Travel Policy – Updates Agenda

- Updates in Travel Policy
- Updates in Travel Procedures
- Navigating GSA Travel Per Diem site
- Blanket Travel
- Blanket Travel Policy
- Payee/Vendor Data Record Form (Form 204) updates
- Questions
Travel Policy Updates

- **Mileage Reimbursement Rate 1/1/2024-12/31/2024**
  - Standard mileage rate for business travel - 67 cents/mile
  - Moving and relocation - 21 cents/mile

- **Meals and Incidental Expenses (M&IE) Per Diem – NO RECEIPTS REQUIRED**
  For travel occurring on or after January 1st, 2024, M&IE will be reimbursed based on the federal per diem rate based on location. The fixed rates are set annually on the US General Services Administration site. This is new for travel within the Contiguous 48 states. These rates are dependent on where you are traveling and includes a breakdown for breakfast, lunch, dinner, and incidentals.
    - Any meals provided by conference or meeting will reduce the daily per diem.
    - First and last day of travel per diem is limited to 75% of per diem rate.
    - Travel less than 24 hours shall not be reimbursed. Exception: 75% per diem allowed with overnight stay.
  Non-employees continue to report actual travel related meals for reimbursement up to $59, itemized receipts required.

- **Lodging**
  A traveler who attends an approved conference where the prearranged conference lodging rate exceeds the $275/night limit may stay at the conference hotel without additional approval.
Travel Policy Updates

- **Travel Ban**
  Governor Newsom signed SB 447 on September 13, 2023, which repeals AB 1887, the travel ban. Any travel prior to September 14, 2023 will still require the President's approval if using state funds.

- **Recalling Approved Travel Requests**
  Concur now allows users to recall and make edits on an Approved Travel Request only for future travel. An amended travel request is still required if the travel has occurred.

- **Gratuities**
  Tips are included in the per diem rate for M&IE for meals and any hotel staff like bellhops, baggage carriers, porters, housekeepers, stewards, and hotel servants in foreign countries.

  Gratuities are still allowed for taxi, shuttle service, courtesy transportation or valet parking attendants. These are **not** included in the M&IE per diem.
Navigating GSA Site

To access the GSA M&IE reimbursement navigate to gsa.gov.

Two access screens are available:

1) Per Diem Rates: Select State and enter City or ZIP (optional). Click Find Rates to see a breakdown of the daily per diem.

2) Per Diem Look-up:
   - Step 1 – Select State and enter City or ZIP (optional).
   - Step 2 – Enter Start/End Dates. Do not select Fiscal Year as federal fiscal year is from October to Sept.
   - Click Search to find the daily per diem and total per diem for the trip.
First and Last Day: $79 x 75% = $59.25
Meals provided as Part of Event

Meals provided at event must be deducted from daily per diem.
- If dinner, lunch and breakfast are provided respectively on the arrival night, second day, and last day, the reimbursable daily per diem will be:

<table>
<thead>
<tr>
<th>Date</th>
<th>Per Diem</th>
<th>Meals provided</th>
<th>M&amp;IE for the day</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/6/2024</td>
<td>$79 x 75% = $59.25</td>
<td>Dinner</td>
<td>$59.25 - $36 = $23.25</td>
</tr>
<tr>
<td>5/7/2024</td>
<td>$79</td>
<td>Lunch</td>
<td>$79 - $20 = $59</td>
</tr>
<tr>
<td>5/8/2024</td>
<td>$79</td>
<td>NA</td>
<td>$79</td>
</tr>
<tr>
<td>5/9/2024</td>
<td>$79</td>
<td>NA</td>
<td>$79</td>
</tr>
<tr>
<td>5/10/2024</td>
<td>$79 x 75% = $59.25</td>
<td>Breakfast</td>
<td>$59.25 - $18 = $41.25</td>
</tr>
</tbody>
</table>
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).
- Use chart as guide to deduct provided meals.

<table>
<thead>
<tr>
<th>M&amp;IE Total¹</th>
<th>Continental Breakfast/Breakfast²</th>
<th>Lunch²</th>
<th>Dinner²</th>
<th>Incidental Expenses</th>
<th>First &amp; Last Day of Travel³</th>
</tr>
</thead>
<tbody>
<tr>
<td>$59</td>
<td>$13</td>
<td>$15</td>
<td>$26</td>
<td>$5</td>
<td>$44.25</td>
</tr>
<tr>
<td>$64</td>
<td>$14</td>
<td>$16</td>
<td>$29</td>
<td>$5</td>
<td>$48.00</td>
</tr>
<tr>
<td>$69</td>
<td>$16</td>
<td>$17</td>
<td>$31</td>
<td>$5</td>
<td>$51.75</td>
</tr>
<tr>
<td>$74</td>
<td>$17</td>
<td>$18</td>
<td>$34</td>
<td>$5</td>
<td>$55.50</td>
</tr>
<tr>
<td>$79</td>
<td>$18</td>
<td>$20</td>
<td>$36</td>
<td>$5</td>
<td>$59.25</td>
</tr>
</tbody>
</table>
1. After initiating a travel request, click “Add” under “Expected Expenses”
2. On the menu that pops up, scroll to Section 03. Meals Select “Meals and Incidentals Per Diem”
Employee Location-Based Per Diem (Request)

