



Travel Policy and Concur Training for Travelers

University Accounting Services
September 24, 2024

AGENDA

- Learning Objectives
- Traveler Role
- University Accounting Services/Accounts Payable Role
- Overview of the CSU Travel and Business Expense Payments Policy
- Concur Walkthrough for Travelers
- Upcoming Training Program
- Points of Contact
- Resources
- Questions



Learning Objectives

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

- Understand your role as a traveler
- Understand the role of Accounts Payable
- Understand the travel policy
- Understand how to navigate Concur

Who is a Traveler?

- An individual who uses Concur to book and manage their travel arrangements.

What is the role of a Traveler?

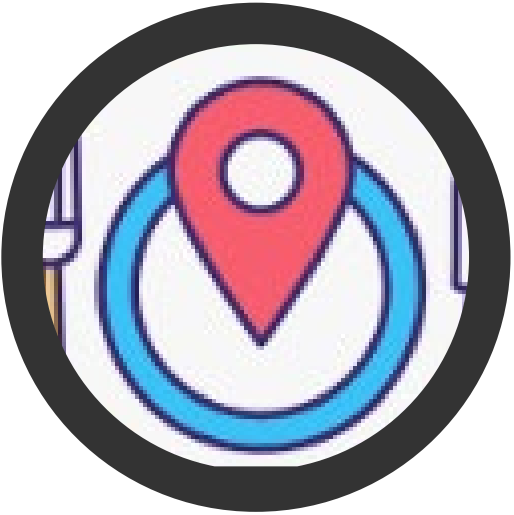
- To have an approved Travel Request prior to booking travel arrangements and departure
- Ensure expenses align with the CSU Travel and Business Expense Payments Policy
- Submit a completed Expense Report within 60-days of the end of the trip

University Accounting Services/Accounts Payable Role

- Review/Audit for compliance with the CSU Travel and Business Expense Payments Policy
- Verify appropriate approvals have been obtained
- Ensure appropriate documentation is submitted
- Process reimbursements and payments
- Available to assist with questions regarding Travel Procedures and Concur such as supporting documentation and submitting request/expense



CSU Travel and Business Expense Payments Policy Overview



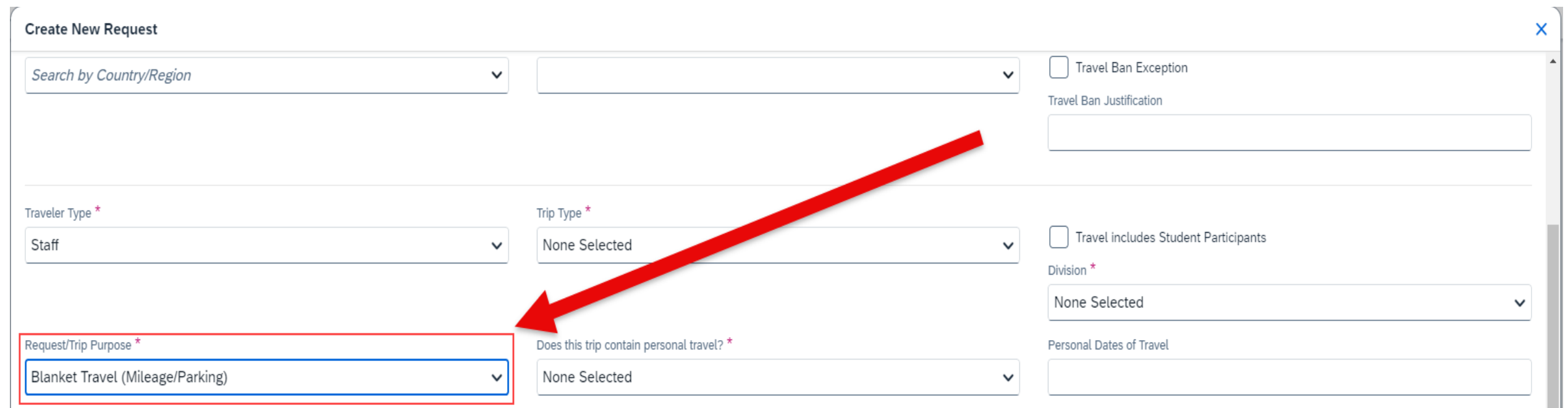
Blanket Travel Request



CSU Travel and Business Expense Payments Policy

Blanket Travel

- A blanket travel request is an open authorization created for local domestic mileage only related travel.
- For a period of one year - 07/01 to 06/30.
- The Request/Trip Purpose select 'Blanket Travel (Mileage/Parking)' in the Request Header in Concur.
- Submit a separate Expense Report for reimbursement on individual trips.



Create New Request

Search by Country/Region

Traveler Type *
Staff

Trip Type *
None Selected

Request/Trip Purpose *
Blanket Travel (Mileage/Parking)

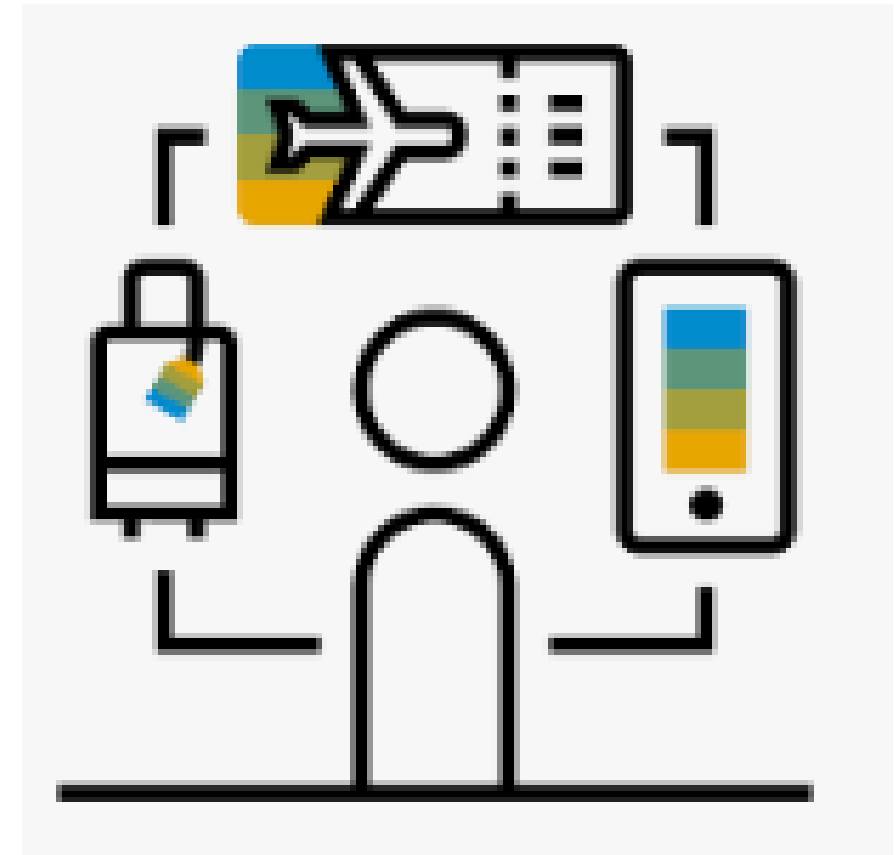
Does this trip contain personal travel? *
None Selected

