policy.

Itemization

What is it? Split one transaction into multiple expense types (account code).

When to use it? Hotel bills, mixed purchases, etc.

Steps:

1. Add the expense
2. Open the **Itemizations** tab
3. Select **Add Itemization**
4. Choose the appropriate expense type
5. Enter the amount
6. Select **Save Itemization**
7. Repeat until the Remaining Amount = \$0.00

Important Tip

✓ The expense cannot be submitted until the full amount has been itemized and the remaining balance is zero

The screenshot displays the 'Conference/Seminar Registration Fees \$900.00' entry in the Expense Management system. The 'Itemizations' tab is selected, indicated by a red arrow. The summary section shows 'Amount \$900.00', 'Itemized \$900.00', and 'Remaining \$0.00' (with a green checkmark). Below this, the 'Itemizations (2)' list shows two items: 'Conference/Seminar Registration Fees' for \$800.00 and 'Memberships' for \$100.00, both dated 08/14/2026. A red box highlights the 'Add Itemization' button and the list of items. The 'Save Expense' button is visible in the top right corner.

Amount	Itemized	Remaining
\$900.00	\$900.00	\$0.00

Itemization	Amount	Date
Conference/Seminar Registration Fees	\$800.00	08/14/2026
Memberships	\$100.00	08/14/2026

Allocate Funding

What is Allocation?

Allocation allows you to split an expense across multiple funding sources.

When Should You Use It?

Use allocation when:

- An expense is paid by more than one department.
- Costs need to be shared across multiple chartfields.
- Funding comes from multiple sources.

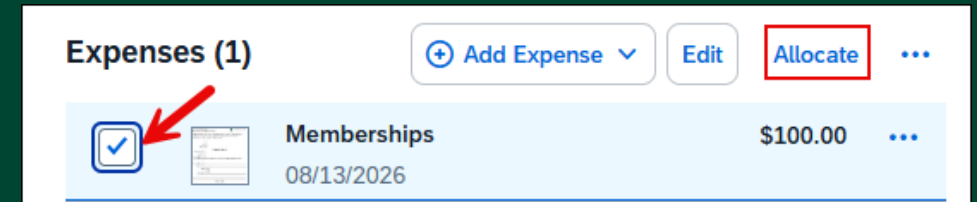
How to Allocate Funding in Concur

Steps

1. Select checkbox next to the expense line.
2. Click **Allocate**.
3. Choose to allocate by:
 - Percent, or
 - Amount.
4. Select **Add**.
5. Enter funding source information.
6. Click **Save**.
7. Enter the amount or percentage.
8. Repeat until the remaining balance is \$0.00.

Important Tip

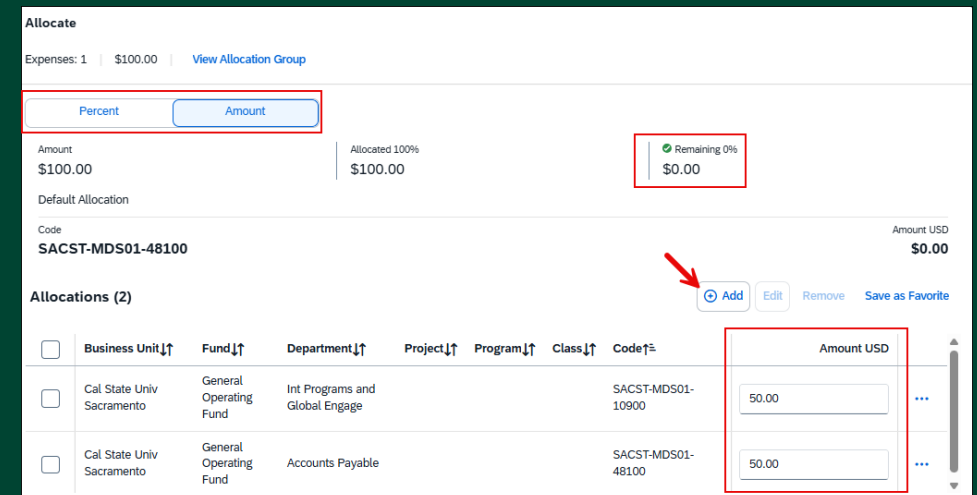
✓ Verify that the total allocation equals 100% (or the full expense amount) before submitting.



Expenses (1) [+ Add Expense](#) [Edit](#) [Allocate](#) ...

☒  Memberships \$100.00 ...

08/13/2026



Allocate

Expenses: 1 | \$100.00 | [View Allocation Group](#)

[Percent](#) [Amount](#)

Amount: \$100.00 | Allocated 100%: \$100.00 | [Remaining 0%](#): \$0.00

Default Allocation

Code: SACST-MDS01-48100

Amount USD: \$0.00

[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)

	Business Unit↑	Fund↑	Department↑	Project↑	Program↑	Class↑	Code↑	Amount USD
☐	Cal. State Univ Sacramento	General Operating Fund	Int Programs and Global Engage				SACST-MDS01-10900	50.00
☐	Cal. State Univ Sacramento	General Operating Fund	Accounts Payable				SACST-MDS01-48100	50.00

Use the Credit Card Request to:

- Order New Card
- Increase Card Limit
- Unblock MCC Codes
- Purchase Exceptions
- Cancel/Suspend Card
- Required CSU Learn Training- [Payment Card Program](#)

Create New Request

Required field *

Request Type *

Credit Card Service Request ▼



Questions?

Accounts Payable

- Submit an Optimize ticket in CSUBUY P2P

Travel & Concur

- Submit an Optimize ticket in Concur