Campus-Wide Presentation
September 2023
Contracts & Procurement, Accounts Payable, and Travel Updates

September 28, 2023
Agenda

- Vendor Setup
- Requisitions
- Purchase Orders
- Invoicing
- Contracts
- E-Business
- Executive Travel Audit
- Honorarium
- Blanket Travel
- Concur & Travel
- Split Funding
- Reminders
- Q&A
Vendor Onboarding

Presented by:
Kathleen Cariaga
Vendor Onboarding

What Is Vendor Onboarding?
Vendor onboarding is the process of registering a new or an inactive supplier in our system. We need to collect information required such as legal name, tax identification, address, remittance, contact information, tax status, banking information as well as other information required. This information is all validated prior to entering as an approved vendor in our system. Start this process as earliest as possible. Additional review and documents are required if individual is a US Non-Resident.

What is SmartSheet?
SmartSheet is a project management software. It’s flexible, it’s in real time and allows Accounts Payable to manage all vendor add or update requests.

What is PaymentWorks?
PaymentWorks is a third-party platform, it is a cloud-based application we use for vendor onboarding. However, we will transition from using PaymentWorks back to the traditional Vendor Data Record (204) form. We expect this transition to happen in 2024.

Key to Onboarding your Vendor
Submit the request to onboard the vendor ASAP
Inform your vendor of the process and what to expect
Provide the correct contact information, a valid email and phone number so we can contact the potential vendor
Vendor Onboarding

SmartSheet Request

Vendor Add/Update Request

Reason for Request *
- New vendor
- Vendor update
- Others, explain

Classification *
- Supplier
- Employee
- FLSTD · Student
- FLCMP · Student
- Government
- Foreign Supplier
- Reimbursement

Description of Goods and Services *

Payment Source *
- Check Request
- Purchase Order/Requisition
- Travel Expense Claim
- Others

Requester Comments

CSUF Contact Name *

CSUF Contact E-mail *

C&P or A/P Contact E-mail

File Upload
- Drag and drop files here or browse files
ACCOUNTS PAYABLE

https://financialservices.fullerton.edu/controller/ap_travel/

VENDOR SET UP

https://financialservices.fullerton.edu/controller/ap_travel/services/payments/NewVendorRequest.php

SMARTSHEET

https://app.smartsheet.com/b/form/277451bd666542aeb8e0d8b394114645

PAYMENTWORKS FAQ

Requisitions, Purchase Orders

Presented by:
Loren Skoug
**Requisition**

**CSU Fullerton**

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Description</th>
<th>P/A</th>
<th>Category</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Extended</th>
<th>Due Date</th>
<th>Order Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Microsoft O365, M365 and A3 Plan</td>
<td>P/A</td>
<td>Category</td>
<td>1.0000</td>
<td>LOT</td>
<td>140.216.35</td>
<td>140.216.35</td>
<td>Date of receipt of order</td>
<td>Include Supplier</td>
</tr>
<tr>
<td>1.1-1</td>
<td>THEPO</td>
<td>1052</td>
<td></td>
<td>685</td>
<td></td>
<td>364.00</td>
<td>142.163.55</td>
<td>Date of receipt of order</td>
<td>Include Supplier</td>
</tr>
<tr>
<td>1.1-2</td>
<td>THEPO</td>
<td>1052</td>
<td></td>
<td>685</td>
<td></td>
<td>364.00</td>
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<td>Include Supplier</td>
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<td></td>
<td></td>
<td></td>
<td>Total Payment Amount</td>
</tr>
</tbody>
</table>

**Line Item 1**

- **Purchase Order**
  - **Description**: Software Subscription
  - **UOM**: Each
  - **Price**: $140.216.35
  - **Extended**: $140.216.35
  - **Due Date**: Date of receipt of order

**Vendor Contact Info**

- **Name**: Charlie Sutton
- **Email**: csutton@fullerton.edu
- **Phone**: 562-276-4303

**CSUF Department Contact Info**

- **Name**: Deputy Director
- **Email**: ddepdir@fullerton.edu
- **Phone**: 562-276-4303

**Note to Buyer**

- Previous PO #
  - **PO #**: S0001001
  - **IT Authorization #**: IT2234-251292 (ITM 151171)

**Purchase Order**

- **Date**: 06/18/2021
- **Due Date**: 06/30/2021
- **Amount**: $140.216.35

**Certification**

- **Signature**: [Signature]

This order is subject to the California State University (CSU) General Provisions for Acquisition of Goods, Service Acquisitions, Information Technology Acquisitions and Maintenance Terms. Any additional or different terms proposed by the Vendor are deemed to be material alterations and notice of objection to such alterations must go to other CSU offices for approval before any changes are made. This order is subject to the CSU and that all CSU regulations have been met.
Requisitions Overview

• A requisition is a formal request to purchase goods or services and one of many payment vehicles available

• Detailed guides covering many requisition topics are available on the CSUF IT website linked below

