Campus-Wide Presentation September 2023

Contracts & Procurement, Accounts Payable, and Travel Updates

September 28, 2023

Cal State Fullerton

Agenda

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

Cal State Fullerton

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

CALIFORNIA STATE UNIVERSITY FULLERTON

Vendor Add/Update Request

Reason for Request *

- New vendor
- Vendor update
- Others, explain

Classification *

- Supplier
- Employee
- FLSTD - Student
- FLCMP - Student
- Government
- Foreign Supplier
- Reimbursement

Vendor Legal Name *

Vendor E-Mail *

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

Links

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

https://financialservices.fullerton.edu/controller/ap_travel/documents/ap_documents/PaymentWorks%20FAQ.pdf

Cal State Fullerton

Requisitions, Purchase Orders

Presented by:

Loren Skoug

Requisition

CSU Fullerton

PO.28310

Business Unit:	FLCMP	APPROVED	
Req ID	Date		Page
0000012345	08/29/2023		1
Requester	Telephone	Entered By	
Doe, John	657/278-0123	Doe, John	

Ship To: RECEIVING (657) 278-2531
CAL STATE FULLERTON
800 N STATE COLLEGE BLVD
FULLERTON CA 92831-3599

Line-Schd-Dist / Distribution	Description / Account	Fund	Dept	Category / Prgm	Quantity / Class	UOM	Price / Project	Extended Amt	Due Date / Dist Amt
	Supplier: 0000012977 SHI INTL CORP								
1-1	Microsoft O365, M365 and A5 Renewal Term: 9/1/2023 - 8/31/2024			20900	1.0000	LOT	149,216.35	149,216.35	
1-1-1	660859	THEFD	10352	6859					384.00
1-1-2	616803	THEFD	10352						148,832.35
				Line Total:				149,216.35	
				Total Requisition Amount:				149,216.35	

Include Supplier

SHI Contact: Charlie Sutton charlie_sutton@shi.com; Steven Dean stephen_dean@SHI.com, Erin Lupo 310-744-9006 erin_lupo@shi.com, calstate@shi.com

Vendor Contact Info

CSUF IT Contact: Sepehr Sobhani x7487; Willie Peng x2866; and Stella Lee x4691

CSUF Department Contact Info

Coverage Term: 9/1/2023 - 8/31/2024 (1 YEAR)

Term Dates

Enclosed Quote#23890773 for reference (file name: SHI-MS_O365,_M365___A5_EES_Renewal_FY23-24,_10352)

Note to buyer: Previous PO#26877. Thanks.

Previous PO #

$148,832.35 (616803-THEFD-10352)
==

Total PO Cost: $149,216.35
===============================

Auth#: IT2324-251262 (RITM183167)
===============================

IT Authorization #

Purchase Order

CALIFORNIA STATE UNIVERSITY FULLERTON

Purchase Order	BU	Date	Revision	Page
0000028310	FLCMP	09/06/2023		1
Payment Terms	Freight Terms			Ship Via
Due Now	FOB-Destination			BestMethod

CSU Fullerton
FULLERTON, CA 92834-9480

Supplier: 0000012977
Tel: 800/535-5210
Email: cahied@shi.com

SHI INTL CORP
290 DAVIDSON AVE
SOMERSET NJ 08873

Ship To: RECEIVING (657) 278-2531
CAL STATE FULLERTON
800 N STATE COLLEGE BLVD
FULLERTON CA 92831-3599

Bill To: ACCOUNTS PAYABLE (657) 278-4278
CAL STATE FULLERTON CP-300
PO BOX 6808
FULLERTON CA 92834-6808

Line-Sch	Quantity	UOM	Description	Unit Price	Extended Amt	Due Date
1 - 1	1.00	LOT	Microsoft O365, M365 and A5 Renewal Term: 9/1/2023 through 8/31/2024	149,216.35	149,216.35	09/06/2023

Issued in accordance with Contract # C-CALST-00003890.

Reference the attached Quote # 23890773 for pricing and details (2 pages).

CSUF Information Technology contacts:
Stella Lee, (657) 278-4691, stellalee@fullerton.edu
Willie Peng, (657) 278-2866, wpeng@fullerton.edu
Sepehr Sobhani, (657) 278-7487, ssobhani@fullerton.edu

Supplier is required to submit invoice(s) referencing this purchase order number to the Bill To address noted above or AP@fullerton.edu in order to receive payment.

CSUF is a smoke and tobacco free campus. Smoke Free means the use of cigarettes, pipes, cigars, and other smoke emanating products including e-cigarettes, vapor devices and other like products are prohibited on all University properties. Tobacco Free means the use of cigarettes, pipes, cigars, smokeless tobacco, snuffs, and other tobacco products are prohibited on all University properties.

Subtotal	Sales Tax	Misc. Charge/Discount	Freight	Total
149,216.35	0.00	0.00	0.00	149,216.35

Internal Use Only R27069-Micro365 renewal-IT

This order is issued in accordance with California State University (CSU) General Provisions for Acquisition of Goods, Service Acquisitions, Information Technology Acquisitions and Maintenance Tasks.
These provisions are available at:
https://tinyurl.com/av5z2fnb
No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the University Purchasing Office. Any additional or different terms proposed by the Vendor are deemed to be material alterations and notice of objection to them is hereby given. No other CSU officer or employee may authorize changes.

CERTIFICATION AND APPROVAL OF PURCHASE ORDER
I hereby certify on my own knowledge that this order for the purchase of the items specified is issued in accordance with the procedure prescribed by law governing such items for the Trustees of the CSU and that all such legal requirements have been met.

Contracts and Procurement

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?

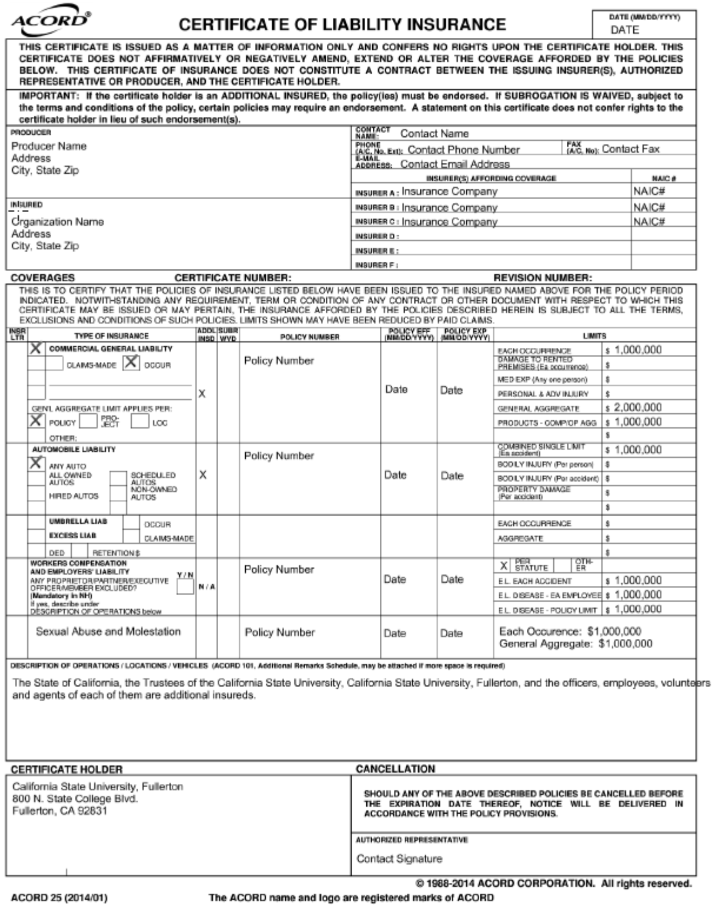
Requisition Checklist

- 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)