Travel Ban Exception
Travel Ban Justification

Travel includes Student Participants
Division *
None Selected

Personal Dates of Travel

Travel Request



CSU Travel and Business Expense Payments Policy

Travel Request

- A Travel Request must be submitted and approved in Concur prior to booking travel arrangements and departure.
- Complete the chartfield string on the Request Header in Concur.

Edit Request Header

AUGUST 2024 | Request ID: 66K3

Travel Ban Justification

Traveler Type *
Staff

Trip Type *
In-State Travel

Request/Trip Purpose *
Conference Attendee

Does this trip contain personal travel? *
No

Is Faculty classroom coverage required?
No

Additional Information 0/500

Travel includes Student Participants

Division *
Administrative Affairs

Personal Dates of Travel

Business Unit
POCMP

Fund
(POM01) OPERATING FUND

Class
(0000) No Class Value

Department
(67700) Accounting Services

Program
(0602) Fiscal Operations

Project
(123456) TEST STATE PROJECT

Cancel Save

CSU Travel and Business Expense Payments Policy

- Travel Request approval must be obtained prior to making travel arrangements and departure as follows:
 - All travel for faculty and staff, Domestic and International: HEERA Manager/Chair
 - All travel for faculty, Domestic and International: College Dean
 - All travel for faculty and staff, Domestic: Vice President's Sub-Delegates
 - All International travel for faculty and staff: Provost/Vice President & Risk Management
 - All High Hazard International travel for faculty and staff: Provost/Vice President & Risk Management



Expense Report



CSU Travel and Business Expense Payments Policy

Expense Report

- The Expense Report must be created from an approved Travel Request in Concur.
- Submitted to the travel office within 60-days of the end of the trip. Reports submitted past this time frame will require exception approval from the Provost or Vice President of your division to move forward with processing.

Create New Report

Create From an Approved Request

* Required field

Policy *	Report/Trip Name *	Report/Trip Start Date *	Report/Trip Start Time *
*CPP-State Travel Policy		MM/DD/YYYY	None Selected
Report/Trip End Date *	Report/Trip End Time *	Destination City *	Country *
MM/DD/YYYY	None Selected		UNITED STATES (US)

CSU Travel and Business Expense Payments Policy

- Include the event/conference agenda with the Expense Report. The agenda must reflect the:
 - Event's start/end times
 - Location
 - Identify provided meals
- If student participants are included in the University travel, a completed copy of the [Release of Liability](#) form must be attached to the Expense Report.



CSU Travel and Business Expense Payments Policy

Receipt Requirements

- Original, itemized receipts for all business travel-related expenses of \$75 or more.
- Cannot be dated prior to travel approval.
- Clearly marked as “paid” or show a zero balance, with an identifiable payment method used.
- If an itemized receipt cannot be submitted, submit an approved [Missing Receipt Affidavit](#) form for reimbursement.



Missing Receipt Affidavit

University Accounting Services
Accounts Payable - Travel
3801 W. Temple Avenue, 121-East-2160 | Pomona, CA 91768
Email: travel@cpp.edu

The CSU and CPP Travel Procedures require an original, Itemized receipt be submitted with a travelers Expense Claim/Report for all business travel related expenses of \$75 or more. Receipts should be clearly marked "paid" or show a zero balance. Payment method should be clearly identifiable on the itemized receipt. **The traveler should make every effort to obtain an itemized receipt to support University travel related expenses.** When an original, itemized receipt cannot be obtained, and the traveler has exhausted all measures to obtain a duplicate receipt for a travel related purchase, the Missing Receipt Affidavit form should be submitted with the Expense Claim/Report to substantiate the expense.

Traveler's Name: _____

Department: _____

Trip Name: _____

Date of Expense: _____

Vendor's Name: _____

Vendor's Address: _____

Vendor's Phone #: _____

Reason(s) itemized receipt was not obtained and detailed explanation of expense incurred:

Description of Purchase	Amount
Total	\$ 0.00

I certify that the itemized receipt for the expense indicated on this form is unavailable and the amount shown above is the actual amount paid, excluding alcohol, while traveling on official business for Cal Poly Pomona. I further certify that the amount above is an allowable expense as defined by the CSU and CPP Travel Procedures, and I have not and will not seek reimbursement from any other source. I am aware that excessive instances of lost/missing receipts may result in additional substantiation requirements for travel related expenses.

Traveler's Signature

Date

Provost/Vice President's Printed Name

Provost/Vice President's Approval Signature

Date

Knowledge Check...



How many days after travel ends do you have to submit your Expense Report?

