



Travel Update

Training

University Accounting Services

May 22, 2024

Agenda

- Learning Objectives
- Travel Allowance Policy Updates
- Concur Live Demonstration/Process Flowcharts
- Examples
- Other Travel Policy Updates
- Upcoming Training Program
- Point of Contacts
- Resources
- Questions

Learning Objectives

By the end of this presentation, you will...

- Be able to identify the policy changes and how they impact you
- Understand why the move from “actuals” to per diem
- Understand when to implement the policy
- Understand non-employee per diem
- Be able to process travel allowances in Concur
- Receive information on other policy updates

What are the Changes

- Reimbursement of daily Meals & Incidental Expenses (M&IE) for domestic travel will now be location based per diem
 - First/last day of business travel will be reimbursed at 75% of the total per diem rate
- Incidentals will be reimbursed at the rate of \$5 per day, including the first/last day of travel (when business travel includes an **overnight stay**)
- Previously, meals were reimbursed at a max daily amount of \$55/day for actual cost incurred, while incidentals were \$7/day.

Why Move to Per Diem

- Comply with the systemwide update
- Uniformity with federal guidelines
- Simplifying the process
 - Transitions the traveler from a manual tracking process to a location-based set amount automatically calculated in Concur.

When to Implement the Policy

- Systemwide CSU policy effective as of **January 1, 2024**.
- Due to challenges encountered with Concur, campus implementation is scheduled for **June 1, 2024**.
 - Required to use location-based M&IE per diem for travel that starts on or after June 1, 2024.
- We encourage early adoption and utilization.

What is the Per Diem Coverage

- Rates are set by fiscal year, effective Oct. 1 each year.
 - GSA (US) – Annually, beginning of fiscal year on 10/01/YYYY
 - [U.S. General Services Administration](#)
 - Dept of Defense (DoD) – Monthly
 - [U.S. Department of Defense](#)
 - US State Dept (Int'l) – Monthly
 - [U.S. Department of State](#)