• The trainings available are:
  • Creating a Purchase Requisition, Requisition Checklist, Modifying a Requisition, Canceling a Requisition, and much more

• If you're unsure about anything while entering your requisition just call one of us or email DL-C and P@fullerton.edu and we'll help you out

Helpful Links
• Creating a Purchase Requisition
• What Information Do You Need for a Purchase Requisition?
Requisition Checklist

- Proof of Insurance
- Hospitality Directive 11 Form (D11)
- IT Purchasing Authorization
- CPFM Approval (For Furniture/Office Renovations)
- Strategic Communications (If Branding is Involved)
- Vendor Onboarding (For New Vendors)
- Bidding Thresholds (Over $50,000 Call Us)
- Contractual Documents (Negotiating Terms and Conditions)

Please Note:
- Missing documents and approvals will lead to procurement delays
- Could lead to us returning the requisition
Samples

Proof of Insurance

Hospitality Directive 11 (D11)

IT Purchase Authorization
Requisitions Tips

• Include all pertinent information in the header comments.
• The Requisition to Purchase Order process takes time, so **start early**!
  • Ex: working with new vendors, IT review, project deadlines
• Again, please contact us if you have any questions
• Resources: C&P website, Inquiry Page, and US!
Purchase Orders

• We will send the Purchase Order to the Vendor via email and CC the contacts included on the requisition.

• All invoices are to be sent to the Billing Address on the Purchase Order or via the Accounts Payable E-Submission Process

• E-Submission will be covered in the following slides.

• Need signed PO

Helpful Links
• C&P Forms
• C&P Services
# Solicitation Thresholds

## PERSONAL PROPERTY (GOODS) AND SERVICES

<table>
<thead>
<tr>
<th>Solicitation Types/Sourcing Options</th>
<th>Under $50,000</th>
<th>$50,000 to $100,000</th>
<th>Over $100,000</th>
<th>Under $250,000 (ONLY FOR SD/DBE OPTION)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Information</td>
<td>May be awarded when the price has been determined to have met fair and reasonable standards</td>
<td>Informal process with written project scope - written responses from at least 3 vendors or must document due diligence</td>
<td>Formal solicitation process</td>
<td>May be awarded to a Certified Small Business or DBE, as long as price quotations from two or more Certified Small Businesses or two or more DBEs are obtained</td>
</tr>
<tr>
<td>Request for Quotes</td>
<td>Optional</td>
<td>Optional</td>
<td>Required</td>
<td>Optional</td>
</tr>
<tr>
<td>Request for Proposals</td>
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<tr>
<td>Invitation for Bids</td>
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</tr>
<tr>
<td>California State Contract Register Advertising - FISCAL</td>
<td>Optional</td>
<td>Optional</td>
<td>Required</td>
<td>Optional</td>
</tr>
</tbody>
</table>

## ITR GOODS AND SERVICES (INCLUDING CONSULTING)

<table>
<thead>
<tr>
<th>Solicitation Types/Sourcing Options</th>
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<th>Over $500,000</th>
<th>Over $1,000,000</th>
</tr>
</thead>
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<td>Optional</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>
Invoices, Memberships, E-Submissions

Presented by:
Kathleen Cariaga
Rachel Permejo
Joseph Vu
Delays in Processing Invoices

The wrong PO is on the invoice
Departments should verify the correct PO is indicated on the invoice before submitting to AP.

The invoice is submitted with an amount that exceeds the PO
Departments verify there is enough funds on the PO, if not submit a change order for the additional amount to increase the funds on the PO.

The PO is closed, it’s from last fiscal year
Departments should contact C&P if the PO is closed.

The invoice requires receiving from Shipping and Receiving
Departments should contact Shipping and Receive to receive the invoice before submitting to AP.

The document submitted is not an invoice
Be sure document is an invoice addressed to CSUF, the following are not invoices: Statement, Quote, Purchase Order, Proforma.

The invoice was submitted by vendor and department was copied
Submission by vendor does not mean approval, departments must still approve the invoice.

Submit invoice using E-Submission to AP within the Payment Terms of the PO.
Make sure your document for payment is an invoice

Do not approve your own expense
When submitting an AP Check Request

• Verify your expense qualifies for an AP Check Request
• If new vendor, submit the request to onboard your vendor, be sure to inform your vendor
• Attach required forms and receipts (Honorarium form, D11, Copy of Ad, Justification form, Receipts)
• **Do not** submit multiple expense/invoices or multiple vendors on one check request
• Submit to your department approver for approval (Make sure your approver is the authorized approver)
• **Do not** approve your own expense
• Approval **does not** = Submission. After your check request is approved, make sure all required documents are attached, download your check request and audit trail and submit by e-submission to Accounts Payable

Check Request Process
https://financialservices.fullerton.edu/controller/ap_travel/services/payments/CheckRequest.php

Qualifying Items for Check Request

AP Check Request Guide

E-Submission
https://financialservices.fullerton.edu/controller/ap_travel/services/payments/ESubmit.php

DOA – Delegation of Authority
Memberships

Submit Memberships through the AP Check Request process.