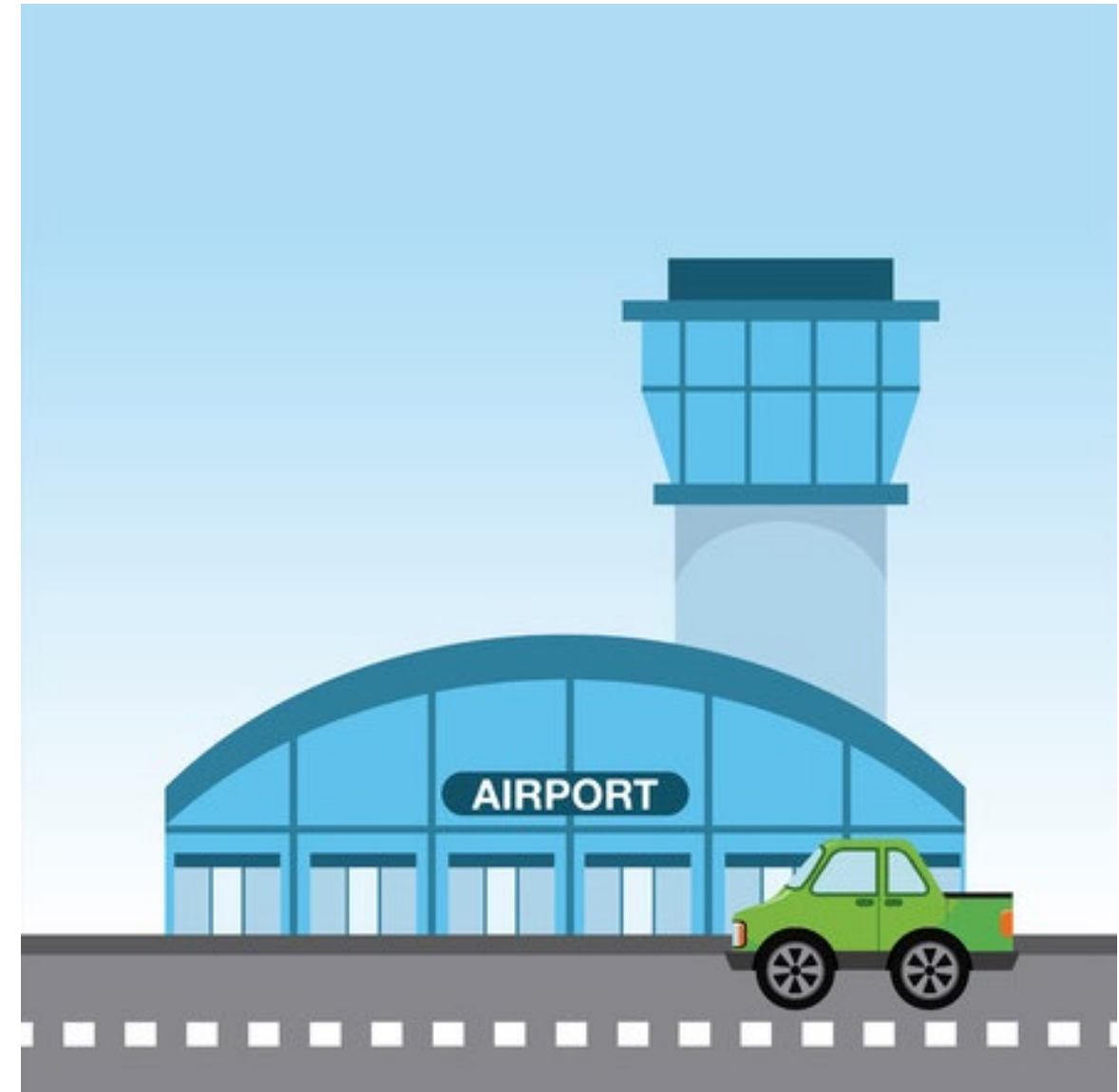
- a. 45 days
- b. 90 days
- c. 60 days

The answer is...

c) 60 days!

Submit an approved Expense Report within 60-days of the end of the trip.

Air Travel



CSU Travel and Business Expense Payments Policy

Air Travel

- Coach or discounted economy-class fare shall be used whenever ticketing restrictions are reasonable.
- Itemized airfare itinerary/receipt must be attached to the Expense Report.
- The name on the itinerary/receipt must match the traveler.



AIR TRAVEL

- Coach or any other discounted economy-class fare shall be used whenever ticketing restrictions are reasonable. This applies to all travel (domestic or international, or any combination thereof) regardless of the purpose or fund source.
- Itemized airfare itinerary/receipt must be attached to the Expense Report, substantiating coach or any other discounted economy-class fare was purchased. This applies to all travel (domestic or international, or any combination thereof) regardless of the purpose or fund source. The name on the itinerary/receipt must match the traveler.
- The University will reimburse for the cost of checked baggage that is considered reasonable and necessary for the business purpose and length of the trip.
- Travelers will not be reimbursed for airline travel certificates/vouchers or frequent flyer miles that are used for the purchase of transportation tickets.
- Extra charges or upgrades, such as pre-boarding, travel insurance, seat upgrades, etc. are not included, as these items are not reimbursable to the traveler.
- If changes to air travel/itinerary were made by a traveler, and additional expenses have been incurred, an explanation must be provided by the traveler in their Expense Report. Explanations must be business related or out of the traveler's control to be reimbursable. The cost of changes related to personal reasons will not be reimbursed.

