

Cal State **Fullerton**

# Travel Policy/Vendor Form 204 Updates

January 2024

January 19, 2024

10:00am-11:30am



# 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 1<sup>st</sup>, 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](https://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.

The screenshot shows the GSA website's navigation and search interface. At the top, there is a header with the GSA logo, the text "U.S. General Services Administration", and a search bar labeled "Search GSA.gov". Below the header is a navigation menu with categories: "Buy through us", "Sell to government", "Real estate", "Policy and regulations", "Small business", "Travel", "Technology", and "About us".

The main content area is titled "Per Diem Rates". It includes a sub-header "PER DIEM LOOK-UP" and a brief explanation: "Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ('CONUS Rates') by searching below with city and state (or ZIP code), or by clicking on the map, or use the new [per diem tool to calculate trip allowances](#)."

The interface is divided into two main sections:

- Search by city, state, or ZIP code:** This section contains a "For Fiscal Year:" dropdown menu with "2024 (Current Fiscal Year)" selected. Below it are input fields for "State" (a dropdown menu with "Select a State" selected), "City (optional)" (a text input field), and "ZIP" (a text input field). A "Find Rates" button is located at the bottom of this section.
- PER DIEM LOOK-UP:** This section is divided into two numbered steps:
  - 1 Choose a location:** Includes dropdown menus for "State" (with "- Select -" selected) and "City (optional)".
  - 2 Choose a date:** Includes a "Select Fiscal Year" dropdown menu (with "- Select -" selected), and two date input fields for "Travel start date (mm/dd/yyyy)" and "Travel end date (mm/dd/yyyy)".At the bottom of this section are "Reset" and "Search" buttons. Below the date fields, there is a note: "Rates are available between 10/1/2021 and 09/30/2024." and another note: "Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the Department of Defense." and "Rates for foreign countries are set by the State Department."

# M&IE Per Diem Look-Up

Primary Destination <i>i</i>	County <i>i</i>	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
New York City	Bronx / Kings / New York / Queens / Richmond	\$79	\$18	\$20	\$36	\$5	\$59.25

## Meals & incidental expenses breakdown: May 06, 2024 - May 10, 2024

Days, Month	Daily Rate	# of Days	Total
First day (05/06/24)*	\$59.25	1	\$59.25
Full day (May)	\$79	3	\$237
Last day (05/10/24)*	\$59.25	1	\$59.25

\*The first and last calendar dates of M&IE are calculated at 75%.

**M&IE total: \$355.50**

[Additional terms and conditions](#)

[New Search](#)

[Print Results](#)

❖ First and Last Day:  $\$79 \times 75\% = \$59.25$

# Meals provided as Part of Event

Primary Destination <sup>i</sup>	County <sup>i</sup>	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
New York City	Bronx / Kings / New York / Queens / Richmond	\$79	\$18	\$20	\$36	\$5	\$59.25

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:

Date	Per Diem	Meals provided	M&IE for the day
5/6/2024	$\$79 \times 75\% = \$59.25$	Dinner	$\$59.25 - \$36 = \$23.25$
5/7/2024	\$79	Lunch	$\$79 - \$20 = \$59$
5/8/2024	\$79	NA	\$79
5/9/2024	\$79	NA	\$79
5/10/2024	$\$79 \times 75\% = \$59.25$	Breakfast	$\$59.25 - \$18 = \$41.25$

# 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.

**M&IE Breakdown**

M&IE Total <sup>1</sup>	Continental Breakfast/ Breakfast <sup>2</sup>	Lunch <sup>2</sup>	Dinner <sup>2</sup>	Incidental Expenses	First & Last Day of Travel <sup>3</sup>
\$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



# Employee Location-Based Per Diem (Request)

Home > Requests > Manage Requests > Test travel Req NY

## Test travel Req NY

Not Submitted | Request ID: 4HVL

[Request Details](#) ▾ [Print/Share](#) ▾ [Attachments](#) ▾

### EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Alloc](#)

1

Tolls

▾ 03. Meals

Actual Per Day Meal Expense - for travel completed before 1/1/24

Business Meals (Directive 11)


Meals and Incidentals Per Diem 2

▾ 04. Other

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)