- All purchased memberships must use a CSUF address. Payments related to an employee’s job-requirement licensing may use their personal home address.
- Memberships should not extend beyond 12 months unless significant cost savings can be documented.
- Institutional memberships shall be in the name of the University and shall designate the name of the individual who will represent the University. This promotes the transferability of the membership. If an organization requires that the membership be in the name of an individual, said membership will need to be justified as to its appropriateness in relation to the individual’s position.
- A Membership Form or Invoice as well as a Justification Form must be included.

Approval does not = submission

Once approved by your department approver, download the approved Check Request as well as the Audit Trail.

Make sure your Membership Form/Invoice as well as Justification Form is attached and submit through E-Submission process.

E-Submission
https://financialservices.fullerton.edu/controller/ap_travel/services/payments/ESubmit.php

Membership Guidelines

Membership Listing: Membership Listing
Invoices

Don't forget to attach your Invoice, Check Request and Approval Audit Trail!

Add the DP number or Invoice number if submitting an invoice and Vendor Name on subject line.
Invoices

- **Check lost in the Mail?**
  - Submit a Stop Payment application

- **Avoid dealing with lost checks and sign up for Direct Deposit**

- **Employees can sign up for Direct Deposit through AP Website**

- **Vendors can enroll through PaymentWorks**

https://financialservices.fullerton.edu/controller/ap_travel/services/payments/StopPayment.php
Contracts

Presented by:
Charles Almanza
Contracts

Setting Up A Contract
• All contracts must meet the CSU's requirements to ensure procurement and contracting activities are in compliance with applicable regulations. To begin the contract request process, follow these steps:
  1. Gather all information (i.e. proposal, IT Authorization #) that will assist in the processing of the contract request
  2. Submit the contract request through the Contract Request Application
• Once the request has been submitted in the CRA, a Buyer will be assigned and the requestor will be CC'd on all correspondence with the vendor/contractor
• If you are new to the CRA process, please complete the training below based on your role

Training for Requestors
Training for Approvers
E-Business, Hospitality

Presented by:
Alex Rosales
Cynthia Aguirre
Cristhian Godines Jimenez
E-Business

Overview

Types of Procurement Cards

How to Obtain a Procurement Card

Procurement Card Information

Reconciliation Process

Office Supply Ordering System (Staples Advantage)

Authorized Service Providers
Four (4) Types of Procurement Cards

1) One-Card
The One Card may be used to make purchases of all types of goods, supplies and/or allowed services, per the Procurement Card Policy.

2) Declining-Balance Card
There are two types of Declining Balance Cards; Short-Term and Vendor. The short-term declining balance card is issued with a credit limit set as the maximum amount for a specific event or short timeframe. The credit limit is reduced by the amount of each transaction and does not reset at the end of each billing cycle.

3) Instant Card (Virtual)
The Instant Card is a virtual credit card, similar to the One card. The Instant Cards main purpose is to purchase food and unplanned small incidentals needed by individuals that are traveling.

4) Voyager Card (Fleet Management)
The Voyager Card is a fleet management card that is issued to a University-owned vehicle rather than an individual person. The Voyager Cards main purpose is to purchase fuel and car washes.
How to Obtain a Procurement Card

3 Easy Steps

1) Fill out the Procurement Card Agreement and Application. Email the completed forms to ebusines@fullerton.edu

2) Complete the Procurement Card Training assigned to you in Employee Training Center

3) Upon notification that your Procurement card is ready, visit the Contracts and Procurement Office to pick-up your card

Card Pick-up Information:
Contracts & Procurement Office (Please check-in with reception-If no receptionist, dial ext. 2411)
2600 Nutwood Ave, 3rd Floor.
Fullerton, CA 92831
Office Hours: M-F 8:00 A.M.-4:00 P.M. (closed from 12-1 for lunch)
Procurement Card Information

- Billing Cycle Close Dates
  - 25th of the month: One-Card, Declining Balance, Instant Card
  - 24th of the month: Fleet/Voyager Card

- Lost Cards/Fraud: 877-595-6256 (US Bank Support)

- Forms: https://financialservices.fullerton.edu/cp/forms/

- Amazon Business Prime
Concur P-Card Expense Report

- Type of Procurement Cards: One Card, Short-Term Declining Balance, and Vendor Declining Balance
- At the close of each monthly billing cycle, Cardholder/Delegate can view monthly transactions online through US Bank Access Online or Concur
- Cardholder/Delegate is responsible for reviewing each transaction for accuracy and reconcile via Concur
- Expense Reports are submitted electronically and are processed through a workflow once submitted
- Submittal of a monthly reconciliation is not complete until it is approved and in the eBusiness queue
- Responsibilities include:
  - Assigning the appropriate CFS Chartfield entries (Account, Fund, Dept ID, Program, Class, & Project)
  - Ensuring each expense is itemized
  - Provides all supporting documentation:
    - Business Purpose, Itemized Receipt, Expense Type, IT Authorization, Q#, EH&S Approval, Membership Justification Form, Directive 11 (D11)
Reconciliation Process – Concur Helpful Guides