CPP Travel Checklist

Travel Checklist

University Accounting Services

Accounts Payable - Travel

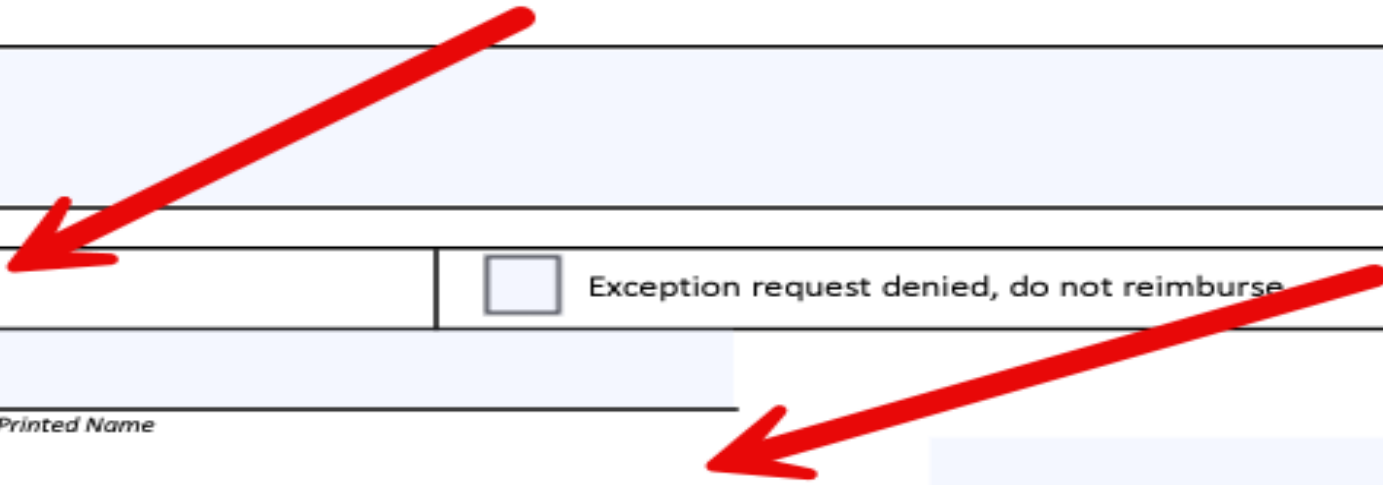
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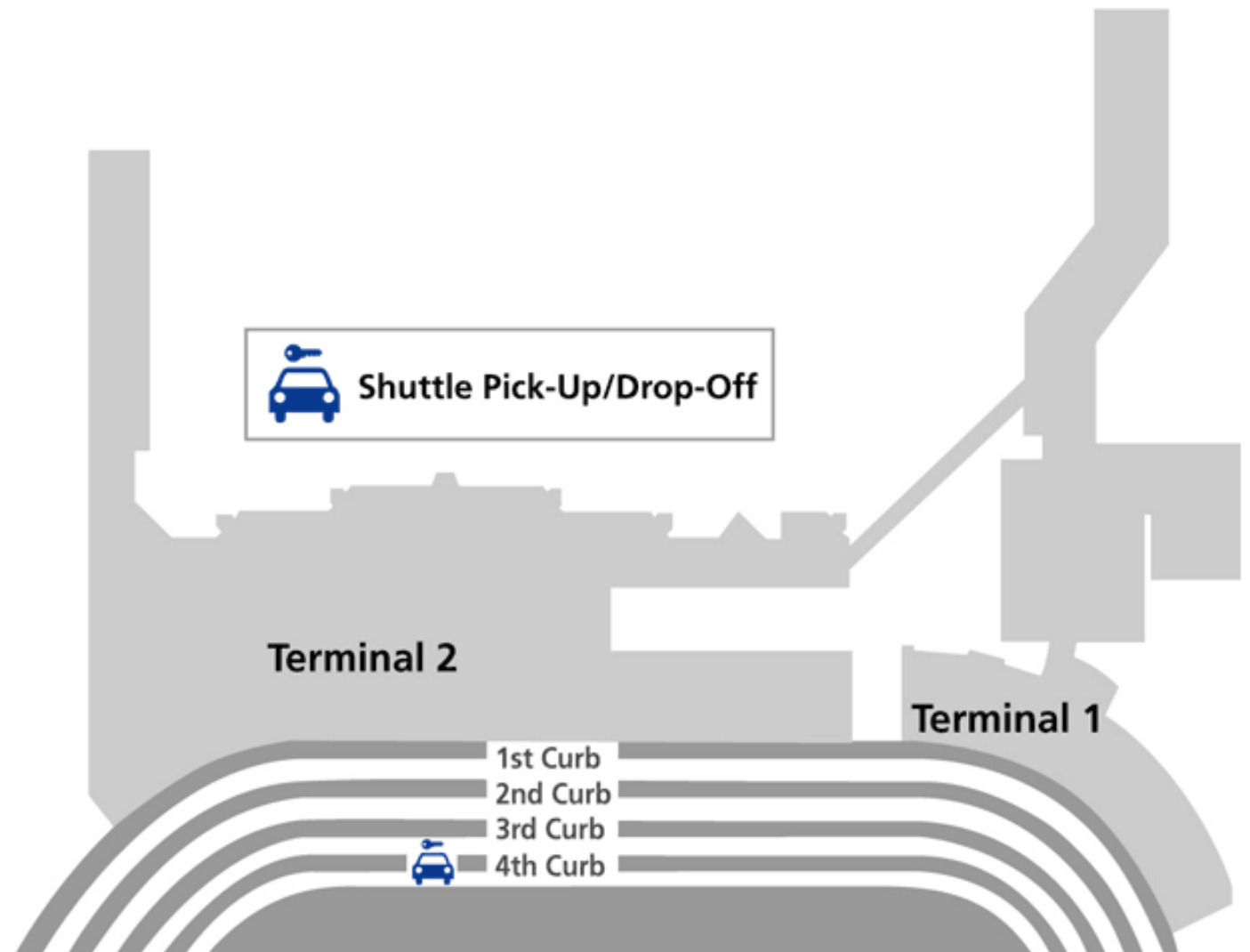
CSU Travel and Business Expense Payments Policy

- The University will reimburse for the reasonable and necessary cost of checked baggage.
- Extra charges or upgrades are not reimbursable.
- Changes to air travel/itinerary that incur additional expenses must be business-related or out of the traveler's control and include approved [Travel Procedures Exception Request](#) form to be reimbursed.

To be completed by the Provost/Vice President of the respective division (or designee):	
Comments:	
<input type="checkbox"/> Exception request approved	<input type="checkbox"/> Exception request denied, do not reimburse
<i>Designee's Printed Name</i>	
<i>Designee's Approval Signature</i>	<i>Date</i>



Rental Car



CSU Travel and Business Expense Payments Policy

Rental Car

- When renting a vehicle for University business, travelers are expected to utilize the rental agencies listed below.
 - Primary Vendor: [Enterprise Rent-A-Car](#).
 - Secondary Vendor: [National Car Rental](#) (*only when Enterprise is not available*)
- Renting vehicles from a non-contracted vendor is **prohibited** unless vehicles are unavailable from a contracted vendor.



RENTAL CARS

- When renting a vehicle for University business, travelers are expected to utilize rental agencies with which the State of California or the University have negotiated contracts that include insurance coverage.
 - Primary Vendor: Enterprise Rent-A-Car
 - Secondary Vendor: National Car Rental (*only when Enterprise is not available*)Renting vehicles from a non-contracted vendor is **prohibited** unless vehicles are unavailable from a contracted vendor. In the event vehicles are unavailable, the traveler should document the reason for using an agency other than the contracted vendors and include this in their Expense Report.
- Economy/Compact or Intermediate class vehicles should be requested and rented. Reimbursement for upgraded vehicles will not be processed; unless the recommended sizes are not adequate to meet the business purposes of the trip. A justification should be included in the Expense Report.
- Charges for optional expenses, such as upgrades, insurance, car seats, etc. will not be reimbursed unless the traveler can provide a business-related requirement for the additional options charged.
- Travelers should return rental vehicles with the same level of fuel that the vehicle had when it was picked up. Fuel should not be purchased from the rental car agency due to the increased cost and additional fees that may apply.
- Cash and personal checks are not authorized forms of payment for the commercial rental car contracts.