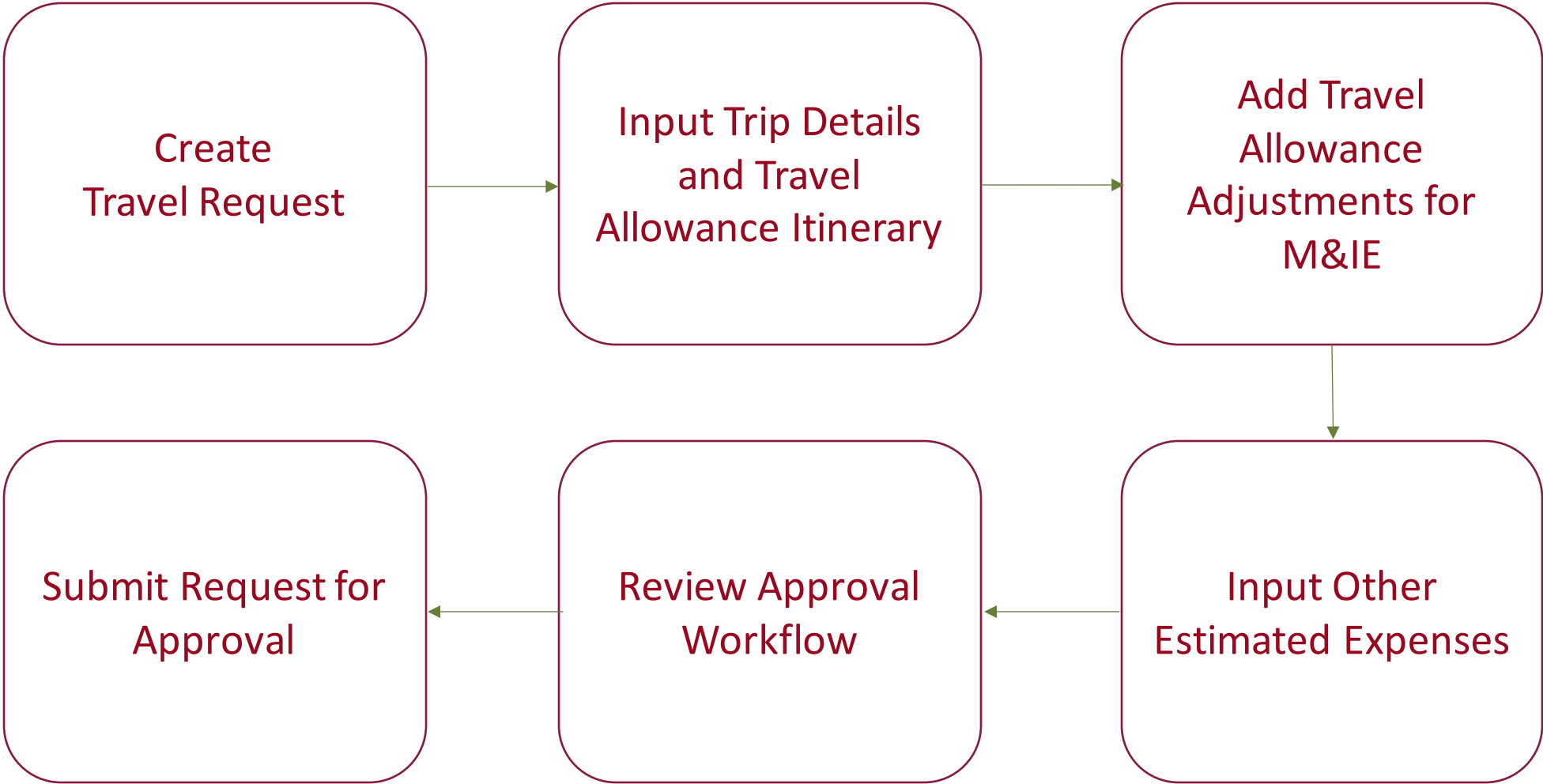
GSA M&IE Breakdown

M&IE Breakdown

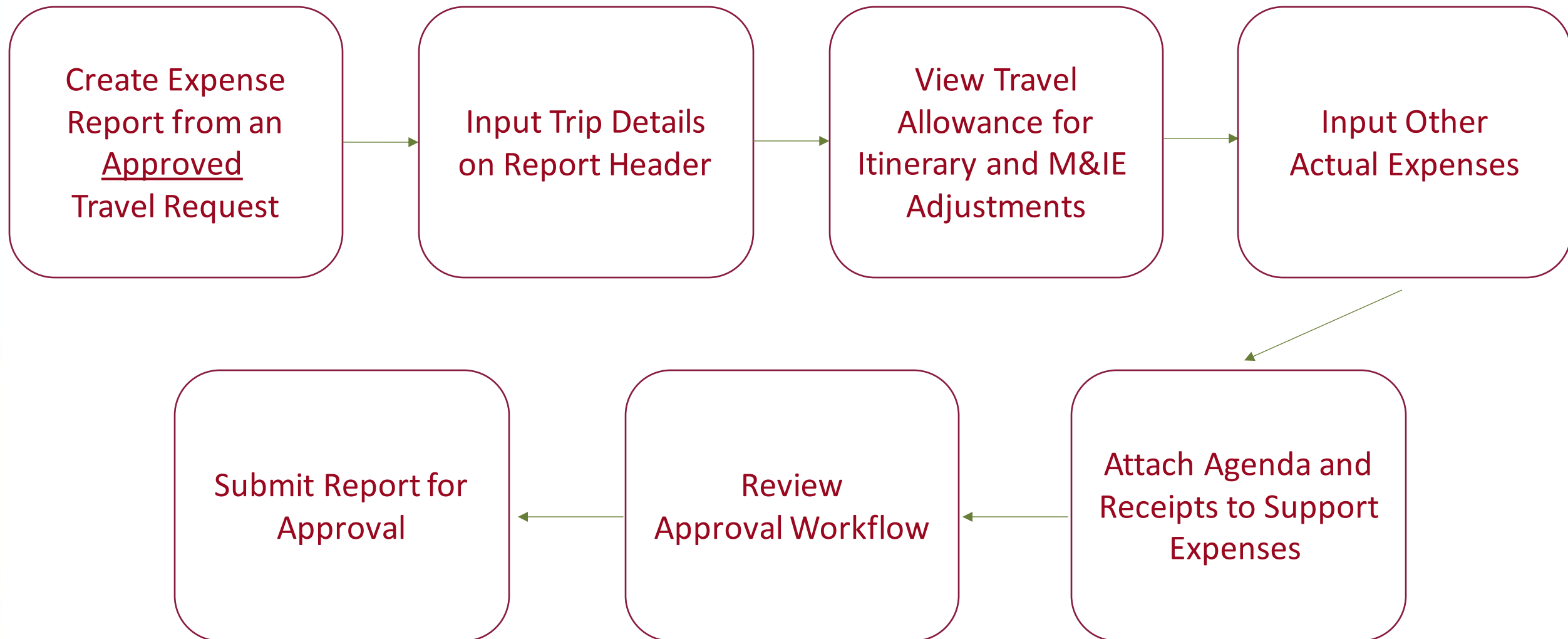
M&IE Total ¹	Continental Breakfast/ Breakfast ²	Lunch ²	Dinner ²	Incidental Expenses	First & Last Day of Travel ³
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$14	\$16	\$29	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50
\$79	\$18	\$20	\$36	\$5	\$59.25

- 5 ranges for domestic locations
 - [GSA M&IE breakdown](#)
 - Ranges shown from \$59-\$79 (\$54-\$74 without incidentals).
 - Displays first and last day of travel (*up to 75%* of entire day).
- This guide is an example. Concur will calculate meals that are reimbursed or deducted from reimbursement.

Process Flowchart – Travel Request



Process Flowchart – Expense Report





Concur Demonstration

Employee Location-Based Per Diem – Request and Expense

Overnight Example 1:

An employee is required to travel from Ontario to San Diego to work on a project. The employee leaves home at 5:00 a.m. on Monday, with plans to return home the same day. Unable to complete the project on Monday, the employee spends the night in San Diego. After completing the project the next day, the employee returns to Ontario by 10:30 a.m. Did the employee meet the overnight test?