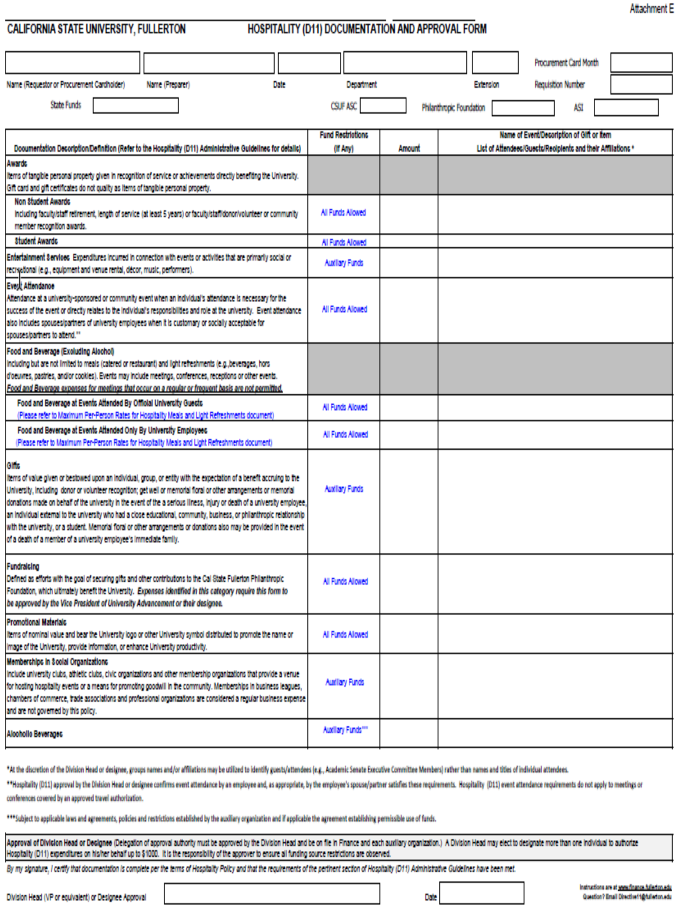
Please Note:

- Missing documents and approvals will lead to procurement delays
- Could lead to us returning the requisition

Samples



Proof of Insurance



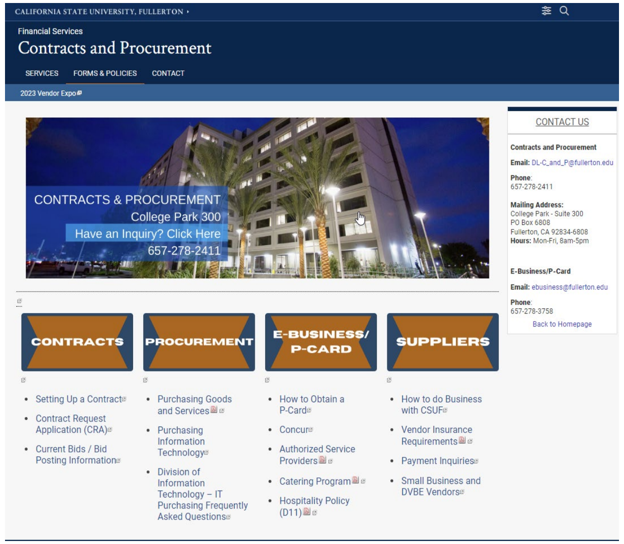
Hospitality Directive 11 (D11)

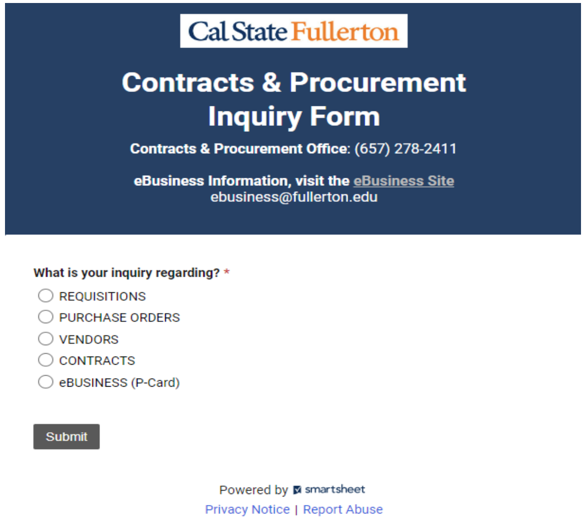
IT Purchase Authorization

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

ITR GOODS AND SERVICES (INCLUDING CONSULTING)					
Solicitation Types/Sourcing Options	Under $50,000	$50,000 to $100,000	Under $250,000 (ONLY FOR SB/DVBE OPTION)	Over $500,000	Over $1,000,000
Request for Information Request for Quotes Request for Proposals Invitation for Bids	May be awarded when the price has been determined to have met fair and reasonable standards	Informal process with written project scope - written responses from at least 3 vendors or must document due diligence	May be awarded to a Certified Small Business or DVBE, as long as price quotations from two or more Certified Small Businesses or two or more DVBEs are obtained.	Formal solicitation process	Formal solicitation process Project Solicitation Plan Required
California State Contract Register Advertising - FI$CAL	Optional	Optional	Optional	Required	Required

Cal State Fullerton

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

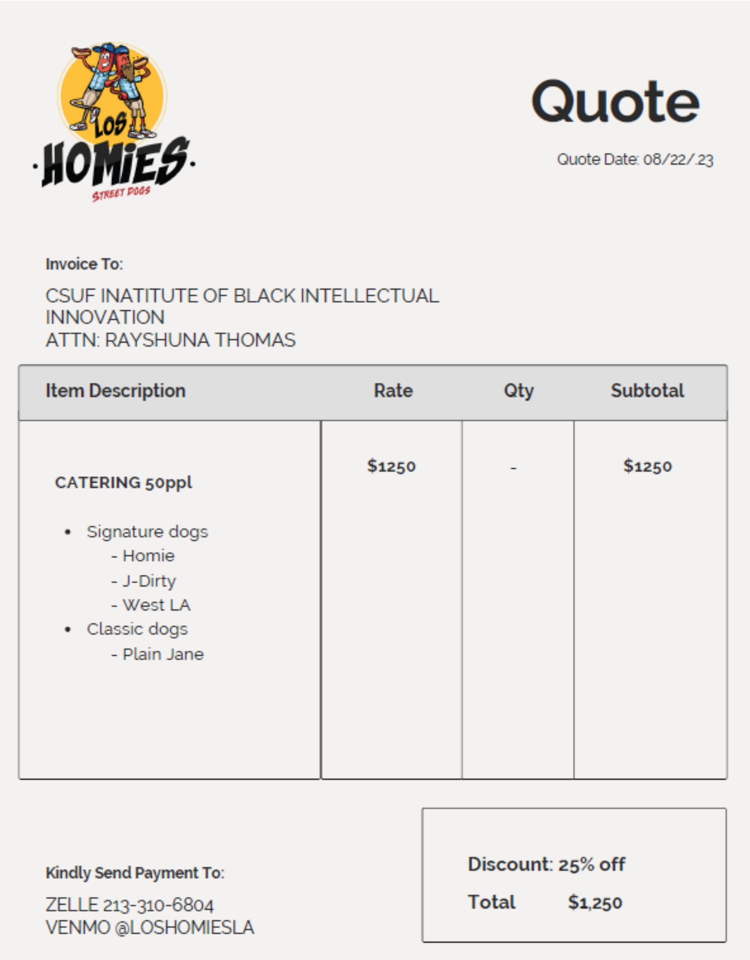
The PO is closed, it's from last fiscal year
Departments should contact C&P if the PO is closed

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



Quote

Quote Date: 08/22/23

Invoice To:

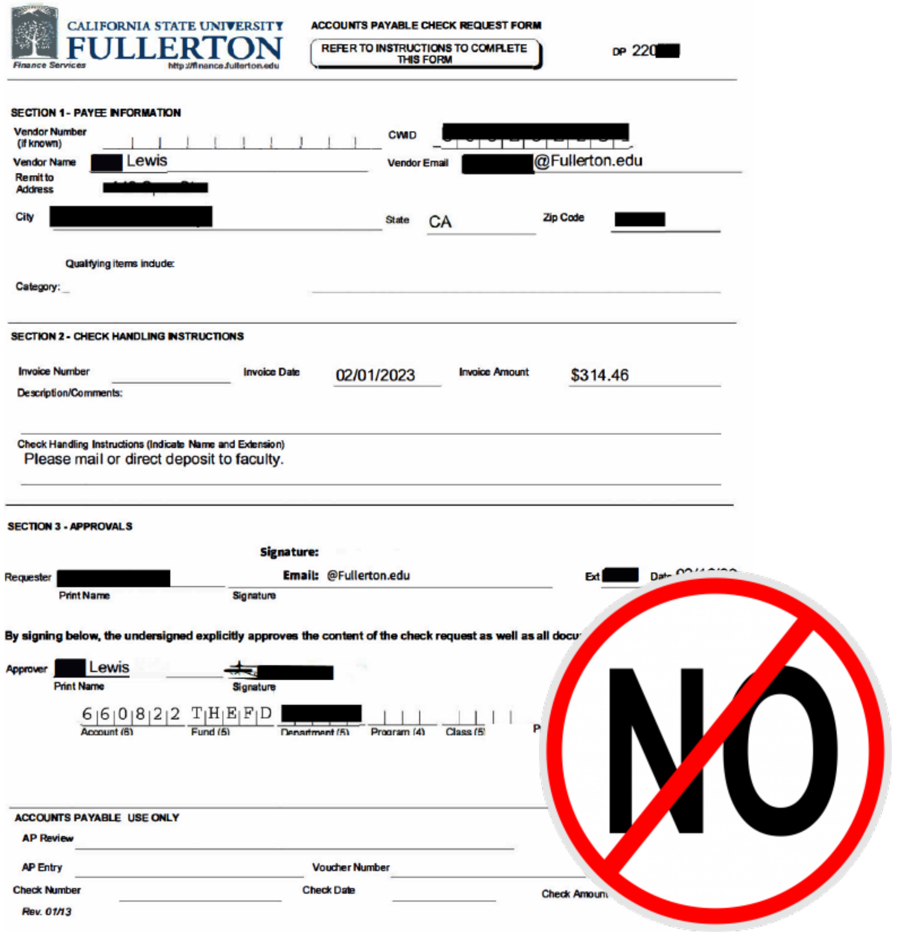
CSUF INATITUTE OF BLACK INTELLECTUAL INNOVATION
ATTN: RAYSHUNA THOMAS

Item Description	Rate	Qty	Subtotal
CATERING 50ppl • Signature dogs - Homie - J-Dirty - West LA • Classic dogs - Plain Jane	$1250	-	$1250

Kindly Send Payment To:
ZELLE 213-310-6804
VENMO @LOSHOMIESLA

Discount: 25% off
Total $1,250

This is not an Invoice



CALIFORNIA STATE UNIVERSITY FULLERTON
Finance Services http://finance.fullerton.edu

ACCOUNTS PAYABLE CHECK REQUEST FORM
REFER TO INSTRUCTIONS TO COMPLETE THIS FORM

DP 220[redacted]

SECTION 1 - PAYEE INFORMATION
Vendor Number (if known)
CWID [redacted]
Vendor Name [redacted] Lewis
Vendor Email [redacted]@Fullerton.edu
Remit to Address [redacted]
City [redacted] State CA Zip Code [redacted]
Qualifying items include:
Category:

SECTION 2 - CHECK HANDLING INSTRUCTIONS
Invoice Number
Invoice Date 02/01/2023
Invoice Amount $314.46
Description/Comments:
Check Handling Instructions (Indicate Name and Extension)
Please mail or direct deposit to faculty.

SECTION 3 - APPROVALS
Signature:
Requester [redacted] Email: @Fullerton.edu Ext [redacted]
Print Name Signature
By signing below, the undersigned explicitly approves the content of the check request as well as all docu
Approver [redacted] Lewis
Print Name Signature
660822 THEFD [redacted]
Account (6) Fund (5) Department (5) Program (4) Class (5)

ACCOUNTS PAYABLE USE ONLY
AP Review
AP Entry Voucher Number
Check Number Check Date Check Amoun
Rev. 01/13

Make sure your document for payment is an invoice

Do not approve your own expense

Ck Requests

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
https://financialservices.fullerton.edu/controller/ap_travel/documents/ap_documents/QualifyingItemsForCheckRequests.pdf
AP Check Request Guide
https://financialservices.fullerton.edu/controller/ap_travel/documents/ap_documents/APCheckRequestGuide.pdf
E-Submission
https://financialservices.fullerton.edu/controller/ap_travel/services/payments/ESubmit.php
DOA – Delegation of Authority
https://csuf-erp.screenstepslive.com/m/70023/l/1675106-completing-a-finance-delegation-of-authority-request-form

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 document
- 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
https://financialservices.fullerton.edu/controller/ap_travel/documents/ap_documents/MembershipGuidelines.pdf
Membership Listing: Membership Listing

Invoices

Invoice E-Submission Web Page

VENDOR LINKS FOR INVOICES

- FedEx Invoice
- Public Works Invoice (construction or repair work done under contract)
- Utilities Invoice
- Xerox Invoice
- Individual (use last name)
- Vendor Letters A - E Invoice
- Vendor Letters F - J Invoice
- Vendor Letters K - S Invoice
- Vendor Letters T - Z Invoice
- IRA Invoice Submission

VENDOR LINKS FOR CHECK REQUESTS

Commuter Rewards Check Request

Membership Check Request

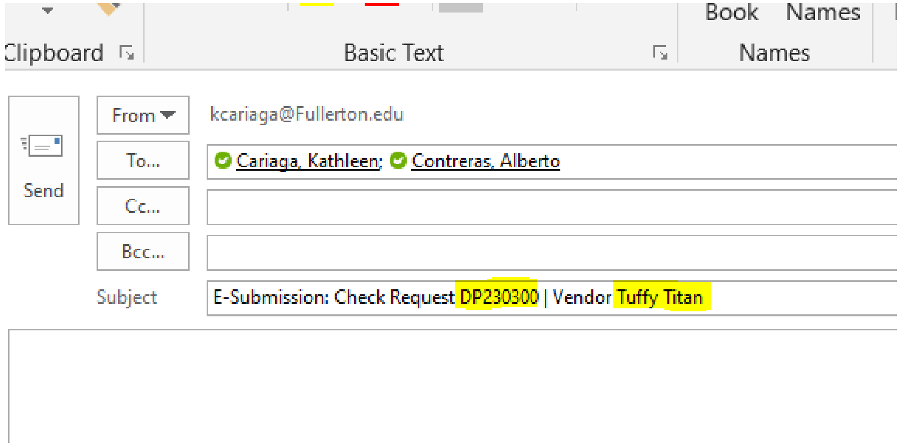
Vendor (use vendor name)

Individuals (use last name)

- Vendor Letters A - E Check Request
- Vendor Letters F - J Check Request
- Vendor Letters K - S Check Request
- Vendor Letters T - Z Check Request
- IRA Check Request Submission

VENDOR LINKS FOR INQUIRIES

- Commuter Rewards Inquiry
- FedEx Inquiry
- Membership Inquiry
- Public Works Inquiry (construction or repair work done under contract)
- Utilities Inquiry
- Xerox Inquiry
- Individual (use last name)
- Vendor Letters A - E Inquiry
- Vendor Letters F - J Inquiry
- Vendor Letters K - S Inquiry
- Vendor Letters T - Z Inquiry
- IRA Inquiries Submission



- ❖ 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

CALIFORNIA STATE UNIVERSITY, FULLERTON

APPLICATION TO STOP PAYMENT

* ○ REISSUE CHECK
* ○ DO NOT REISSUE CHECK

PLEASE PRINT CLEARLY

LAST NAME FIRST NAME M.I. *

CWID, VENDOR # OR FEDERALTAX ID# *

COMPANY NAME (if applicable) *

DAY PHONE # *

ADDRESS *

EVENING PHONE #

CITY, STATE, ZIP CODE *

TYPE OF CHECK
* ○ REIMBURSEMENT * ○ EMPLOYEE * ○ VENDOR PAYMENT

EXPECTED CHECK AMOUNT *

DATE CHECK WAS ISSUED *

INDICATE REASON FOR THIS REQUEST
* ○ I NEVER RECEIVED THIS CHECK * ○ I LOST THIS CHECK * ○ OTHER: ______

INDICATE DISBURSEMENT OF REPLACEMENT CHECK
* ○ MAIL TO ABOVE ADDRES * ○ SPECIAL HANDLING

Checks are automatically mailed unless special handling is selected. Checks that are not picked up by the department within (5) business days are automatically mailed.