CSUF Travel Operations > Concur User Guides

- Step-By-Step Instructions: Concur User Guides with Screen steps
  - P-Card Goods & Services Expense Report
  - P-Card Expense Types Definition
    https://csuf-afit.screenstepslive.com/m/75002/l/1184595-p-card-expense-types-definition

- Quick Tips: Concur Instructional Videos
  Concur Video Channel

- Concur Online Training

- Open Labs
  - Sign-Up: Concur Open Labs
Reconciliation Process - Manual

Manual Reconciliation Packet

Type of Procurement Cards: Fleet Voyager Card and Instant Card

A) At the end of each billing cycle two documents will be sent to the Approving Official via email:

1) Billing Cycle Reconciliation Report (excel spreadsheet)
2) Approval of Procurement Transaction Form

B) Both documents must be reviewed and approved by the Approving Official and sent back signed to C&P

C) Itemized receipts are required for:

1) Fleet Voyager Card- non-fuel purchases (for example car washes)
2) Instant Card- all receipts for each transaction
Office Supply Ordering System (Staples Advantage)

- The CSU has contracted with Staples to provide campuses a convenient method of purchasing office supplies and other items to support department operations.

- New users must complete the Office Supply Program Application and submit via email to ebusiness@fullerton.edu
  - Associate: Associates can place orders and change password
  - Supervisor: Supervisors can approve orders and access selected administrative functions and reports.

- Existing users and approvers may place orders by going to staplesadvantage.com

- To make a revision to an existing Office Supply (Staples Advantage) user account, the Office Supply Revision Request form must be submitted via email to ebusiness@fullerton.edu
Hospitality Policy D11