Travel Checklist

University Accounting Services
Accounts Payable - Travel

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CSU Travel and Business Expense Payments Policy

- Economy/Compact or Intermediate class vehicles should be requested and rented.
- Charges for upgrades, insurance, car seats, etc. will not be reimbursed unless the traveler can provide a business-related requirement for the additional options charged.
- For all exceptions, an approved [Travel Procedures Exception Request](#) form must be included with the Expense Report for reimbursement.



CSU Travel and Business Expense Payments Policy

- Travelers should return rental vehicles with the same level of fuel that the vehicle had when it was picked up.
- Fuel should not be purchased from the rental car agency due to the increased cost and additional fees that may apply.



Private Vehicle



CSU Travel and Business Expense Payments Policy

Private Vehicle

- The traveler must have a valid driver's license and liability insurance.
- With/without overnight stay:
 - Mileage will be calculated on the shorter distance between residence or work and the destination.
 - Departing/returning on a non-working day/hour - mileage is calculated from home.



PRIVATE VEHICLE

- When traveling on university business, the traveler must possess a valid driver's license and are responsible for carrying and maintaining liability insurance.
- If mileage is being claimed, the traveler's vehicle license plate number should be included on the Personal Car Mileage entry on the Expense Report.
- Allowable mileage, **with** an overnight stay, shall be computed as the lesser of the mileage between the traveler's residence or normal work location and their destination. In the event the traveler departed or returned on a non-working day/hour, mileage is allowed to be calculated from home.
- Allowable mileage, **without** an overnight stay, shall be computed as the lesser of the mileage between the traveler's residence or normal work location and their destination.

CPP Travel Checklist

Travel Checklist

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Risk Management – Additional Information

- Before renting a car or using your personal vehicle for University business, you must obtain authorization to drive on University-related trips before your travel begins.
- For personal car use, the traveler must have a [CA Form Std 261](#) on file.
- Contact www.cpp.edu/rms or riskmanagement@cpp.edu for additional information.

STATE OF CALIFORNIA

AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS

STD. 261 (Rev. 6/2023)

*This approval must be renewed annually.
Supervisor: Retain Original Copy*

I. CERTIFICATION

In accordance with State Policy (*S.A.M. 0753 & 0754*) approval is requested to use privately owned vehicles to conduct official State business.

I hereby certify that, whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

I further certify that, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours (S.A.M. 2430).

I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED

II. APPROVAL

Use of a privately owned vehicle on State business is approved.

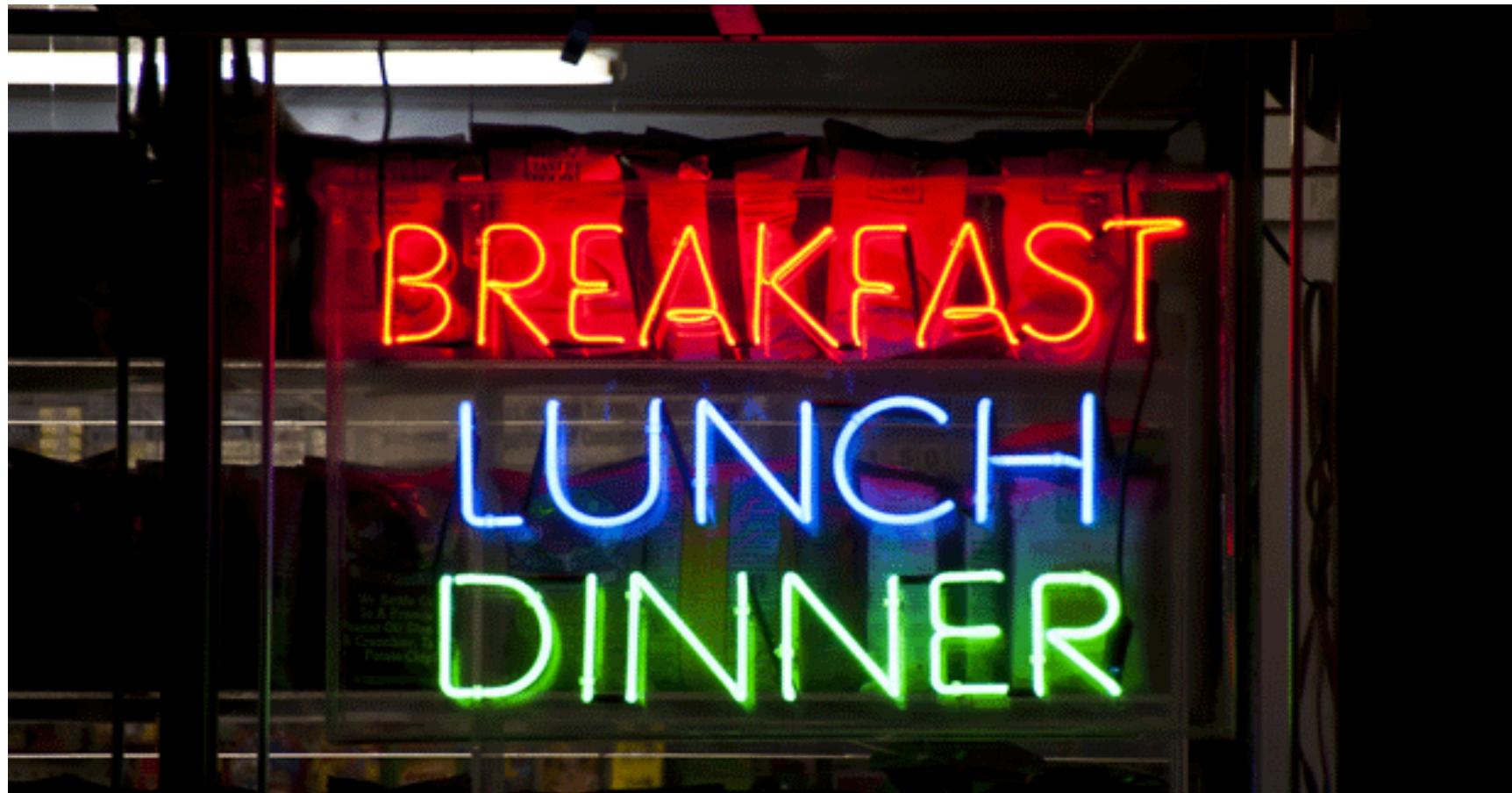
APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
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Meals and Incidentals Expense (M&IE)



CSU Travel and Business Expense Payments Policy

- Daily M&IE reimbursement is a location-based per diem allowance; 75% of the total per diem rate on first/last day of business travel.
- Incidentals are reimbursed up to the daily maximum of per calendar day, including the first/last day of travel; and **only** when the business travel includes an overnight stay.