I understand that the Stop Payment process will take up to (10) business days before a replacement check can be issued. If I find this check, I will return it to the University and a replacement check will be issued within seven (7) business days. The information I provided is true and correct to the best of my knowledge.

Signature: * Click here to sign

Email: * Enter your email address

SIGNATURE

*

DATE

Zoom out

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

Cal State Fullerton

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

Cal State Fullerton

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 ebusiness@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

Reconciliation Process - Concur

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
  https://csuf-afit.screenstepslive.com/m/75002/l/1128298-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 a 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.

HOSPITALITY D11

HOSPITALITY EXPENSES APPROVED FUNDING MATRIX		
EXPENSE	FUNDS	
	STATE	AO
1) Entertainment Services Reasonable expenses as part of a public purpose event includes, but is not limited to, equipment and venue rental, decor, music, and performers.	YES	YES
2) Food and Beverage (non-alcoholic) Reasonable provision of a meal (catered or restaurant) or light refreshments (beverages, hors d'oeuvres, pastries, cookies).	YES	YES
3) Awards and Prizes Something of value given or bestowed upon an individual, group, or entity in recognition of service to the university or achievement benefiting the university or with the expectation of benefit accruing to the university or for other occasions that serve a bona fide business purpose.	YES	YES
4) Promotional Items Items that display the name, logo or other icon identifying the university such as a keychain, coffee mug, calendar, or clothing.	YES	YES
5) Membership in Social Organizations University clubs, athletic clubs, civic organizations and other membership organizations that provide a venue for hosting hospitality events or a means for promoting goodwill in the community. Memberships in business leagues, chambers of commerce, trade associations and professional organizations are considered a regular business expense and are not governed by this policy.	NO	YES
6) Fundraising Events	YES	YES
7) Alcoholic Beverages	NO	YES

HOSPITALITY D11

Attachment E

CALIFORNIA STATE UNIVERSITY, FULLERTON — HOSPITALITY (D11) DOCUMENTATION AND APPROVAL FORM

Name (Requestor or Procurement Cardholder) | Name (Preparer) | Date | Department | Extension | Procurement Card Month | Requisition Number

State Funds | CSUF ASC | Philanthropic Foundation | ASI

Documentation Description/Definition (Refer to the Hospitality (D11) Administrative Guidelines for details)	Fund Restrictions (If Any)	Amount	Name of Event/Description of Gift or Item List of Attendees/Guests/Recipients and their Affiliations *
Awards Items of tangible personal property given in recognition of service or achievements directly benefiting the University. Gift card and gift certificates do not quality as items of tangible personal property.			
Non Student Awards Including faculty/staff retirement, length of service (at least 5 years) or faculty/staff/donor/volunteer or community member recognition awards.	All Funds Allowed		
Student Awards	All Funds Allowed		
Entertainment Services Expenditures incurred in connection with events or activities that are primarily social or recreational (e.g., equipment and venue rental, décor, music, performers).	Auxiliary Funds		
Event Attendance Attendance at a university-sponsored or community event when 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 includes spouses/partners of university employees when it is customary or socially acceptable for spouses/partners to attend.**	All Funds Allowed		
Food and Beverage (Excluding Alcohol) Including but are not limited to meals (catered or restaurant) and light refreshments (e.g.,beverages, hors d'oeuvres, pastries, and/or cookies). Events may include meetings, conferences, receptions or other events. ***Food and Beverage expenses for meetings that occur on a regular or frequent basis are not permitted.***			
Food and Beverage at Events Attended By Official University Guests (Please refer to Maximum Per-Person Rates for Hospitality Meals and Light Refreshments document)	All Funds Allowed		
Food and Beverage at Events Attended Only By University Employees (Please refer to Maximum Per-Person Rates for Hospitality Meals and Light Refreshments document)	All Funds Allowed		
Gifts Items of value given or bestowed upon an individual, group, or entity with the expectation of a benefit accruing to the University, including donor or volunteer recognition; get well or memorial floral or other arrangements or memorial donations made on behalf of the university in the event of a serious illness, injury or death of a university employee, an individual external to the university who had a close educational, community, business, or philanthropic relationship with the university, or a student. Memorial floral or other arrangements or donations also may be provided in the event of a death of a member of a university employee's immediate family.	Auxiliary Funds		
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 identified in this category require this form to be approved by the Vice President of University Advancement or their designee.***	All Funds Allowed		
Promotional Materials Items of nominal value and bear the University logo or other University symbol distributed to promote the name or image of the University, provide information, or enhance University productivity.	All Funds Allowed		
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 means for promoting goodwill in the community. Memberships in business leagues, chambers of commerce, trade associations and professional organizations are considered a regular business expense and are not governed by this policy.	Auxiliary Funds		
Alcoholic Beverages	Auxiliary Funds***		

*At the discretion of the Division Head or designee, 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 by an employee and, as appropriate, by the employee's spouse/partner satisfies these requirements. Hospitality (D11) event attendance requirements do not apply to meetings or conferences covered by an approved travel authorization.

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

Approval of Division Head or Designee (Delegation of approval authority must be approved by the Division Head and be on file in Finance and each auxiliary organization.) A Division Head may elect to designate more than one individual to authorize Hospitality (D11) expenditures on 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 pertinent section of Hospitality (D11) Administrative Guidelines have been met.

Division Head (VP or equivalent) or Designee Approval ____________ Date ____________

Instructions are at www.finance.fullerton.edu
Question? Email Directive11@fullerton.edu

Cal State Fullerton

Executive Travel Audit, Honorariums

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

Executive Travel Audit Continued

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.

Honorarium Sample

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 her 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

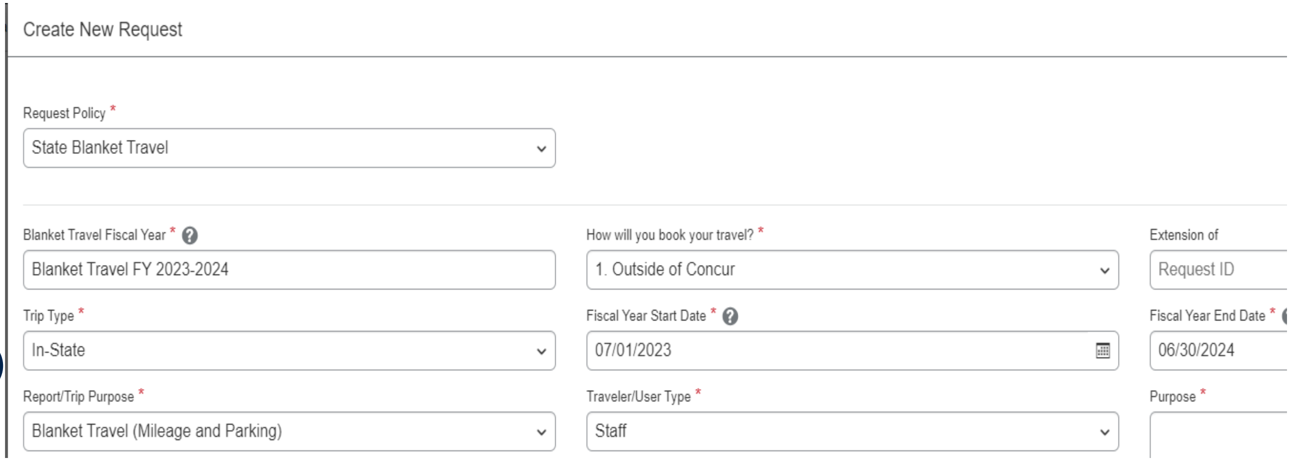
Cal State Fullerton

Blanket Travel

Presented by:

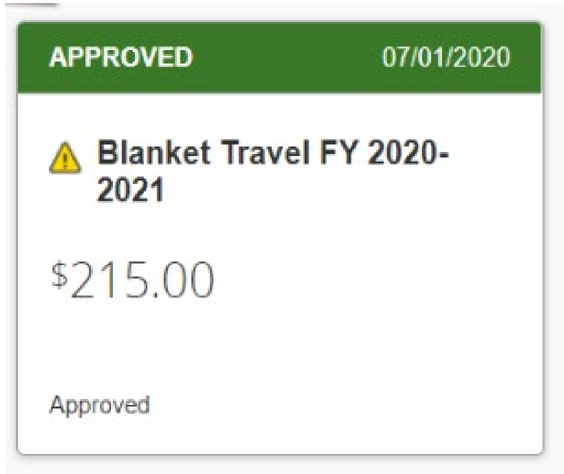
Aundrea Hyde

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

Cal State Fullerton

Concur, Travel, Split Funding

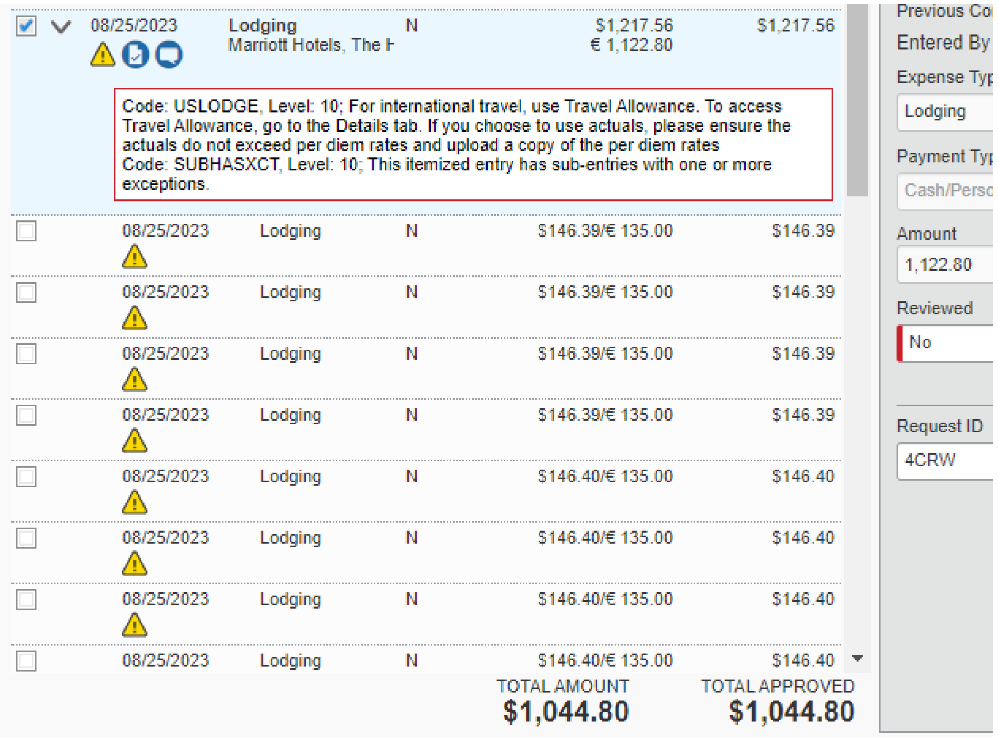
Presented by:

Zarita Moore

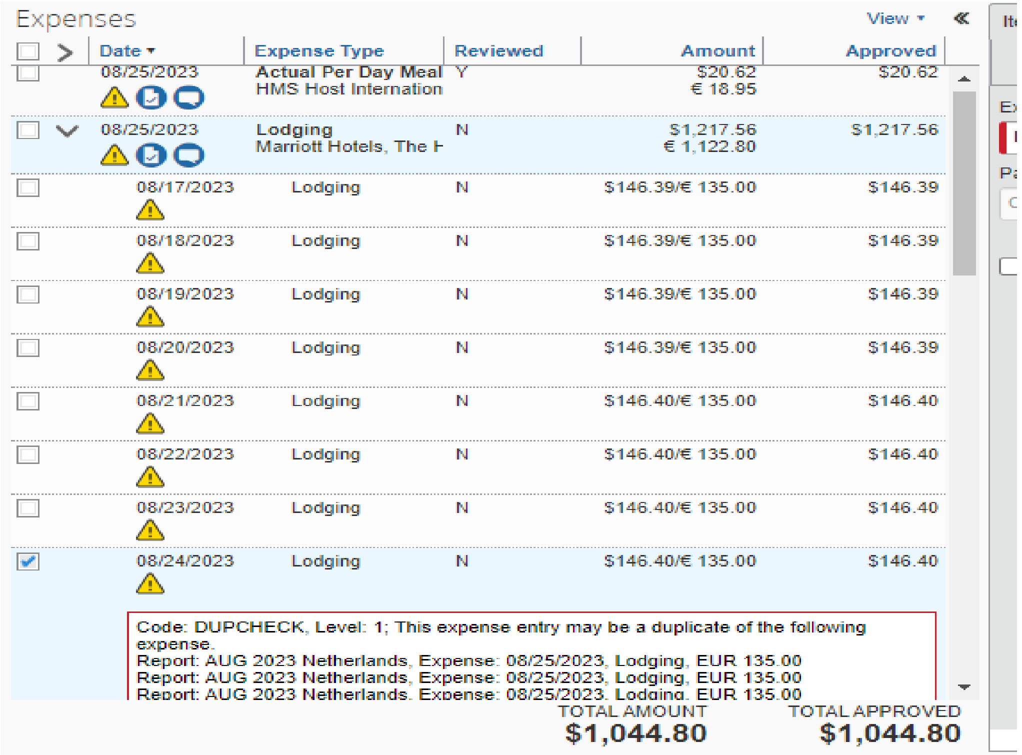
Reasons for Returned Travel Expense Report

Itemizing Lodging for International Travel

Incorrect



Correct



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

Expenses

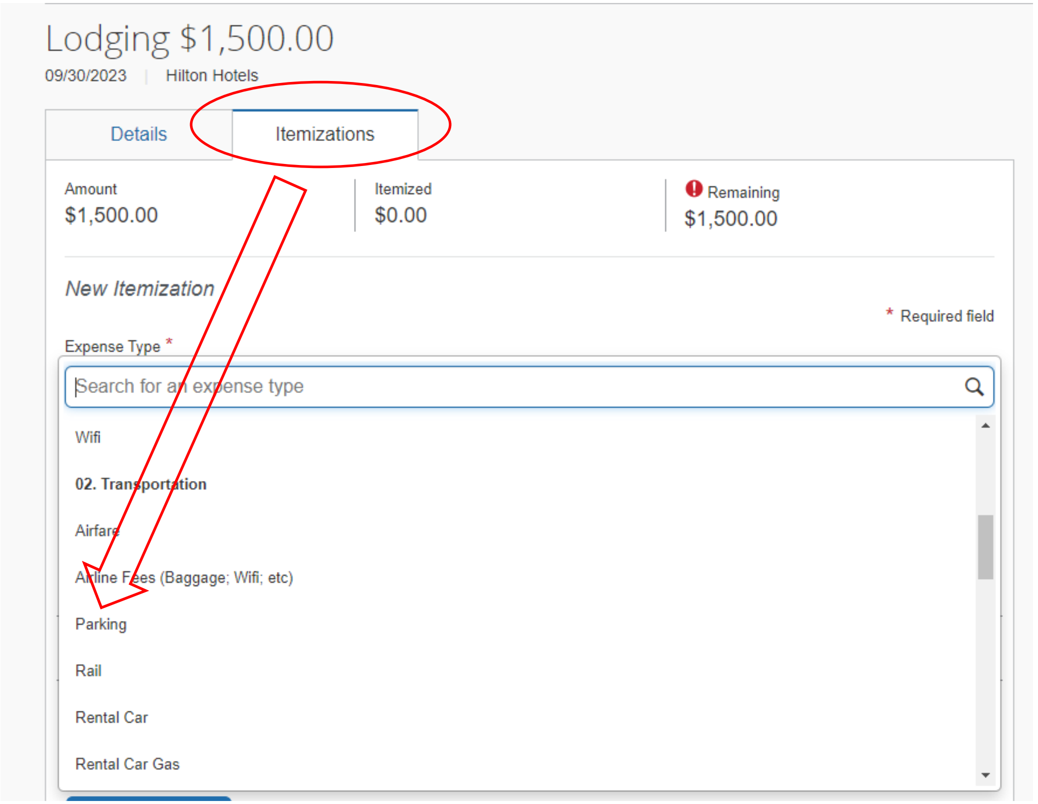
Date	Expense Type	Reviewed	Amount	Approved
06/04/2022	Lodging Hyatt Hotels, San Diego, (	N	$1,320.80	$1,320.80
05/30/2022	Lodging	N	$181.00	$181.00
05/30/2022	Lodging Tax	N	$67.16	$67.16
05/31/2022	Lodging	N	$181.00	$181.00
05/31/2022	Lodging Tax	N	$67.16	$67.16
05/31/2022	Parking	N	$40.00	$40.00
06/01/2022	Lodging	N	$181.00	$181.00
06/01/2022	Lodging Tax	N	$67.16	$67.16
06/02/2022	Lodging	N	$181.00	$181.00
06/02/2022	Lodging Tax	N	$67.16	$67.16
06/03/2022	Lodging	N	$181.00	$181.00
06/03/2022	Lodging Tax	N	$67.16	$67.16
06/03/2022	Parking	N	$40.00	$40.00