- The Hospitality Policy is meant for use of funds for activities, including hospitality and public relations, directed toward promoting the campus to the public, assisting the campus in garnering support for its mission, and enabling the campus to act as a member of the state and local communities. It is the policy of the California State University (CSU) that hospitality expenses may be paid to the extent that such expenses are necessary, appropriate to the occasion, reasonable in amount and serve a purpose consistent with the mission and fiduciary responsibilities of the CSU. This policy applies to activities that promote CSUF to the public and the provision of hospitality in connection with official CSUF business and specifies the university and auxiliary funds that may be used for such purposes.
<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>FUNDS</th>
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<tbody>
<tr>
<td></td>
<td>STATE</td>
</tr>
<tr>
<td>1) Entertainment Services</td>
<td>YES</td>
</tr>
<tr>
<td>Reasonable expenses as part of a public</td>
<td></td>
</tr>
<tr>
<td>purpose event includes, but is not limited</td>
<td></td>
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<tr>
<td>to: equipment and venue rental, decor,</td>
<td></td>
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<tr>
<td>music, and performers.</td>
<td></td>
</tr>
<tr>
<td>2) Food and Beverage (non-alcoholic)</td>
<td>YES</td>
</tr>
<tr>
<td>Reasonable provision of a meal (catered or</td>
<td></td>
</tr>
<tr>
<td>restaurant or light refreshments (beverages,</td>
<td></td>
</tr>
<tr>
<td>hors d’oeuvres, pastries, cookies)</td>
<td></td>
</tr>
<tr>
<td>3) Awards and Prizes</td>
<td>YES</td>
</tr>
<tr>
<td>Something of value given or bestowed upon</td>
<td></td>
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<tr>
<td>an individual, group, or entity in</td>
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<tr>
<td>recognition of service to the university</td>
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<tr>
<td>or achievement benefiting the university or</td>
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<tr>
<td>with the expectation of benefit accruing to</td>
<td></td>
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<tr>
<td>the university or for other occasions that</td>
<td></td>
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<tr>
<td>serve a bona fide business purpose.</td>
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</tr>
<tr>
<td>4) Promotional Items</td>
<td>YES</td>
</tr>
<tr>
<td>Items that display the name, logo or other</td>
<td></td>
</tr>
<tr>
<td>icon identifying the university such as a</td>
<td></td>
</tr>
<tr>
<td>keychain, coffee mug, calendar, or clothing</td>
<td></td>
</tr>
<tr>
<td>5) Membership in Social Organizations</td>
<td>NO</td>
</tr>
<tr>
<td>University clubs, athletic clubs, civic</td>
<td></td>
</tr>
<tr>
<td>organizations and other membership</td>
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<tr>
<td>organizations that provide a venue for</td>
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<tr>
<td>hosting hospitality events or a means for</td>
<td></td>
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<tr>
<td>promoting goodwill in the community.</td>
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<tr>
<td>Membership in business leagues, chambers of</td>
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<tr>
<td>commerce, trade associations and</td>
<td></td>
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<tr>
<td>professional organizations are</td>
<td></td>
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<tr>
<td>considered a regular business expense and</td>
<td></td>
</tr>
<tr>
<td>are not governed by this policy.</td>
<td></td>
</tr>
<tr>
<td>6) Fundraising Events</td>
<td>YES</td>
</tr>
<tr>
<td>7) Alcoholic Beverages</td>
<td>NO</td>
</tr>
<tr>
<td>Description/Definition (Refer to the Hospitality (D11) Administrative Guidelines for details)</td>
<td>Fixed Restrictions/Basis</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Non-Standar Awards</td>
<td>All Funds Allowed</td>
</tr>
<tr>
<td>Including faculty/staff retirement, length of service (at least 5 years) or faculty/staff/founder/encourager/community mentor/organization members</td>
<td></td>
</tr>
<tr>
<td>Student Awards</td>
<td>All Funds Allowed</td>
</tr>
<tr>
<td>Entertainment Services: Expenses incurred in connection with events or activities that are primarily social or entertainment (e.g., events and venues rented, dinner, music, performance).</td>
<td></td>
</tr>
<tr>
<td>Event Attendance</td>
<td>All Funds Allowed</td>
</tr>
<tr>
<td>Alcohol at a university-sponsored or community event where an individual's attendance is necessary for the success of the event or directly relates to the individual's responsibilities and role at the university. Event attendance also includesallocations of university employees when it is customary or socially acceptable for guests/participants to attend.**</td>
<td></td>
</tr>
<tr>
<td>Food and Beverage (Excluding Alcohol): Indicating but not limited to meals (catered or restaurant) and light refreshments (e.g., beverages, hors d'oeuvres, pastries, and/or sandwiches). Events may include meetings, conferences, receptions or events</td>
<td></td>
</tr>
<tr>
<td>Food and beverage at events attended by university guests (Please refer to Maximum Per Person Rates for hospitality meals and light refreshments document)</td>
<td>All Funds Allowed</td>
</tr>
<tr>
<td>Food and beverage at events attended only by university employees (Please refer to Maximum Per Person Rates for hospitality meals and light refreshments document)</td>
<td>All Funds Allowed</td>
</tr>
<tr>
<td>Gifts: Items of value given or bestowed upon an individual, group, or entity with the expectation of a benefit accruing to the University including dinner or volunteer recognition, get-well card or memorial card, or other arrangement or memorial donations made on behalf of the University in the event of a serious illness, injury or death.</td>
<td></td>
</tr>
<tr>
<td>Fundraising: Defined as efforts with the goal of securing gifts and other contributions to the Cal State Fullerton Philanthropic Foundation, which ultimately benefit the University. Expenses included in this category include items to be approved by the Vice President of University Advancement or designee.</td>
<td></td>
</tr>
<tr>
<td>Promotional Materials: Items of nominal value and bearing the University logo or other University symbols distributed to promote the name or image of the University, provide information, or enhance University productivity.</td>
<td>All Funds Allowed</td>
</tr>
<tr>
<td>Memberships in Social Organizations: Include university clubs, athletic clubs, civic organizations and other membership organizations that provide a venue for hosting hospitality events or a venue for promoting goodwill in the community.</td>
<td>Auxiliary Funds</td>
</tr>
<tr>
<td>Alcohol Beverages**</td>
<td>Auxiliary Funds</td>
</tr>
</tbody>
</table>

**At the discretion of the Division Head, division members, groups names and/or affiliations may be utilized to identify guests/attendees (e.g., Academic Senate Executive Committee Members) rather than names and titles of individual attendees.

**Hospitality (D11) approval by the Division Head or designee confirms event attendance to an employee and, as appropriate, to the employee’s appropriate partner within these requirements. Hospitality (D11) event attendance requirements do not apply to meetings or conferences covered by approved travel authorizations.

**Subject to applicable laws and agreements, policies, and restrictions established by the auxiliary organization and the applicable agreement establishing permissible use of funds.

Approval of Division Head or Designee (Seating of approval authority or designated by the Division Head or on file in Finance and each auxiliary organization). A Division Head may also designate more than one individuals to authorize Hospitality (D11) expenditures in his/her behalf up to $1000. It is the responsibility of the approver to ensure all funding source restrictions are observed.

By my signature, I certify that documentation is complete per the terms of Hospitality Policy and that the requirements of the relevant portion of Hospitality (D11) Administrative Guidelines have been met.

Division Head (or equivalent) or Designee Approval: __________________________

Date: __________________________
Presented by:
Alberto Contreras
Executive Travel Audit

Observations

- In two instances, original travel claims were submitted lacking support for expenses over $75, submission was not itemized nor did it contain sufficient information to verify goods and services.