CSU Travel and Business Expense Payments Policy

Meals and Incidentals Expenses

- Meals and incidentals expenses (M&IE) shall not be reimbursed for trips less than 24 hours, unless the travel includes an "overnight stay" as supported by a lodging receipt.
- Lunch is not reimbursed for travel of less than 24 hours.
- Alcoholic beverages are not reimbursable.



CPP Travel Checklist

Travel Checklist

University Accounting Services

Accounts Payable - Travel

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MEALS AND INCIDENTALS

- Meals and incidentals expenses (M&IE) shall not be reimbursed for trips less than 24 hours, unless the travel includes an "overnight stay" as supported by a lodging receipt. **Under no circumstances will expenses for lunch be reimbursed for travel of less than 24 hours.**
- Alcoholic beverages are not reimbursable. If an alcoholic beverage is found on a travel reimbursement as a meal expense, the amount will be deducted from the meal, even if the meal amount falls within the daily M&IE allowance.
- The reimbursement of daily M&IE for travel is a location-based per diem allowance. Travelers are eligible for 75% of the total per diem rate on their first/last day of business travel. Expenses above the per diem rate will not be paid and are the responsibility of the traveler. Meals provided as part of the event are not reimbursable.
- Incidentals will be reimbursed up to the daily maximum of per calendar day, including the first/last day of travel; and only when the business travel includes an overnight stay.
- The reimbursement of daily M&IE for non-employee travelers will be paid as a flat rate of \$59 per diem per day - with 75% of the daily per diem for the first and last day of travel (\$44.25). Allowable travel expenses for non-employee travelers must be submitted using a Travel Expense claim with itemized receipts and appropriate approval.

CSU Travel and Business Expense Payments Policy

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](#)

CSU Travel and Business Expense Payments Policy

GSA M&IE Breakdown

- 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.

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

CSU Travel and Business Expense Payments Policy

Non-employee Travelers

- Reimbursement of daily M&IE for non-employee travelers will be paid as a flat rate of \$59 per diem per day.
 - First/last day of travel at 75% of the daily per diem (\$44.25).
- Submit reimbursement request using a [Travel Expense Claim](#) with itemized receipts and appropriate approval.
- Examples of non-employee travelers:
 - Auxiliary employees
 - Students
 - Candidates

STATE OF CALIFORNIA
TRAVEL EXPENSE CLAIM
STD. 252 (REV. 6/03)

CLAIMANT'S NAME: _____ BRNCCO ID NUMBER: _____ DEPARTMENT: _____

POSITION: _____ CBNO NUMBER: _____ DIVISION OF BUREAU: _____ INDEX NUMBER: _____

RESIDENCE ADDRESS: _____ HEADQUARTERS ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP CODE: _____ CITY: _____ STATE: _____ ZIP CODE: _____

(1) MONTH/YEAR		(2) LOCATION WHERE EXPENSES WERE INCURRED	(4) LOGGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY		
DATE	TIME			BREAK-FAST	LUNCH	O.F.,LIT, M/C,RELD, OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CAR FARE, TOLLS, PARKING	(D) PRIVATE CAR USE				
											MILES	AMOUNT			
(10) SUBTOTAL \$															
(11) CLAIM TOTAL \$															
(11) PURPOSE OF TRIP, REWARDS AND OTHER INFO (check the appropriate box(es) with trip info)											(12) NORMAL WORK HOURS				
											(13) PRIVATE VEHICLE LICENSE NUMBER				
											(14) MILEAGE RATE CLAIMED				
											Effective 01/01/2004 \$0.210				
											AGENCY ACCOUNTING OF FICE USE ONLY				
											PAID BY REVOLVING FUND CHECK NUMBER				
(15) I HEREBY CERTIFY that the above is a true statement of the travel expenses incurred by me in accordance with CIPA rules in the service of the State of California. If a privately-owned vehicle was used, and if mileage rates exceed the minimum rates, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.															
CLAIMANT'S SIGNATURE						Date		(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT						DATE	
(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE															
DATE															

*To be used for Moving and Relocation Reimbursement Requests only

Knowledge Check...



An employee is required to travel to Cal State Long Beach to work for the day. The employee leaves home at 6:00 a.m. and returns that evening at 7:00 p.m. During the day, they decided to treat themselves to Starbucks for breakfast and Panera Bread for lunch.