Correct

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

06/08/2022	Lodging Portola Hotel, Monterey, C	N	$448.34	$448.34
06/08/2022	Lodging	N	$164.00	$164.00
06/08/2022	Lodging Tax	N	$28.81	$28.81
06/08/2022	Parking	N	$31.36	$31.36
06/09/2022	Lodging	N	$164.00	$164.00
06/09/2022	Lodging Tax	N	$28.81	$28.81
06/09/2022	Parking	N	$31.36	$31.36



Parking expense type is available when itemizing the Lodging

Do not include Meals on the itemization

Expense Type Missing from Travel Request

Expense Type Claimed

Expenses   View ▾

Date ▾	Expense Type	Reviewed	Amount	Approved
08/08/2023	Rail McPherson Last, Wa	N	$2.65	$2.65
08/06/2023	Lodging Embassy Suites, Wa	Y	$969.36	$969.36
08/06/2023	Airline Fees (Bagga United Airlines, Wash	N	$60.00	$60.00
08/06/2023	Actual Per Day Mea Washington DC best	N	$29.70	$29.70

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

Expenses Approved on Travel Request

REPORTS:

Remaining

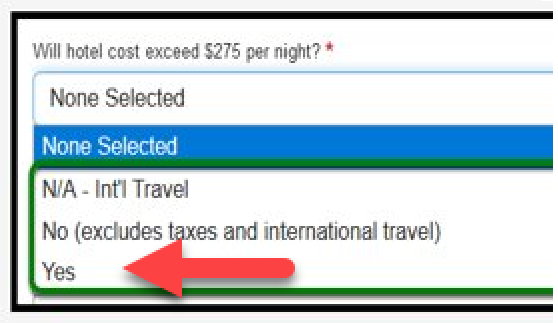
$2,466.45

EXPECTED EXPENSES

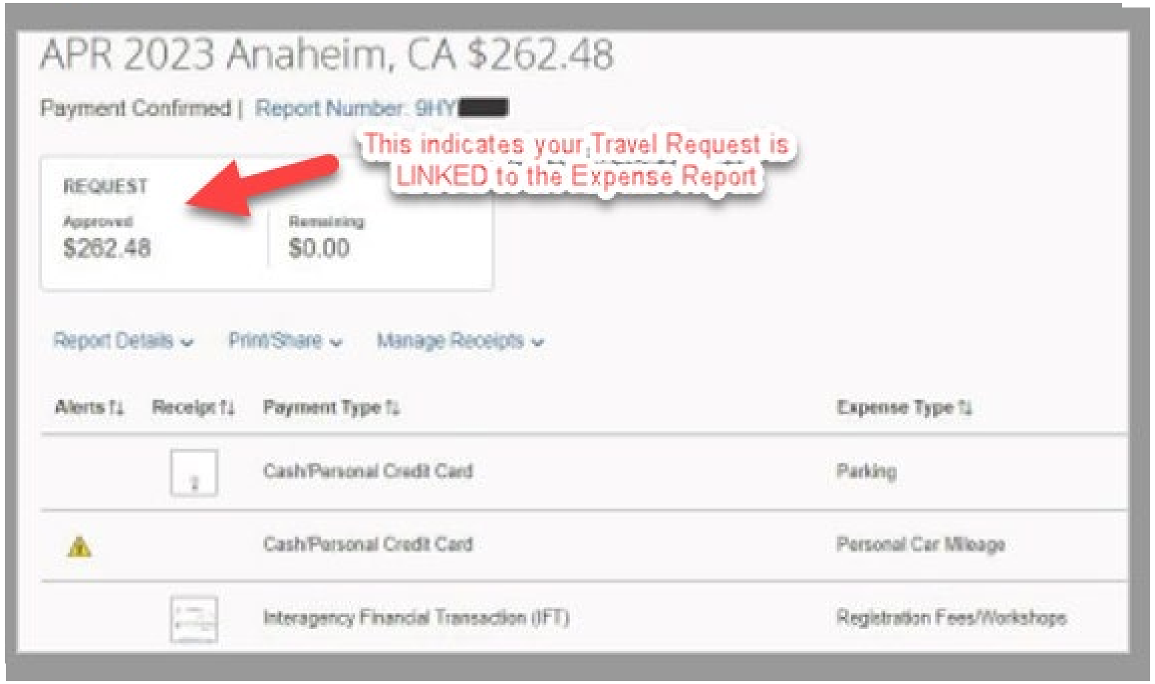
Alerts	Expense type	Date	Amount	Requested
	Hotel Reservation	08/02/2023	$1,211.70	$1,211.70
	Actual Per Day Meal Expense(s)	08/02/2023	$385.00	$385.00
	Registration Fees/Workshops	08/02/2023	$315.00	$315.00
	Miscellaneous Travel-Business Expenses	08/02/2023	$149.00	$149.00
	Air Ticket	08/02/2023	$405.75	$405.75
				$2,466.45

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

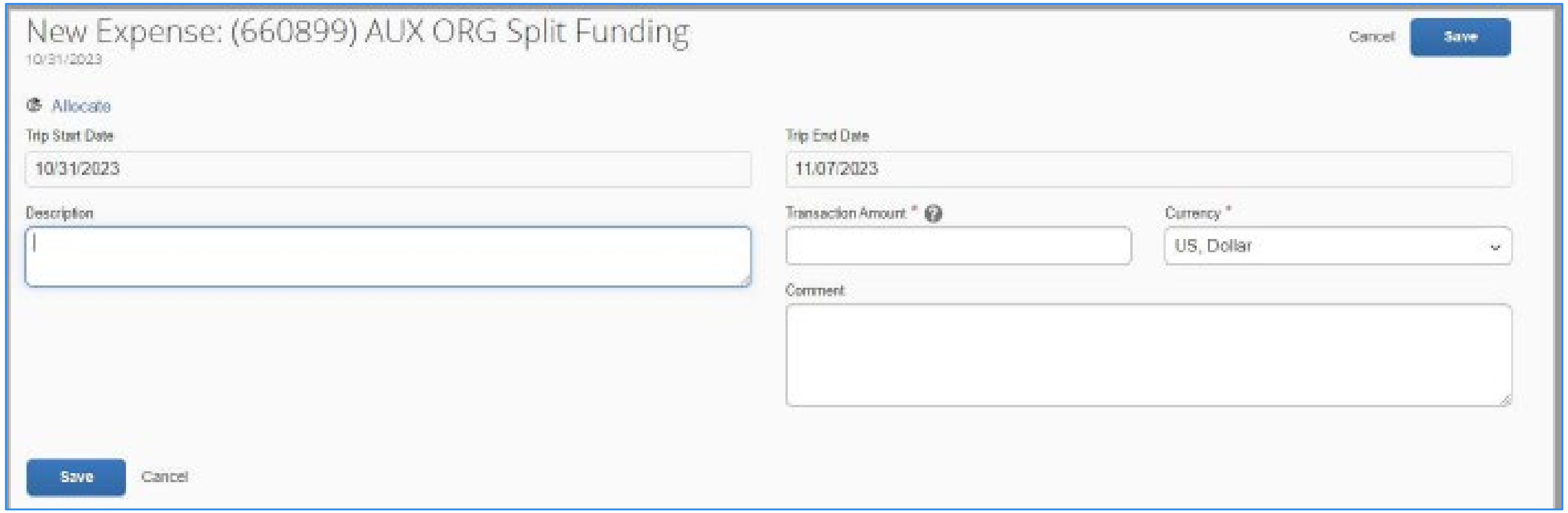
Multiple Source Funded – State and ASC Funded or CSFPF Funded