- A travel claim was submitted for two trips, business purpose was not appropriately documented and was approved by the direct report.

- Spouse of an executive that is appointed a volunteer of the university and routinely accompanies executive in an official capacity participated in an international trip, documentation of spouse's role was not clearly documented on 1 claim.

- A traveler with a monthly auto allowance claimed and was reimbursed for mileage.

- Claims were submitted more than 60 days after the end of travel occurred.
Reminders

- When submitting travel claims, submission of itemized receipts is required. Itemized receipts are reviewed to ensure expenses are allowable. Meal reimbursements are up to $55 per day, this is not a per diem.
- All travel requests should include documentation of business purpose for the trip.
- Spousal/domestic partner travel is approved and paid by auxiliary organizations. In instances where spousal/domestic partner travel is necessary, clear documentation showing the need for the individuals presence must be included in submissions.
- Auto allowances and mileage reimbursements cannot be paid to the same individual, if you receive an auto allowance you cannot claim mileage as the auto allowance serves to help cover those expenses.
- Timely submission of travel claims (within 60 days after the end of the trip), claims submitted after this timeframe will have reimbursements included into the individuals gross wages and subject to tax.
Honorariums

Honorarium Account changes effective 7/1/2023
Old: 613832 INACT Honorariums
New: 660832 Honorariums
Form: https://financialservices.fullerton.edu/controller/ap_travel/documents/forms/ap/HonorariumPaymentForm.pdf

When to hire an individual through an Honorarium?
An individual would meet the honorarium definition when amount to be given is NOT negotiated ahead of time. It is a gesture made to help offset travel costs and as a token of appreciation. Honorariums should not be repetitive should occur, once per semester. Foreign individuals have additional restrictions. Honorariums exceeding $5,000 should run through procurement If travel expenses to be reimbursed, itemized receipts must be provided, reimbursement will be for actual costs incurred.

Please allow 7-10 business days for check processing, additional time is needed if individual is US nonresident.
Dear Dr. [Redacted],

On behalf of the Continuing Education Committee with California State University, Fullerton’s Counseling and Psychological Services, we are honored to invite you to speak to our staff on the clinical management and treatment of suicide. As an expert on assessment, management and treatment of suicide risk, our staff will be able to learn theory and best practices on supporting clients. This event is scheduled for [Redacted] from 8:30 a.m. – 5 p.m. at California State University, Fullerton.

This continuing education training is a full day program on addressing suicide and will be attended by our clinical staff with Counseling and Psychological Services. Our staff truly appreciated and valued your previous training on suicide treatment and prevention. Our goal is to continue to provide staff opportunities to enhance and improve our clinical skills surrounding this important topic.

Thank you in advance for your consideration and we look forward to working together.

Sincerely,

The CAPS Continuing Education Committee
Jessica Leone, Solomon Massin, Julie Meisels

California State University, Fullerton
800 N. State College Blvd., SHCC-116E
Fullerton, CA 92831

Re: Invoice for Training Services

Training provided on the following dates: [Redacted]

Invoice covers costs for all resources and handouts, including Powerpoint slides, supplemental materials, research, publications, video preparation, and all related expenses.

Total for Invoice: $5,000

Not an honorarium
Blanket Travel

Presented by:
Aundrea Hyde
Blanket Travel Policy

Blanket Travel Request

- Travel within California
- Travel dates within a fiscal year (July 1st to June 30th)
- Mileage and parking
- Complete the driving requirements

Naming Convention for Blanket Request

Report Name: Blanket Travel FY 2023 – 2024

Fiscal Year Start Date: 7/1/2023     Fiscal Year End Date: 6/30/24

A Travel Request for a specific trip is required if there will be any other types of travel expenses (e.g., registration fee, lodging, transportation, etc.) regardless of the form of payment
Driving Requirements

Must complete and submit the following:

Authorization to Obtain Driving Record Form (INF 254)
  • Submit one original INF 254 form to University Police (UPD)

Authorization to Use Privately Owned Vehicle (STD 261)
  • Original STD 261 form is retained with department supervisor
  • Complete every fiscal year (July 1st to June 30th)

University on-line Defensive Driver Training
  • Must be completed once every four years
Blanket Travel Expense Report

Travel Expense Report is completed for each month and **must be** submitted on a monthly basis and **ONLY** for the travel dates for that month

Preferably blanket travel claims should be submitted within 15 days of the close of the month, and there should be only **ONE** report for each month

Travel dates for different months must be listed on a separate Travel Expense Report and not be combined to avoid duplicate payment

**Naming Convention for Blanket Travel Expense Report**

Report Name: Blanket Travel APR 2023

Month Start Date: 04/01/2023  Month End Date: 04/30/2023
Concur, Travel, Split Funding

Presented by:
Zarita Moore
For International Travel enter the total amount for each day (room rate + tax and fees) without going over the Per Diem Rate.
Itemizing Lodging for Domestic Travel