1. On this page, you can review the Duration and Personal Days, if no changes
   Click “Save”
Employee Location-Based Per Diem (Expense)

1. When submitting travel expense claim, click on Travel Allowance then Manage Travel Allowance
2. On the following page, click “Create New Itinerary”
1. Fill in the New Itinerary Stop on the right-hand side for the Departing Travel Day. Dates for the Departure City and Arrival City should be the same.
1. Click the blue “Save” button on the bottom right.
1. When you see the first travel day listed on the left, proceed by filling in the New Itinerary Stop on the right-hand side for the Returning Travel Day. Dates for the Departure City and Arrival City should be the same.
2. Click the blue “Save” button on the bottom right.
1. Once you see both lines with each travel day listed, click the blue “Next” button on the bottom right.
For meals provided during travel, check the Breakfast, Lunch and Dinner boxes for each day. This will automatically adjust the per diem rate. When done, click the blue “Update Expenses” button on the bottom right.
Expenses will auto populate for Meals and Incidentals Per Diem and International Daily Allowance for Lodging. Check the box on the far left for each of the Lodging expense lines and then click on the “Delete” button to remove the Lodging Allowance. The Lodging Allowance is only for international Travel.
Workflow

1. Create Travel Request
2. Project M&IE cost based on location
3. Add other projected expenses or reductions
4. Submit for Approval

5. Create Expense Report from Travel Request
6. Create Travel Itinerary (import or manually enter)
7. Determine provided meals
8. Add expenses (reductions)
9. Attach Receipts (not meal or incidentals)
10. Review Audit Warnings
11. Submit for Approval
Blanket Travel

What is Blanket Travel?

Blanket Travel is used for travel within California, within the fiscal year (July 1st to June 30th) and used only for mileage, parking, and tolls.
• No FastTrack, Express Lanes, etc.

Naming Convention for Blanket Travel Request:
Report Name: Blanket Travel FY 2023-2024
Fiscal Year Start Date: 7/1/2023
Fiscal Year End Date: 6/30/2024

Blanket Travel Expense claims should be submitted Monthly, do not wait until the year is over to submit a claim, could result in taxable income. Preferably submissions should be done 15 days after the close of the month.

If any additional expense items needed to be included should be included in a travel request and expense claim and including transportation, lodging, and any additional expenses.
Blanket Travel Policy

Mileage (Excludes commuting mileage) – Reason and Start/Return time for each day required

Regularly Scheduled Work Day, mileage is calculated as follows:
- **Between work location and destination** – Round trip mileage may be claimed between work location and destination.
- **Between residence and destination** – Round trip mileage may be claimed from the lesser of the two locations: between work location and destination or between traveler’s residence and destination.

Regularly Scheduled Day Off, mileage is calculated as follows:
- Round trip mileage may be claimed between residence and destination.
Payee/Vendor Data Record Form Process

Vendor onboarding moving away from PaymentWorks effective 02/01/2024.

Vendor 204 form to be used to onboard vendors, employees, and non-employees for payments of any kind.

Beginning February 1, 2024 we will no longer accept old versions of the vendor data record form.

*Do not submit this form via E-mail

Provide your vendor with the link to the Payee/Vendor Data Record Form located on the Accounts Payable website [Vendor 204 Form](#).

If Supplier chooses to be paid via ACH they will need to fill out Payee/Vendor Direct Deposit Authorization form on the Accounts Payable website [Vendor ACH Request Form](#).

Accounts Payable will review the Payee/Vendor Data Record form 204 submission and Vendor onboarding process will begin once authorized by Contracts & Procurement for vendors on a PO or by Accounts Payable for any other submissions.

