

Cal State **Fullerton**

IRA Information Sessions with Campus Partners

Fall 2024

September 12, 2024

10:00am -12:00 pm

Zoom Session



Cal State **Fullerton**

Simplifying Accounts Payable Processes

Presented By:

CSUF

**Accounts Payable
and Travel Operations**

ADMINISTRATION AND FINANCE



Simplifying Accounts Payable Processes



AGENDA

- Honorariums
- Accounts Payable
 - Check Request
- Tips to Combining PDF
- Travel Operations
- Honorariums
- Timelines
- Resources
- Contacts

Honorariums

Continue

- Use account 660832 for Honorarium Payments
- Honorariums are granted to individuals as a token of appreciation without prior obligation to make a payment.
- Should occur no more than once per semester, events should not exceed 9 days
- Submit Honorarium Form with Check Request Form

Discontinue

- If fees are negotiated with an individual, i.e., hotel, airline, pay rates, etc. This is NOT considered an honorarium payment.
- Exceeds 9 Days
- Occurs more than once per semester

* If the engagement is reoccurring for an individual.

Work with Procurement and Contracts to obtain a Purchase Order. See Procurement Pathways Presentation.

Accounts Payable - Invoices

- Invoices should be submitted with all proper approvals ahead of the due date listed on the invoice
 - Timely received invoices are paid Net 30 from date of invoice unless terms specify differently
- IRA fund availability should be checked before the funds are to be expensed

***IMPORTANT:** IRA funding that receives both state and non-state funding sources (Auxiliary, i.e. ASC, Philanthropic, etc.) should have the same approver across funding sources

Accounts Payable – Check Request

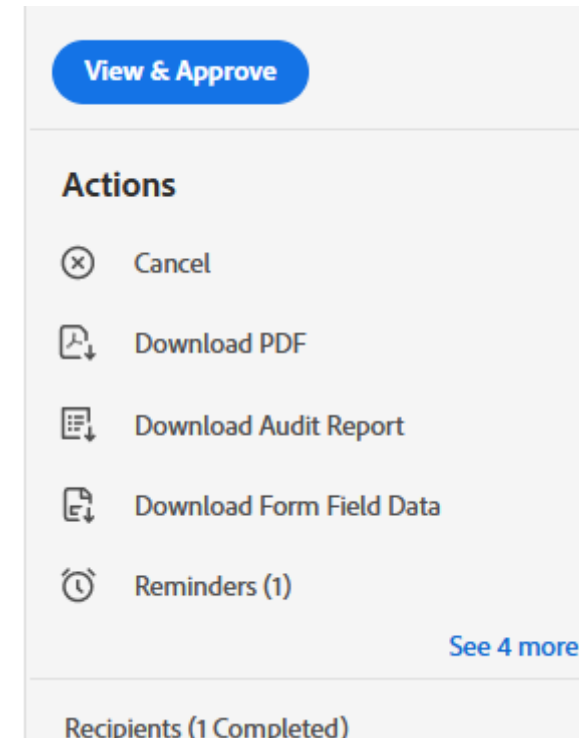
- Review proper DOA on file for individual approval and signing, attach audit trail
- Submit via e-submission link
 - https://financialservices.fullerton.edu/controller/ap_travel/services/payments/ESubmit.php
- Combine audit trail and form into one document when submitting

VENDOR LINKS FOR CHECK REQUESTS

[Check Request Submission](#)

Accounts Payable – Check Request Combining a PDF

1. Log in to Adobe to view the full report on a webpage
 - Link is available via email confirmation of completed document
2. Click Download PDF
 - Download will contain both Audit Trail and signed document.



Accounts Payable – Reimbursements

- Reimbursements related to travel are handled via Travel Request and Travel Expense Claim process
 - Faculty and Staff will submit via Concur
 - Student employees on official university business use Concur
 - Students traveling on University Business a paper travel claim is used
- Non-travel reimbursements can be handled via the Petty Cash process for Faculty and Staff, if amount is less than or up to \$50
 - Petty Cash Disbursement Voucher (STD. 439) should be submitted with all approvals and necessary receipts
 - Once approved by Accounts Payable, form and approval is taken to cashiers and cash is provided

Accounts Payable – Reimbursements

- Reimbursements not related to services can be processed via Check Request
- Allowable reimbursements include:
 - Subscriptions/memberships
 - Permits/license fees
 - Accreditation fees
 - Auxiliary payments (must still follow state guidelines)
 - Books/publications
- Disallowed:
 - Personal reimbursements
 - Travel reimbursements

All efforts should be exhausted to mitigate out-of-pocket expenses by students

Petty Cash

Allowable

- To purchase low value goods when P-card isn't available, less than or up to \$50
- Course/classroom supplies
- Preapproved printed materials that promotes or represents the university

Disallowed

- Payroll related payments
- Payment for services (Contractors)
- Inventory equipment
- Restricted goods and services
- Entertainment
- Alcohol
- Travel expense or other personal obligations

Accounts Payable – Hospitality

Purpose: This policy governs the manner and extent to which CSUF and its auxiliaries may provide hospitality to employees, students, donors, guests, visitors, volunteers, and other individuals as part of a business meeting, recreational, sporting, or entertainment event, or other occasion that promotes the mission of the university. This policy also addresses meals served to employees as part of a morale-building function and meals provided to prospective students, employees, donors, and official guests.