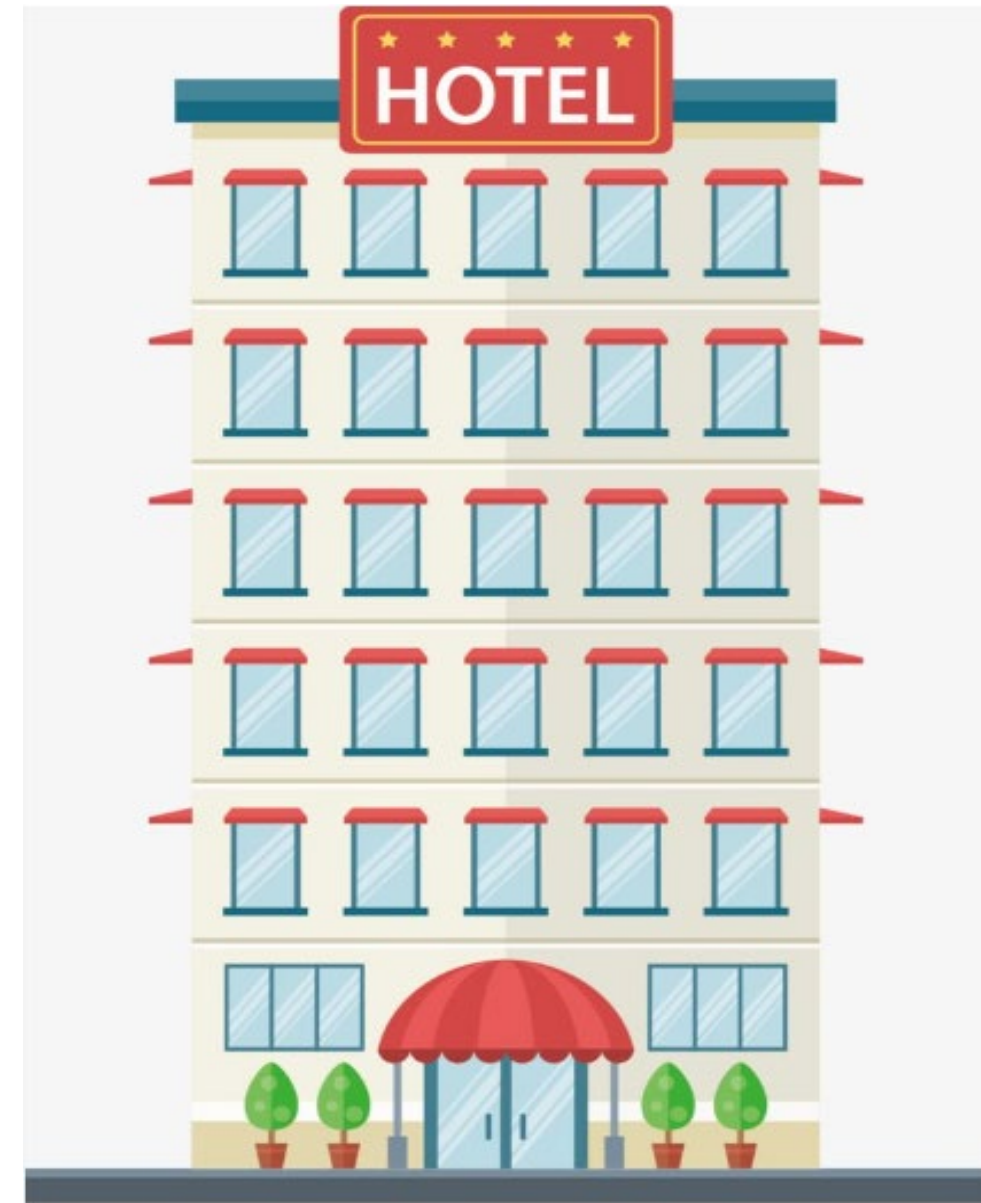
Will the employee be reimbursed for their meals?

The answer is...

No.

The employee traveled for less than 24 hours. Meals and incidentals expenses (M&IE) shall not be reimbursed for trips less than 24 hours.

Lodging



CSU Travel and Business Expense Payments Policy

Lodging

- Maximum allowable nightly lodging rate for domestic travel is \$333, excluding taxes and other charges.
- Itemized receipt for reimbursement.
- Exceptions require an approved justification.
- Additional approval not required when staying at an approved conference with higher rates.
- Provide an explanation on the Expense Report for overnight travel without a lodging reimbursement request.



Travel Checklist
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CPP Travel Checklist

LODGING

- Travelers may secure lodging when traveling on University business that is more than 25 miles (one way) from their normal work location or home, whichever is closer.
- The nightly lodging rate for domestic travel may not exceed \$333 per night, not including taxes and other related charges. Exceptions to the nightly lodging cap will be approved through the submission of the Travel Request. A traveler who attends an approved conference where the prearranged conference lodging rate exceeds the \$333 per night limit may stay at the conference hotel without additional approval.
- University employees traveling on official business may be granted an exemption from the payment of transient occupancy taxes. Prior to your travel, complete and print the "Hotel/Motel Transient Occupancy Tax Waiver" form and present it at check-in. Some lodging establishments may require a form specific to their location or chain in lieu of the State of California form. Some lodging establishments will not honor the waiver; however, the traveler should present the form at check-in to try and obtain the exemption.
- Lodging expenses must be substantiated with a receipt. If the traveler is unable to provide a required receipt, they must include a statement with the Travel Expense Claim explaining why a receipt is not available.
- If the cost of lodging is not requested for reimbursement for overnight travel, an explanation should be included in the Expense Report (i.e. stayed with relatives, etc.)
- If lodging is purchased through an internet vendor, such as Hotels.com and Expedia, proof of the traveler's hotel stays (e.g., hotel folio showing traveler's name, arrival, and departure dates) must be provided in addition to the receipt from the internet vendor. Reservations/confirmations from the internet vendor will not be accepted as proof of lodging.

CSU Travel and Business Expense Payments Policy

- University employees traveling on official business may be granted an exemption from the payment of transient occupancy taxes.
- Before traveling, complete and print the [Hotel/Motel Transient Occupancy Tax Waiver](#) form and present it at check-in. Some lodging establishments may require a specific form.

STATE OF CALIFORNIA

HOTEL/MOTEL TRANSIENT OCCUPANCY TAX WAIVER (EXEMPTION CERTIFICATE FOR STATE AGENCIES)

STD. 236 (NEW 9-91)

HOTEL/MOTEL OPERATOR: *RETAIN THIS WAIVER FOR YOUR FILES TO SUBSTANTIATE YOUR REPORTS.
PARTICIPATION BY OPERATORS IS STRICTLY VOLUNTARY.*

DATE EXECUTED

HOTEL/MOTEL NAME

TO:

HOTEL/MOTEL ADDRESS (Number, Street, City, State, ZIP Code)

This is to certify that I, the undersigned traveler, am a representative or employee of the State agency indicated below; that the charges for occupancy at the above establishment on the dates set forth below have been, or will be paid by the State of California; and that such charges are incurred in the performance of my official duties as a representative or employee of the State of California.

OCCUPANCY DATE(S)

AMOUNT PAID

\$

STATE AGENCY NAME

HEADQUARTERS ADDRESS

TRAVELLER'S NAME (Printed or Typed)

I hereby declare under the penalty of perjury that the foregoing statements are true and correct.

EXECUTED AT: (City)

TRAVELLER'S SIGNATURE

DATE SIGNED

, CALIFORNIA

Knowledge Check...



What is the maximum allowable nightly rate for lodging excluding taxes and other charges?

- a. \$333
- b. \$353
- c. \$255
- d. \$275

The answer is...

a) \$333

The maximum allowable nightly lodging rate for domestic travel is \$333, excluding taxes and other charges.

International Travel



CSU Travel and Business Expense Payments Policy

International Travel

- Review the travel advisory before traveling.
- Travel requests to high hazard areas:
 - Require underwriter approval.
 - Must be approved by the Provost/Vice President of the respective division, in consultation with the President.
- Countries designated as “War Risk” must be reviewed by the Chancellor’s Office.