Vendor will receive confirmation directly to their email from Adobe upon completion.
**Payee/Vendor Data Record Form**

**Payee Data Record Form 204**

*Required when receiving payment from California State University, Fullerton*

*Required in lieu of IRS W-9s for Accounts Payable and Travel Operations*

**Vendor Bank Form**

1. **Payee Type:**
   - Supplier
   - Employee
   - Student
   - Government
   - Non-Employee

   **Payee Name:**
   - [Name]
   - [Email]

   **DBA or Sole Proprietor:**
   - [Name (Last, First, M.I.)]
   - [Company Name]

   **Address:**
   - [Street/Box No.]
   - [City, State, Zip Code]

   **Phone:**
   - [Phone]

   **PO Box:**
   - [PO Box]

   **City, State, Zip Code:**
   - [City, State, Zip Code]

2. **Type of Business:**
   - [Check applicable]

   **Type of Service/Commodity:**
   - [Check applicable]

   **Form of Payment Accepted:**
   - [Check applicable]

   **If ACH/EFT please submit Vendor Bank Form**

3. **Additional Information:**
   - [Check applicable]

   **Certified Entity:**
   - [Certified by]

4. **TIN:**
   - [TCIN]
   - [FTIN]
   - [EIN]
   - [Social Security Number]

5. **Supplier Residency Status:**
   - [Check applicable box]

6. **Backup Withholding:**
   - [Check applicable box]

**Signature:**

*By: [Name]*

*Date: [Date]*
Payee/Vendor Direct Deposit Authorization

ACCOUNTS PAYABLE VENDOR DIRECT DEPOSIT AUTHORIZATION

Check One: ☐ New Setup ☐ Change ☐ Cancellation

Bank Name: ____________________________ Branch: ____________________________
Address: ____________________________
City: ____________________________ State: ____________________________ Zip Code: ____________________________
Bank Routing No: ____________________________ Account No: ____________________________
SWIFT Code: ____________________________

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") California State University, Fullerton to credit any payments due via automated clearinghouse electronic fund transfer ("ACH") to the bank and bank account owned by entity referenced above. This authorization will remain in effect until canceled in writing. A new authorization must be completed if banking information changes.

I understand that the California State University, Fullerton requires ten (10) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer.

Signature: ____________________________ Date: ____________________________
Email: * Enter your email address

Privacy Notice:
The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves. The principal purpose for requesting information on this form is to acquire authorization for reimbursement distribution to a financial institution of the individual's choosing. Furnishing all information on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being submitted.

Attachments

Please attach either a voided check or letter from your bank showing name, address, bank routing number, and bank account number must be attached.

Click to Attach...
Reminders

- Prepare Travel Request 4-6 weeks prior to the departure date to allow sufficient time to obtain the required approvals. For travel to high hazard countries, submit Travel Request 6-8 weeks prior to the departure date.

- A Travel Expense Report with all the required itemized receipts/documentation must be submitted within 60 days from the return date.

- Submit a zero-dollar Travel Request in Concur for any University Business travel even if you will not incur any expenses on your trip.

- Travel requests and claims go through an approval workflow within the department before coming to Accounts Payable and Travel Operations, please work with your department to follow up on the status.

- Update any change to the traveler’s address in Concur, notify DL-AP when there is an update.

- Generally, upgrades are not allowed (i.e. Main Cabin, priority boarding, Uber Black/XL, priority pickup, rental car upgrade, etc.)

Exceptions

A justification memo signed by the Division Vice President must be attached to the Blanket Travel Request, Travel Request or Expense Report.

Sign up for Direct Deposit through AP Website.
## Reminders

<table>
<thead>
<tr>
<th></th>
<th>Travel Policy pre 1/1/24</th>
<th>Travel Policy effective 1/1/24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic – Meals</td>
<td>Up to $55/ day, receipts may be required in certain situations</td>
<td>Using Federal M&amp;IE per diem rate. Amount depends on location and travel dates</td>
</tr>
<tr>
<td>Domestic – Incidentals</td>
<td>$7/day; receipt not required</td>
<td>Included in Federal M&amp;IE per diem rate</td>
</tr>
<tr>
<td>Domestic – Lodging</td>
<td>Up to $275/ night, before tax, itemized receipt required</td>
<td>No Change</td>
</tr>
<tr>
<td>Hawaii, Alaska, Puerto Rico, Other US Possessions</td>
<td>Federal M&amp;IE per diem Lodging: Up to $275/ night Itemized receipt required</td>
<td>No Change</td>
</tr>
<tr>
<td>International</td>
<td>Location based federal per diem for both Lodging and M&amp;IE</td>
<td>No Change</td>
</tr>
<tr>
<td>Reminders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Gratuities</strong></td>
<td><strong>Type of Expense</strong></td>
<td><strong>Report as</strong></td>
</tr>
<tr>
<td>Tips given to hotel staff (such as bellhops, baggage carriers, porters, hotel housekeepers) stewards, and hotel servants in foreign countries</td>
<td>Incidental Expense</td>
<td>Included as part of the location-based federal per diem rate for Meals &amp; Incidentals</td>
</tr>
<tr>
<td>Tips for Meals</td>
<td>Incidental Expense</td>
<td>Included as part of the location-based federal per diem rate for Meals &amp; Incidentals</td>
</tr>
<tr>
<td>Tips give to taxi, shuttle service, courtesy transportation driver</td>
<td>Transportation Expense</td>
<td>Actual Reasonable cost incurred; included as part of transportation expense</td>
</tr>
</tbody>
</table>
## Reminders