Room rate should be separated from the Tax/Fees for each day. You can combine the Tax/Fee including resort fees for each day under Lodging Tax.
Parking Included in Lodging Receipt

Parking expense type is available when itemizing the Lodging

Do not include Meals on the itemization
Expense Type Missing from Travel Request

Expenses that are frequently missed: Parking, Airline Fees (e.g. Baggage, Wi-Fi), Incidentals, Rail and Bus

An amended travel request is required if an expense type is missing from the travel request
Reasons for Returned Expense Report

• Lodging over $275 not approved on Travel Request (requires an amended request)

• Travel Request not Linked to the Expense Report

To Link: Open the Expense Report Report Details Manage Requests Add Button and select the Travel Request
Personal Travel Day(s)

• Must be approved on the Travel Request

• Needs to be included as part of the trip date

• Dates and location of each destination is required

Meals

• Up to $55 per day limit, actual cost, not a per diem

• Non-reimbursable if travel is less than 24 hours without an overnight stay and within 25 of the traveler’s headquarters or residence

Itemized Payment Receipt

• Required for all expense $75 and over

• Required for all p-card charges used for travel
Amended Travel Request

An amended travel request is required if:

• Expense type is missing
• Travel date change
• Travel location change
• Personal Day (missing date and location)
• Lodging exceeding $275 not selected

An amended is not required if the amount on the travel request does not match the actual cost as it is an estimated amount.

Link both original travel request and amended travel request to the expense report

To Link: Open the Expense Report Report Details Manage Requests Add Button and select the Travel Request
Split Funding

Multiple Source Funded – State and ASC Funded or CSFPF Funded
Submit Travel Request on Concur
• Enter all travel expenses
• Select expense type (660899) AUX ORG Split Funding
  Transaction Amount
  Comment (provide the Auxiliary and account number)
Split Funding

- Forward a copy of the approved Concur Travel Request to Auxiliary for funds approval
- Retain approved copy to upload to the Expense Report

Travel Operations will forward a copy of the Expense Report to Auxiliary for approval and process the Request for Invoice
Submit Travel Request (TR), if traveling international submit insurance request first

Start Here

Send approved TR to Auxiliary (AUX)

AUX to approve Auxiliary funds

Copy of TR with AUX approval uploaded to Travel Claim

Create a Travel Expense Report (TER) within 60 days from travel

Travel occurs

Travel Operations to review TER

Once TER approved by Travel Operations, approved TER forwarded to Aux for final approval of expenses

Reimbursement is processed to traveler

Request for invoice is processed

Finish Here

Cal State Fullerton
Helpful Resource

To verify Payment status
CONCUR FISCAL YEAR END BLANKET TRAVEL REMINDERS

Here are some reminders regarding blanket travel requests in Concur:

- A new blanket travel request for FY 23/24 must be submitted and approved prior to any blanket fiscal year.
- All expenses incurred beginning July 1, 2023 must be linked to the approved FY 23/24 request.
- Go to Blanket Travel Request Instructions for instructions on setting up a new blanket travel request.
- Blanket travel may only be used for parking and mileage.

If you have any questions, please contact Travel Operations at travel@fullerton.edu.

TRAVELERS HOME ADDRESS:
Send an email to travel@fullerton.edu to update the traveler’s home address in the Accounts Payable System.

PROCUREMENT CARD BILLING CYCLE DATES:

The Procurement Card Billing Cycle Dates:

- July 4/27/2021 - 7/31/2021
- August 7/26/2021 - 8/31/2021
- September 8/25/2021 - 9/30/2021
- October 9/30/2021 - 10/31/2021
- November 10/30/2021 - 11/30/2021
- December 11/30/2021 - 12/31/2021
- January 12/31/2021 - 1/31/2022
- February 1/31/2022 - 2/28/2022
- March 2/28/2022 - 3/31/2022
- April 3/31/2022 - 4/30/2022
- May 4/30/2022 - 5/31/2022
- June 5/31/2022 - 6/30/2022
- July 6/30/2022 - 7/31/2022
- August 7/31/2022 - 8/31/2022

Go to Billing Cycle Dates Handout for a printable list of the dates.

Any questions about the billing cycle dates can be emailed to ebusines@fullerton.edu.

Naming Convention for Pcard Expense Report:

- Months Year Pcard
- Example: Sep 2021 Pcard

NAMING CONVENTION FOR THE REPORT/ TRIP NAME ON THE CONCUR TRAVEL REQUEST AND EXPENSE REPORT:

Travel Request / Expense Report – submitted by the traveler for all their travel expenses (including expenses paid to a 3rd party) for registration fee, University check for registration fee, personalized credit card, or travel reimbursement. For example:

- Months Year Destination
- Example: Sep 2021 San Diego, CA.
Concur User Guides

Topics

- Concur (General)
- Concur Profile Set-up
- Travel Request
  - 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
- Blanket Travel Request
- Blanket Travel Expense Report

Closing a Travel Request

1. 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.
   - Your Travel Office has officially approved your travel expense reports.