CPP Travel Checklist

Travel Checklist

University Accounting Services

Accounts Payable - Travel

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INTERNATIONAL TRAVEL

- Travel advisory information for the international travel destination should be reviewed prior to travel and a copy attached to the Travel Request and Expense Report for audit purposes.
- Travel requests to high hazard areas or countries on the U.S. State Department Travel Advisory List require underwriter approval and must be reported as soon as practical, but no less than 30 days prior to the planned departure date.
- All travel to high hazard areas or countries must be approved by the Provost/Vice President of the respective division, in consultation with the President.
- Countries designated as “War Risk” must be reviewed by the Chancellor’s Office.
- All faculty, staff and students traveling internationally on CSU business are required to use the California State University Risk Management Authority (CSURMA) Foreign Travel Insurance Program (FTIP). For additional information related to international insurance, please contact University Risk Management.
- Travelers to foreign destinations will receive the lesser of the actual costs incurred or a fixed amount per diem for lodging, meals and incidentals in accordance with the Federal Maximum Travel Per Diem Allowances for Foreign Areas published by the U.S. Department of State Office of Allowances, located at:
https://aoprals.state.gov/web920/per_diem.asp#https://aoprals.state.gov/web920/per_diem.asp
- The Internal Revenue Service (IRS) allows a deduction of all travel expenses to get to and from a business destination when the travel is international and considered entirely for business. If the international travel contains personal travel time, a portion of the value of the travelers’ international flight may be taxable, unless an exception applies.

CSU Travel and Business Expense Payments Policy

- Faculty, staff and students traveling internationally on CSU business are to use the California State University Risk Management Authority (CSURMA) Foreign Travel Insurance Program (FTIP); contact University Risk Management.
- The lesser of the actual costs incurred or a fixed amount per diem for lodging, meals and incidentals will be reimbursed.
- Risk Management may be contacted at: riskmanagement@cpp.edu



Cancellation of Reservations/Travel



CSU Travel and Business Expense Payments Policy

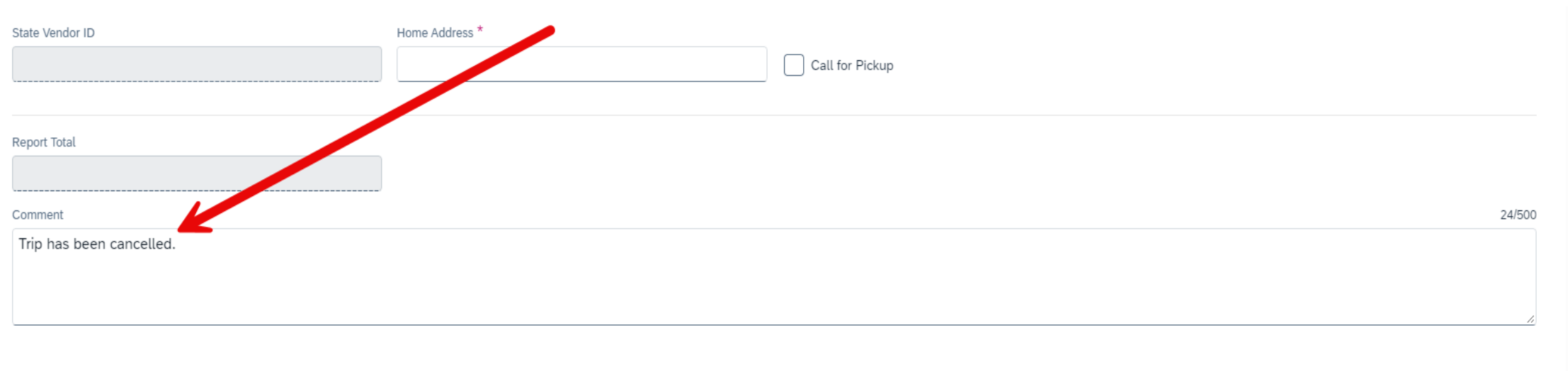
Cancellation of Reservations/Travel

- The traveler **must** return any refundable deposits/prepayments to the University.
- If a trip must be canceled or changed, submit a business justification with the Expense Report in Concur to request reimbursement where a refund could not be obtained.
- A business justification must be approved by the approving authority (Provost/Vice President).



CSU Travel and Business Expense Payments Policy

- Include documentation supporting the cancellation with the Expense Report.
- Any fees incurred because of the cancellation will be covered if the cancellation/change is work related or due to circumstances out of the control of the traveler.
- “Trip has been canceled” noted in the Comment field on the Report Header in Concur.



The screenshot shows a portion of a Concur Expense Report form. It includes the following fields and elements:

- State Vendor ID**: A text input field.
- Home Address ***: A text input field with a red asterisk indicating it is required.
- Call for Pickup**: A checkbox.
- Report Total**: A text input field.
- Comment**: A text area containing the text "Trip has been cancelled." and a character count of "24/500".

A red arrow points from the top right towards the "Comment" field, highlighting the text "Trip has been cancelled." as an example of the required documentation.



Concur Walkthrough – Traveler

Process Flowchart – Creating a Travel Request

Create a Request

- Complete All Required Fields
- Add Expected Expenses

Itinerary

- Complete Detailed Itinerary with Travel Allowance
- Exclude Provided Meals or Personal Travel
- Add Attachments (agenda, program, receipts)

Finalize Request

- Edit and Review Approval Flow
- Submit Travel Request

Process Flowchart – Creating an Expense Report

Create an Expense Report

- Create from an Approved Travel Request
- Complete All Required Fields in Report Header

Itinerary / Travel Allowance

- Review/Update Detailed Itinerary with Travel Allowance
- Exclude Provided Meals or Personal Travel
- Add Attachments (agenda, program)

Add / Update Travel Expenses

- Create New Expenses or Update Expenses Added in Approved Travel Request
- Manage Receipts

Finalize Expense Report

- Verify All Alerts Cleared
- Review Approval Workflow
- Submit Expense Report

Travel Training Program



November 2024 – Travel Policy and Concur Refresher for Concur Users

February 2025 – Travel Policy and Concur Training for Travelers

April 2025 – Travel Policy and Concur Refresher for Concur Users



- 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.



- [CPP University Travel Website](#)
- [CPP Travel Checklist](#)
- [Missing Receipt Affidavit](#)
- [Travel Procedures Exception Request](#)