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>P-Card Expense Report</th>
<th>P-Card Travel Expense Report</th>
<th>Travel Expense Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation - air, rail, rental car</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Meals &amp; Incidentals (tips for meals/hotel staff) – <em>Per Diem</em></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Gratuities – tips for taxi, shuttle, parking</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Hospitality (D-11) – food/beverage and entertainment services</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies – goods and services</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
FAQs

1. **Will the traveler be reimbursed for per diem M&IE if the official travel is less than 24 hours?**
   No. However, 75% of the per diem M&IE may be allowed if the travel includes an overnight stay as supported by a lodging receipt.

2. **What determines a traveler’s per diem reimbursement rate?**
   The traveler’s assignment location determines the per diem reimbursement rate.

3. **What per diem reimbursement rate will the traveler receive if they went to multiple business locations in a single day?**
   M&IE per diem rates will be based on the location where the traveler spent the night.

4. **Does the traveler need to submit receipts when claiming per diem allowance?**
   No. Expenses reimbursed using per diem allowance do not require supporting receipts as long as the claim meets other substantiation requirements, including date, place, and business purpose.

5. **What expenses are included in the per diem rate for M&IE?**
   Meals include expenses for breakfast, lunch, dinner, and related tips and taxes. Incidental expenses include fees and tips given to porters, baggage carriers, and hotel staff.
### FAQs (cont.)

**6. What allowance will the traveler be paid for M&IE?**

<table>
<thead>
<tr>
<th>Traveling Status</th>
<th>Allowance Is</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day on Travel Status</td>
<td>75% of the applicable M&amp;IE per diem rate</td>
</tr>
<tr>
<td>Subsequent Day on Travel Status</td>
<td>100% of the applicable M&amp;IE per diem rate</td>
</tr>
<tr>
<td>Last Day on Travel Status</td>
<td>75% of the applicable M&amp;IE per diem rate</td>
</tr>
</tbody>
</table>

**7. Where does the traveler find the M&IE per diem rates?**

<table>
<thead>
<tr>
<th>Traveling To</th>
<th>Update Frequency</th>
<th>Rates Set by and Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continental United States</td>
<td>Annually every October 1</td>
<td><a href="https://www.gsa.gov">General Services Administration</a></td>
</tr>
<tr>
<td>Non-foreign Areas (Alaska, Hawaii, US Possessions)</td>
<td>Annually</td>
<td><a href="https://www.dodtravel.mil">Department of Defense, (Per Diem, Travel and Transportation Allowance Committee (PDTATAC)</a></td>
</tr>
<tr>
<td>International</td>
<td>Beginning of each Month</td>
<td><a href="https://travel.state.gov">Department of State</a></td>
</tr>
</tbody>
</table>
Resources:

Concur User Guides

Topics
- Concur (General) 7
- Concur Profile Set-up 5
- Travel Request 10
- Available Travel Request Expenses
- Adding Expenses to a Travel Request
- Amended Travel Request
- Allocating Expenses within a Travel Request
- Closing Requests
- Travel Request Adjustments Expense Type
- Checking Travel Request Status Approval Status
- Copy Travel Request
- Booking in Concur
- Travel Expense Report 12
- Blanket Travel Request 2
- Blanket Travel Expense Report 3

Closing a Travel Request
Before closing your travel request and blanket travel request, please confirm that you meet the following requirements:
- All of your travel-related expenses have been accounted for on your expense reports.
- There are no other expenses that need to be claimed or reconciled in Concur.
- Travel Operators have officially approved your travel expense reports.

Step 1: From the Concur dashboard, click on Requests.
Step 2: Search for the Travel Request that needs to be closed out.

https://adminfin.fullerton.edu/travel/resources/Default.php
Helpful Links:

- Travel Policy: https://adminfin.fullerton.edu/finance/ap_travel/
- Concur Screensteps: https://csuf-afit.screenstepslive.com/m/75002
- Mileage: https://csuf-afit.screenstepslive.com/m/75002/l/1129698-personal-mileage
- Closing Travel Requests: https://csuf-afit.screenstepslive.com/m/75002/l/1295988-closing-requests
- Hotel Itemization: https://csuf-afit.screenstepslive.com/m/75002/l/1130754-hotel-itemization
- Department of Defense Per Diem Site (Alaska, Hawaii, or the US Possessions): https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup

International Travel Per Diem Site: https://aoprajs.state.gov/web920/per_diem.asp
Questions & Answers?
Contact Information

Department Email: travel@fullerton.edu

Sign up for updates: DL-APTravelUpdates@fullerton.edu