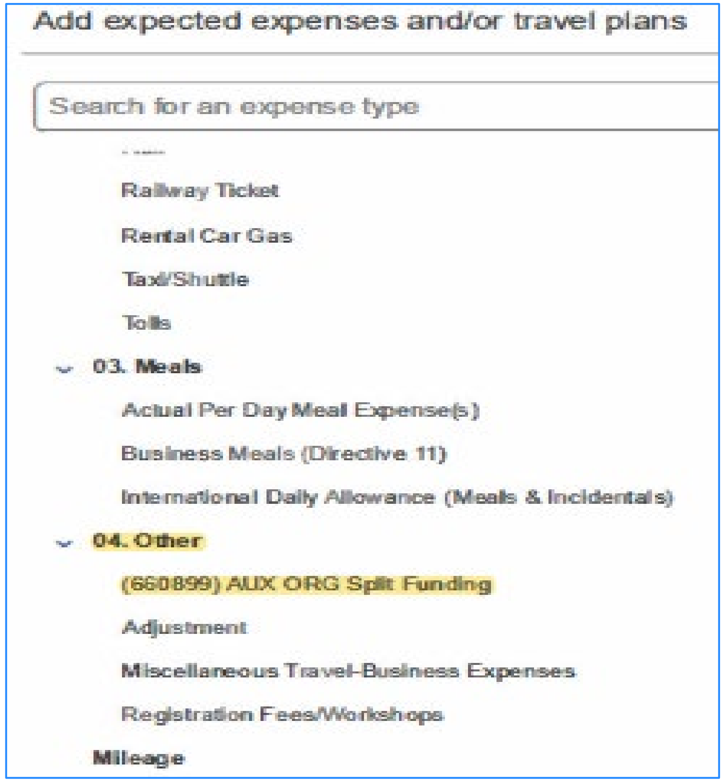
Submit Travel Request on Concur

- 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


Oct 2023 Honolulu, HI $4,650.00

Not Submitted | Request ID: 4FLX

More Actions | Submit Request

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add | Edit | Delete | Allocate

Alerts	Expense type	Details	Date	Amount	Requested
	(660899) AUX ORG Split Funding		10/31/2023	$1,000.00	$1,000.00
	Hotel Reservation	Honolulu, Hawaii	10/31/2023	$1,750.00	$1,750.00
	Parking		10/31/2023	$250.00	$250.00
	Registration Fees/Workshops	Honolulu, Hawaii	10/31/2023	$900.00	$900.00
	Air Ticket	Santa Ana (SNA) - Honolulu (HNL) : Round Trip	10/31/2023	$750.00	$750.00
					$4,650.00

Split Funding Process Flow

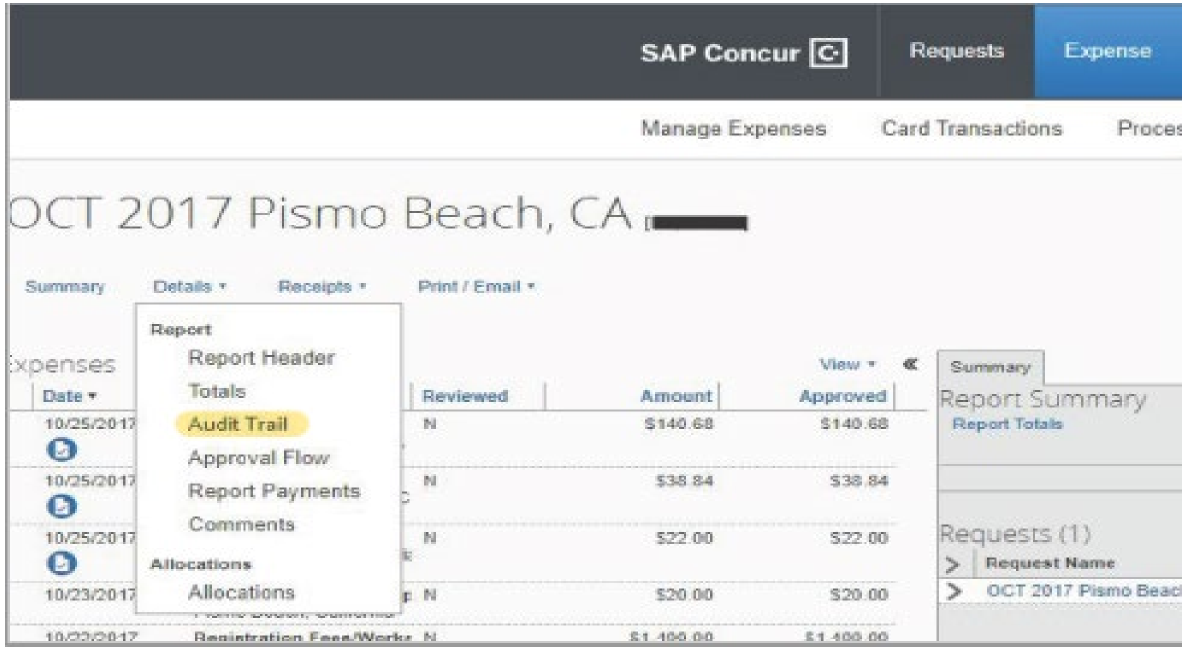
Start Here

1. Submit Travel Request (TR), if traveling international submit insurance request first
2. Send approved TR to Auxiliary (AUX)
3. AUX to approve Auxiliary funds
4. Travel occurs
5. Create a Travel Expense Report (TER) within 60 days from travel
6. Copy of TR with AUX approval uploaded to Travel Claim
7. Travel Operations to review TER
8. Once TER approved by Travel Operations, approved TER forwarded to Aux for final approval of expenses
9. Reimbursement is processed to traveler
10. Request for invoice is processed