New Expense: Meals and Incidentals Per Diem Cancel Save  
05/06/2024

 Allocate

Trip Start Date \*

Trip End Date \*

Duration Days \*

# of Personal Days ?

Description  0/64

Transaction Amount

Currency

Country

City  x v

Comment  0/2000

1. On this page, you can review the Duration and Personal Days, if no changes Click “Save”

# Employee Location-Based Per Diem (Expense)

Test travel \$0.00

Not Submitted | Report Number: QEIWQ2

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

**1** Manage Travel Allowance

Add Expense Edit Delete Copy Allocate Co

Travel Allowances For Report: Test travel

**2**

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name Selection

Test travel USGSA

Add Stop Delete Rows Import Itinerary

Departure City ▲ Arrival City

No Itinerary Rows Found

1. When submitting travel expense claim, click on Travel Allowance then Manage Travel Allowance
2. On the following page, click “Create New Itinerary”

# Employee Location-Based Per Diem (Expense)

Create New Itinerary | Available Itineraries | Expenses & Adjustments

Itinerary Info

Itinerary Name:  Selection:

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City:  **1**

Date:  Time:

Arrival City:

Date:  Time:

**2**

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.

# Employee Location-Based Per Diem (Expense)

Edit Itinerary | Available Itineraries | Expenses & Adjustments

Itinerary Info

Itinerary Name: Test travel | Selection: USGSA

[Add Stop](#) | [Delete Rows](#)

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Los Angeles, California 05/06/2024 08:00 AM	New York, New York 05/06/2024 05:00 PM	NEW YORK COUNTY, US-NY, US

New Itinerary Stop

1

Departure City: New York, New York

Date: 05/10/2024 | Time: 12:00 PM

Arrival City: Los Angeles, California

Date: 05/10/2024 | Time: 10:00 PM

2

[Save](#)

[Go to Single Day Itineraries](#) | [Next >>](#) | [Done](#)

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.

# Employee Location-Based Per Diem (Expense)

Itinerary Info

Itinerary Name: Test travel      Selection: USGSA

[Add Stop](#)   [Delete Rows](#)

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Los Angeles, California 05/06/2024 08:00 AM	New York, New York 05/06/2024 05:00 PM	NEW YORK COUNTY, US-NY, US
<input type="checkbox"/>	New York, New York 05/10/2024 12:00 PM	Los Angeles, California 05/10/2024 10:00 PM	LOS ANGELES COUNTY, US-CA, US

New Itinerary Stop

Departure City: Los Angeles, California


Date:      Time:

Arrival City:

Date:      Time:

[Save](#)

[Go to Single Day Itineraries](#)   [Next >>](#)   [Done](#)



1. Once you see both lines with each travel day listed, click the blue “Next” button on the bottom right.

# Employee Location-Based Per Diem (Allowances)

Create New Itinerary Available Itineraries Expenses & Adjustments

Show dates from  to

Exclude   All <input type="checkbox"/>	Date/Location <input type="text"/>	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	05/06/2024 New York, New York	\$59.25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$299.25
<input type="checkbox"/>	05/07/2024 New York, New York	\$79.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$317.00
<input type="checkbox"/>	05/08/2024 New York, New York	\$79.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$337.00
<input type="checkbox"/>	05/09/2024 New York, New York	\$79.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$263.00
<input type="checkbox"/>	05/10/2024 New York, New York	\$59.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.25

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.

# Employee Location-Based Per Diem (Expenses)

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

[View Available Receipts](#) 📄

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to ▾

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ↓=	Requested ↑↓
<input type="checkbox"/>	!		Cash/Personal Credit Card	Meals and Incidentals Per Diem	New York, New York	05/10/2024	\$41.00
<input checked="" type="checkbox"/>	!		Cash/Personal Credit Card	International Daily Allowance (Lodging)	New York, New York	05/09/2024	\$258.00
<input type="checkbox"/>	!		Cash/Personal Credit Card	Meals and Incidentals Per Diem	New York, New York	05/09/2024	\$79.00
<input checked="" type="checkbox"/>	!		Cash/Personal Credit Card	International Daily Allowance (Lodging)	New York, New York	05/08/2024	\$258.00
<input type="checkbox"/>	!		Cash/Personal Credit Card	Meals and Incidentals Per Diem	New York, New York	05/08/2024	\$43.00
<input checked="" type="checkbox"/>	!		Cash/Personal Credit Card	International Daily Allowance (Lodging)	New York, New York	05/07/2024	\$258.00