2. Step 1: From the Concur dashboard, click on Requests.

3. Step 2: Search for the Travel Request that needs to be closed out.

https://adminfin.fullerton.edu/travel/resources/Default.php
Reminders

Accounts Payable and Travel websites and policies will be updated, if something is not clear please reach out and ask.

As of September 14, 2023, Travel Ban has been lifted, travel from 9/14/2023 and after all funds can be used, any travel before 9/14/2023 still needs to adhere to the travel ban.

Field trips do not follow the same travel procedure, please follow up with Risk Management guide available here: Field Trip Guides.

Department/college should have the students sign the University Waiver of Liability and Student Code of Conduct form.

Submit any international travel insurance requests before travel request, no need to wait for approval. Contact foreigntravel@fullerton.edu or (657) 278-7346.

Match dates and destinations to requests for foreign travel insurance obtained through Risk Management.

Confirm breakdown of travel that is on University business versus personal time.

**Be attentive and responsive to any and all communications (those from departments and from Concur)**

Forms should be stored with the department for three years.
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 sometimes additional approvals are needed.

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.

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.

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

Sign up for [Direct Deposit](#) through AP Website.
Tips for a Successful Submission

**Tip #1**
Plan Ahead- Allow for Additional Processing Times, Allow time to Process Unexpected Situations

**Tip #2**
Ensure Vendor/Employee is Setup as a Vendor on Financial Systems with Correct Address

**Tip #3**
Collect and Submit all the Correct Paperwork, Obtain the Correct Signatures

**Tip #4**
Ensure Invoices are Forwarded to Accounts Payable/Travel
# Contacts

<table>
<thead>
<tr>
<th>Department Directors</th>
<th>Contracts &amp; Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alex Rosales, DVBE/SB Advocate</strong></td>
<td><strong>Charles Almanza</strong> - Buyer II</td>
</tr>
<tr>
<td>Director of Contracts and Procurement</td>
<td><strong>Ryan Benavidez</strong> - Buyer I</td>
</tr>
<tr>
<td></td>
<td><strong>Loren Skoug</strong> - Buyer I</td>
</tr>
<tr>
<td><strong>Sally Yassine</strong></td>
<td><strong>Claudia Ceballos</strong> - Admin Support Assistant II</td>
</tr>
<tr>
<td>Associate Director of Public Works</td>
<td></td>
</tr>
</tbody>
</table>

### E-Business & P-Card

<table>
<thead>
<tr>
<th><strong>Cynthia Aguirre</strong></th>
<th><strong>Cris Godines</strong> - E-Business Programs Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Business Program Specialist</td>
<td></td>
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</tbody>
</table>

[https://financialservices.fullerton.edu/cp/](https://financialservices.fullerton.edu/cp/)
## Contacts

<table>
<thead>
<tr>
<th>Accounts Payable</th>
<th>Travel Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1099 Inquiries, Vendor Setup &amp; Maintenance, PaymentWorks</td>
<td>Kathleen Cariaga <a href="mailto:kcariaga@fullerton.edu">kcariaga@fullerton.edu</a></td>
</tr>
<tr>
<td>Invoices, P-Card Use Tax Accruals</td>
<td>Susan Garofalo <a href="mailto:sgarofalo@fullerton.edu">sgarofalo@fullerton.edu</a></td>
</tr>
<tr>
<td>Invoices, Fedex, Public, Works</td>
<td>Gabe Ibarra <a href="mailto:gibarra@fullerton.edu">gibarra@fullerton.edu</a></td>
</tr>
<tr>
<td>Invoices, Memberships, Utilities</td>
<td>Rachel Permejo <a href="mailto:rpermejo@fullerton.edu">rpermejo@fullerton.edu</a></td>
</tr>
<tr>
<td>Invoices, Xerox, P-Card Use Tax Accruals</td>
<td>Jacqueline Villasenor <a href="mailto:jacvillasenor@fullerton.edu">jacvillasenor@fullerton.edu</a></td>
</tr>
<tr>
<td>Check Processing, Stop Payment/Voids</td>
<td>Joseph Vu <a href="mailto:jovu@fullerton.edu">jovu@fullerton.edu</a></td>
</tr>
<tr>
<td>AP Check Requests</td>
<td>Zenith Newman <a href="mailto:zenewman@fullerton.edu">zenewman@fullerton.edu</a></td>
</tr>
<tr>
<td>General Accounts Payable</td>
<td><a href="mailto:AP@Exchange.fullerton.edu">AP@Exchange.fullerton.edu</a></td>
</tr>
</tbody>
</table>

[https://financialservices.fullerton.edu/controller/ap_travel/](https://financialservices.fullerton.edu/controller/ap_travel/)
Questions & Answers?