Overnight Example 1 Answer:

Yes. The traveler met the overnight test. For a trip less than 24 hours that includes an overnight stay, reimbursement is authorized for 75% of the total per diem rate for M&IE. The away from home rule was met.

Overnight Example 2:

An employee is required to travel from Ontario to Bakersfield to work for the day. The employee leaves home at 5:00 a.m. and returns that night at 10:00 p.m. On the trip home the employee stops for dinner and rests in the car for two hours.

Did the employee meet the overnight test?

Overnight Example 2 Answer:

No. The employee did not meet the overnight test. Stopping to rest in a car does not meet the sleep and substantial rest rule.

Overnight Example 3:

The traveler drove from work and arrived at the event mid-morning. Lunch and dinner were provided at the event. The traveler spent that night at the hotel for more meetings the next day. What would be the per diem amount for the first day of travel?

\$3.25, \$5, or \$18?

Meals & Incidentals Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$59.00	\$13.00	\$15.00	\$26.00	\$5.00	\$44.25

Overnight Example 3 Answer:

\$5

Let's talk through the example: Take the \$44.25 then subtract lunch and dinner and you get \$3.25. BUT, we cannot reimburse below the incidental amount of \$5. We cannot take from incidentals.

Meals & Incidentals Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$59.00	\$13.00	\$15.00	\$26.00	\$5.00	\$44.25

Non-Employee Travelers

- Reimbursement of daily Meals & Incidental Expenses (M&IE) for non-employee travelers is paid as a flat rate of \$59 per diem.
 - First/last day of business travel will be reimbursed at 75% of the daily per diem rate (\$44.25).
 - An approved Travel Expense Claim must be submitted for a non-employee traveler to be reimbursed.
- Previously, meals were reimbursed at a max daily amount of \$55/day for actual cost incurred, while incidentals were \$7/day.

Other Policy Changes

- A traveler who attends an approved conference where the prearranged conference lodging rate exceeds the per night limit may stay at the conference hotel without additional approval. (Eff. January 1, 2024)
- The Commercial Car Rental (CCR) Services Contract has been extended through February 28, 2025. (Eff. March 1, 2024)
- The nightly lodging expense limit has been increased from \$275 to \$333, excluding taxes and other related charges. The updated rate of \$333 per night applies to travel on or after April 18, 2024. (Eff. April 18, 2024)

Travel Training Program

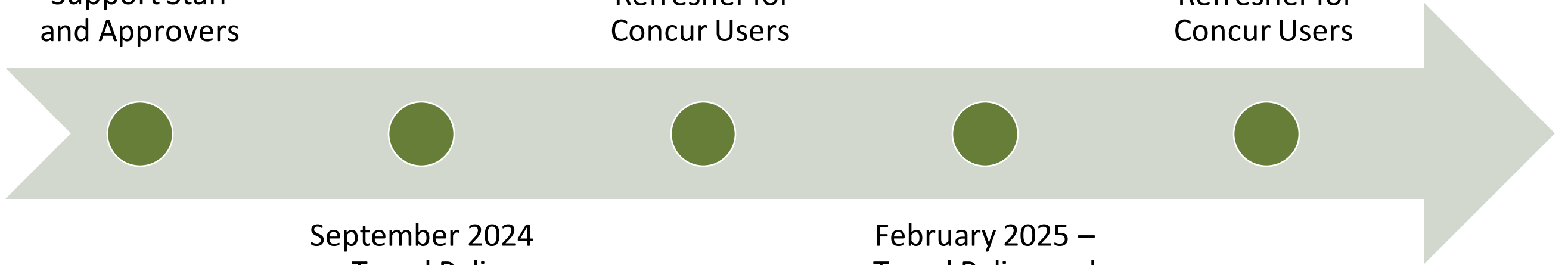
August 2024 –
Travel Policy and
Concur Training
for Travel
Support Staff
and Approvers

November 2024
– Travel Policy
and Concur
Refresher for
Concur Users

April 2025 –
Travel Policy and
Concur
Refresher for
Concur Users

September 2024
– Travel Policy
and Concur
Training for
Travelers

February 2025 –
Travel Policy and
Concur Training
for Travelers



Resources

- [CPP University Travel Website](#)
- **User Guides:**
 - [Creating a Travel Request with Travel Allowance in Concur](#)
 - [Creating an Expense Report with Travel Allowance in Concur](#)

Point of Contacts

- **Functional Support**

- travel@cpp.edu

- A staff member from University Accounting Services/Accounts Payable will contact you to address any questions you may have with the Travel Procedures, how to add supporting documentation, assistance with error messages, and how to submit request and expenses.

- **Technical Support (IT)**

- concurtech@cpp.edu

- Please contact IT for technical related support if you cannot log into the system, or a traveler's default approvers need to be updated.