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



# Blanket Travel

## What is Blanket Travel?

Blanket Travel is used for travel within California, within the fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) 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

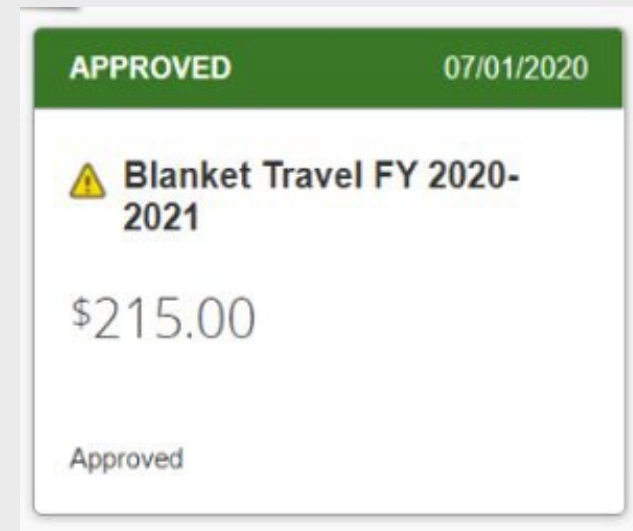
Fiscal Year End Date: 6/30/2024

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.

Create New Request

Request Policy *	State Blanket Travel	
Blanket Travel Fiscal Year * ?	How will you book your travel? *	Extension of
Blanket Travel FY 2023-2024	1. Outside of Concur	Request ID
Trip Type *	Fiscal Year Start Date * ?	Fiscal Year End Date * ?
In-State	07/01/2023	06/30/2024
Report/Trip Purpose *	Traveler/User Type *	Purpose *
Blanket Travel (Mileage and Parking)	Staff	



# 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

**Cal State Fullerton** **PAYEE DATA RECORD FORM 204** Request Type:  New  Modify

Required when receiving payment from California State University, Fullerton  
 Required in lieu of IRS W-9  
**ACCOUNTS PAYABLE AND TRAVEL OPERATIONS** | vdr@fullerton.edu **For Accounts Payable Use Only**  
 Supplier ID: \_\_\_\_\_

**1** PAYEE TYPE (select one)  SUPPLIER  EMPLOYEE  STUDENT  GOVERNMENT  NON-EMPLOYEE

Payee Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 DBA or Sole Proprietor Owner's Full Name (Last, First, MI): \_\_\_\_\_ Phone: \_\_\_\_\_ Company Web Address: \_\_\_\_\_  
 Mailing Address (Street No. or PO Box No.): \_\_\_\_\_ Remit-to Address (if different): \_\_\_\_\_  
 City, State, ZIP Code: \_\_\_\_\_ Remit-to City, State, ZIP Code: \_\_\_\_\_

**2** Type of Business  Service  Commodities No. of Years in Business: \_\_\_\_\_

Type of Service/Commodity: \_\_\_\_\_

Form of Payment Accepted:  CHECK  ACH/EFT  CREDIT CARD

If ACH/EFT please submit [Vendor Bank Form](#)

**PLEASE CHECK ALL APPLICABLE**

Equipment/Supplies  Rent  Royalties  
 Other Services/Non-Med  Reimbursement  
 Medical Services  Attorney Fees  
 Equipment/Medical Supplies  Legal Settlement

**3** SUPPLIER ENTITY TYPE (select one)

MEDICAL CORPORATION (including dentistry, podiatry, psychotherapy, optometry, chiropractic, etc.)  PARTNERSHIP  
 EXEMPT (Non-profit) Please attach a copy of 501C and California form 590  ESTATE OR TRUST  
 ALL OTHER CORPORATIONS  INDIVIDUAL/SOLE PROPRIETOR OR SINGLE-MEMBER LLC  
 LIMITED LIABILITY COMPANY \* Select One: \_\_\_\_\_