Finish Here

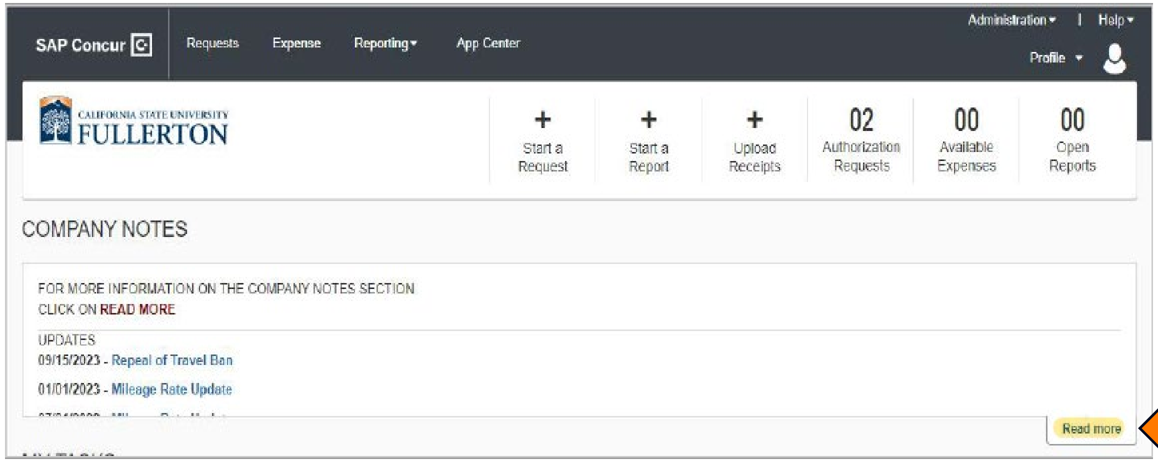
Helpful Resource

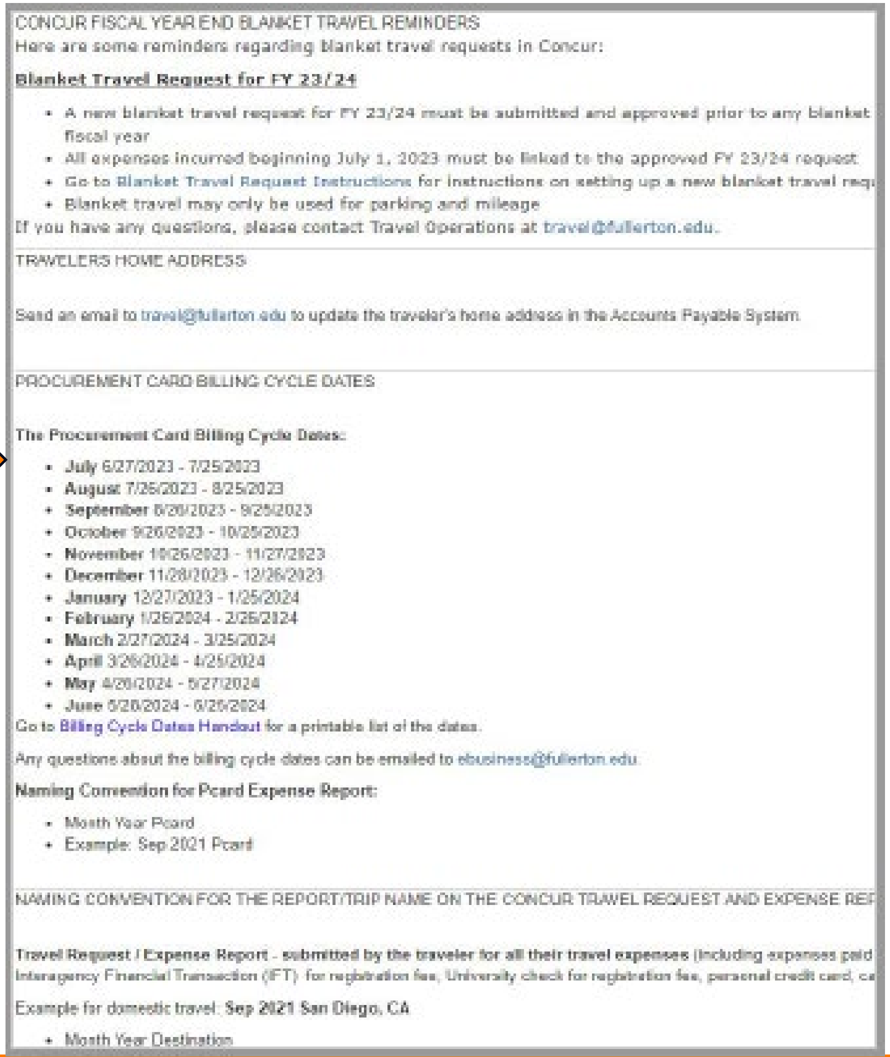
To verify Payment status



Helpful Resource

Concur - Company Notes





CONCUR FISCAL YEAR END BLANKET TRAVEL REMINDERS

Here are some reminders regarding blanket travel requests in Concur:

Blanket Travel Request for FY 23/24

- 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 requ
- 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** 6/27/2023 - 7/25/2023
- **August** 7/26/2023 - 8/25/2023
- **September** 8/26/2023 - 9/25/2023
- **October** 9/26/2023 - 10/25/2023
- **November** 10/26/2023 - 11/27/2023
- **December** 11/28/2023 - 12/26/2023
- **January** 12/27/2023 - 1/25/2024
- **February** 1/26/2024 - 2/26/2024
- **March** 2/27/2024 - 3/25/2024
- **April** 3/26/2024 - 4/25/2024
- **May** 4/26/2024 - 5/27/2024
- **June** 5/28/2024 - 6/25/2024

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

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

Naming Convention for Pcard Expense Report:

- Month Year Pcard
- Example: Sep 2021 Pcard

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

Travel Request / Expense Report - submitted by the traveler for all their travel expenses (including expenses paid Interagency Financial Transaction (IFT) for registration fee, University check for registration fee, personal credit card, ca

Example for domestic travel: **Sep 2021 San Diego, CA**

- Month Year Destination

Concur User Guides

> 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

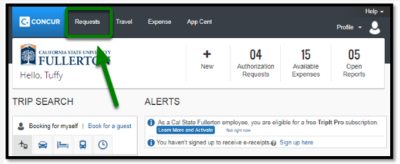
+ Concur (General) 7
+ Concur Profile Set-up 5
− Travel Request 10
  - Travel Request
  - Available Travel Request Expenses
  - Adding Expenses to a Travel Request
  - Amended Travel Request
  - Allocating Expenses within a Travel Request
  - Closing Requests
  - Travel Request Adjustments Expense Type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

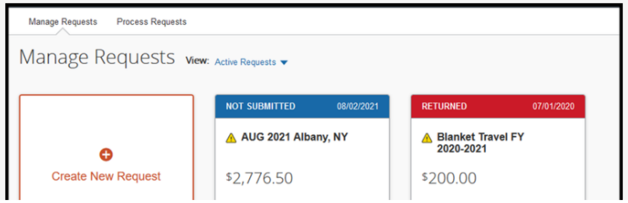
Before closing your travel request and blanket travel request, please confirm that you meet the following requirements:

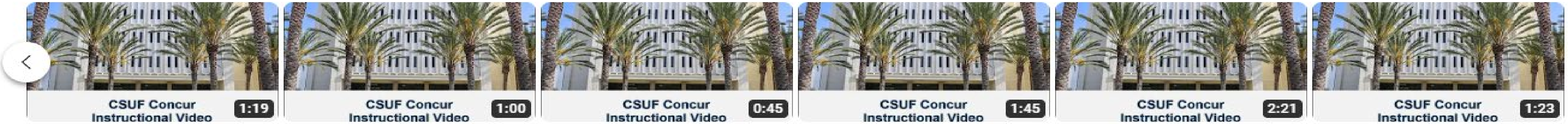
- All of your travel-related expenses have been accounted for on your expense reports.
- There are no other expenses that need to be claimed or reconciled in Concur.
- Travel Operations have officially approved your travel expense reports.

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



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





Travel Request Allocations	Travel Request Attachments	Travel Request Approval Flow	Closing Travel Request	Personal Car Mileage	Lodging Itemization
38 views • 1 year ago	45 views • 1 year ago	46 views • 1 year ago	43 views • 1 year ago	36 views • 1 year ago	51 views • 1 year ago
CC	CC	CC	CC	CC	CC

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 adhere to 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 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

Department Directors	Contracts & Procurement
Alex Rosales, DVBE/SB Advocate Director of Contracts and Procurement **Sally Yassine** Associate Director of Public Works	**Charles Almanza** - Buyer II **Ryan Benavidez** - Buyer I **Loren Skoug** - Buyer I **Claudia Ceballos** - Admin Support Assistant II

E-Business & P-Card

Cynthia Aguirre - E-Business Program Specialist

Cris Godines - E-Business Programs Assistant

https://financialservices.fullerton.edu/cp/

Contacts

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Questions & Answers?