\* Select C for C Corporation, S for S Corporation or P for Partnership

CA Certified Small Business  
 CA Certified Small Business Public Works  
 CA Certified Micro Business  
 CA Certified Disabled Vet Business Enterprise

Certification #: \_\_\_\_\_  
 Begin Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_

**4** TAX PAYER IDENTIFICATION NUMBER - Required by Revenue Code 18646

FEIN \_\_\_\_\_ FEDERAL EMPLOYER'S IDENTIFICATION NUMBER  
 SSN \_\_\_\_\_ SOCIAL SECURITY NUMBER  
 CWID \_\_\_\_\_ CAMPUS WIDE IDENTIFICATION NUMBER

NOTE: Payment will not be processed without an accompanying taxpayer I.D. number unless considered a foreign supplier.  
 CHECK here if company does not have a location within US borders.

**5** SUPPLIER RESIDENCY STATUS (check appropriate boxes)

CALIFORNIA RESIDENT  
 CALIFORNIA NONRESIDENT (See Reference Page) - Payment for services by nonresidents may be subject to state income tax withholding.

REGISTERED TO DO BUSINESS IN CALIFORNIA - Please attach California form 590  
 SERVICES PERFORMED OUTSIDE OF CALIFORNIA - Please attach California form 587  
 PART OF SERVICES PERFORMED OUTSIDE OF CALIFORNIA - Please attach California form 587  
 FTB DETERMINATION LETTER FOR WAIVED OR REDUCED WITHHOLDING FROM FRANCHISE TAX BOARD ATTACHED

US STATUS  US Citizen  US Permanent Resident  Foreign National/Entity  US Entity

**BACKUP WITHHOLDING (check appropriate box)**

I am not subject to backup withholding. (select below)  
 I have not been notified by the IRS that I am subject to backup withholding as a result of failure to report all interest or dividends.  
 The IRS has notified me that I am no longer subject to backup withholdings.  
 I am exempt from backup withholding.  
 I am subject to backup withholding.

**6** I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ON THIS DOCUMENT IS TRUE AND CORRECT. IF MY RESIDENCY STATUS SHOULD CHANGE, I WILL PROMPTLY INFORM YOU.

Authorized Payee Representative's Name: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Signature: [Click here to sign](#)

# Payee/Vendor Direct Deposit Authorization



## DIVISION OF Administration and Finance

### ACCOUNTS PAYABLE VENDOR DIRECT DEPOSIT AUTHORIZATION

Check One:  New Setup  Change  Cancellation

Bank Name  Branch

Address

City  State  Zip Code  Phone

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.

Vendor Name  \* **Signature:**  \* [Click here to sign](#)

Phone Number  \* **Authorized Signature**  **Email:**  \* [Enter your email address](#)

E-mail  \* **Date**  \*

Remittance notification email address One additional contact email address (optional)

**Privacy Notification**  
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

	Travel Policy pre 1/1/24	Travel Policy effective 1/1/24
Domestic – Meals	Up to \$55/ day, receipts may be required in certain situations	Using Federal M&IE per diem rate. Amount depends on location and travel dates
Domestic – Incidentals	\$7/day; receipt not required	Included in Federal M&IE per diem rate
Domestic – Lodging	Up to \$275/ night, before tax, itemized receipt required	No Change
Hawaii, Alaska, Puerto Rico, Other US Possessions	Federal M&IE per diem Lodging: Up to \$275/ night Itemized receipt required	No Change
International	Location based federal per diem for both Lodging and M&IE	No Change



# Reminders

Gratuities	Type of Expense	Report as
Tips given to hotel staff (such as bellhops, baggage carriers, porters, hotel housekeepers) stewards, and hotel servants in foreign countries	Incidental Expense	Included as part of the location-based federal per diem rate for Meals & Incidentals
Tips for Meals	Incidental Expense	Included as part of the location-based federal per diem rate for Meals & Incidentals
Tips give to taxi, shuttle service, courtesy transportation driver	Transportation Expense	Actual Reasonable cost incurred; included as part of transportation expense

# Reminders

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

# 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?

	Allowance Is
First Day on Travel Status	75% of the applicable M&IE per diem rate
Subsequent Day on Travel Status	100% of the applicable M&IE per diem rate
Last Day on Travel Status	75% of the applicable M&IE per diem rate

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

Traveling To	Update Frequency	Rates Set by and Link
Continental United States	Annually every October 1	<a href="#">General Services Administration</a>
Non-foreign Areas (Alaska, Hawaii, US Possessions)	Annually	<a href="#">Department of Defense, (Per Diem, Travel and Transportation Allowance Committee (PDTATAC))</a>
International	Beginning of each Month	<a href="#">Department of State</a>

# Resources:

## Concur User Guides

Home > User Guides

### Step-By-Step Instructions: Concur User Guides With Screensteps

- Visit the [Concur Screensteps Website](#) to see other Concur Instructions.
- Logging into Concur
- Travel Expense
- P-Card Expense

### Quick Tips: Concur Instructional Videos

- Visit the [Concur Video Channel](#) for more information.

### Concur Online Training

- Concur Travel Request Online Training (46 Minutes)
- Concur Travel Expense Report Online Training (30 Minutes)
- Concur Blanket Travel Request Online Training (30 Minutes)
- Concur Blanket Travel Expense Online Training (30 Minutes)
- Concur P-Card Expense Report Online Training (46 Minutes)
- Concur Approver Online Training (25 Minutes)
- Concur International Travel Request Online Training (38 minutes)
- Concur International Travel Expense Online Training (37 minutes)

### Topics

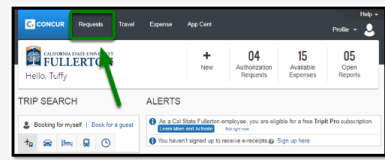
- + **Concur (General)** 7
- + **Concur Profile Set-up** 5
- **Travel Request** 10
  - Travel Request
  - Available Travel Request Expenses
  - Adding Expenses to a Travel Request
  - Amended Travel Request
  - Allocating Expenses within a Travel Request
  - Closing Requests
  - Travel Request Adjustments 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

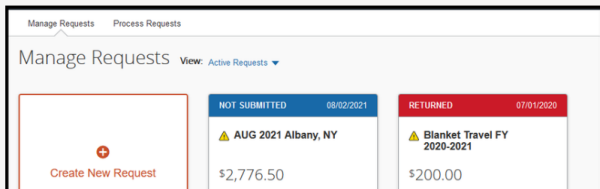
Before closing your travel request and blanket travel request, please confirm that you meet the following requirements:

- 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 Operations 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.



Manage Requests	NOT SUBMITTED	RETURNED
Create New Request	08/02/2021 AUG 2021 Albany, NY \$2,776.50	07/01/2020 Blanket Travel FY 2020-2021 \$200.00



- Travel Request Allocations** (1:19) - 38 views • 1 year ago
- Travel Request Attachments** (1:00) - 45 views • 1 year ago
- Travel Request Approval Flow** (0:45) - 46 views • 1 year ago
- Closing Travel Request** (1:45) - 43 views • 1 year ago
- Personal Car Mileage** (2:21) - 36 views • 1 year ago
- Lodging Itemization** (1:23) - 51 views • 1 year ago

<https://adminfin.fullerton.edu/travel/resources/Default.php>

## ▪ Helpful Links:

- **Travel Policy:** [https://adminfin.fullerton.edu/finance/ap\\_travel/](https://adminfin.fullerton.edu/finance/ap_travel/)
- **Concur Screensteps:** <https://csuf-afit.screenstepslive.com/m/75002>
- **Mileage:** <https://csuf-afit.screenstepslive.com/m/75002//1129698-personal-mileage>
- **Linking Travel Request to Expense Report:** <https://csuf-afit.screenstepslive.com/m/75002//1291885-linking-travel-request>
- **Blanket Travel:** <https://csuf-afit.screenstepslive.com/m/75002//1128251-blanket-travel-expense-report>
- **Closing Travel Requests:** <https://csuf-afit.screenstepslive.com/m/75002//1295988-closing-requests>
- **Hotel Itemization:** <https://csuf-afit.screenstepslive.com/m/75002//1130754-hotel-itemization>
- **GSA Per Diem site (48 Contiguous States):** <https://www.gsa.gov/travel/plan-book/per-diem-rates?topnav=travel>
- **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://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

# Questions & Answers?



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