A Hospitality Justification Form (D-11) should be filled out and approved prior to procuring items for Entertainment Services, Recreational, Sporting, and Entertainment Events/Activities, Food and Beverages (Non-Alcoholic) including Group Travel, Students and Prospective Students, Awards/Prizes and Service Recognition, Promotional Materials

Accounts Payable – Hospitality Resources

Hospitality Justification Form

* The Hospitality Justification Form should be filled out and approved prior to the event occurrence and purchases being made.

Hospitality Policy

* See Appendix A (Pages 15-16 for a quick guide)

Maximum Food & Beverage Rates	
Description	Per-Person
Breakfast	\$45.00
Lunch	\$60.00
Dinner	\$110.00
Light Refreshments	\$45.00

Cal State **Fullerton**

Travel Operations

Presented By:

CSUF

**Accounts Payable
and Travel Operations**

ADMINISTRATION AND FINANCE



Travel Tips

Students

- Students must submit the CSUF Waiver of Liability Form and Student Code of Conduct Agreement Form.
- **NOTE:** The above does **not** apply if a student is traveling in their role as a student employee.

Faculty

- Faculty are required to submit their travel request through Concur
- Faculty-led study abroad/away programs operate under formal agreements, student travel is authorized by the fully authorized agreement, paper TR's are only necessary if direct reimbursements will be given

***Travel request should be submitted:**

Domestic- 4-6 weeks prior to departure date
International- 6-8 weeks prior to departure date

Blanket Travel Policy

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

Regularly Scheduled Work Day, mileage is calculated as follows:

Departing from work location – Mileage may be claimed from work location to destination

Departing from residence – Mileage may be claimed from the lesser of the two locations (work location to destination or traveler's residence to destination)

Regularly Scheduled Work Day, mileage is calculated as follows:

Returning to work location – mileage may be claimed from destination to work location

Returning to residence – mileage may be claimed from the lesser of the two locations (destination to work location or from destination to traveler's residence)

Regularly Scheduled Day Off, mileage is calculated as follows:

Mileage may be claimed from residence to destination

Blanket Travel Request

Blanket Travel Request

Travel within California, travel dates within a fiscal year (July 1st to June 30th) and only to be used for mileage, parking, and tolls (excluding FastTrack, Express Lanes, or equivalent)

Naming Convention for Blanket Request

Report Name: Blanket Travel FY 2024 – 2025

Fiscal Year Start Date: 7/1/2024 Fiscal Year End Date: 6/30/25

Blanket Travel

Travel Expense Report

A separate Travel Expense Report **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 separate Travel Expense Reports and not combined to avoid duplicate payments.

Naming Convention for Blanket Travel Expense Report:

Report Name: Blanket Travel DEC 2023

Month Start Date: 12/01/2023 Month End Date: 12/31/2023

Study Abroad

For study abroad trips, contracts must be fully executed before deposits will be made

Start this process early, this requires signatures from various individuals in different departments

Contracts must be vetted and executed through Contracts & Procurement
***NOTE:** Only C&P are authorized to sign agreements/contracts.



Timeline for successful submission

Domestic Travel At-a-Glance



INITIATION

Submit Travel Request at least 30 days in advance and no less than 10 days prior to travel



30 BUSINESS
DAYS

PLANNING

After request is approved, you can begin to plan and reserve items for your trip



TRAVEL

Travel occurs, keep itemized receipts, have the Concur App downloaded to save and start expense claim



SUBMIT

Submit expense claim within 60 days from the end of travel



<60
BUSINESS
DAYS

CLOSURE

After department approvals, Travel department will review within 10 days



<10
BUSINESS
DAYS

Timeline for successful submission

International Travel At-a-Glance



INITIATION

Submit Travel Request at least 45 days in advance

>45
BUSINESS
DAYS



PLANNING

After request is approved, you can begin to plan and reserve items for your trip



TRAVEL

Travel occurs, keep itemized receipts, have the Concur App downloaded to save and start expense claim



SUBMIT

Submit expense claim within 60 days from the end of travel

<60
BUSINESS
DAYS



CLOSURE

After department approvals, Travel department will review within 10 days

<10
BUSINESS
DAYS



Resources

Student Travel:

- <https://adminfin.fullerton.edu/travel/services/Student.php>

Field Trips:

- <https://hr.fullerton.edu/risk-management/insurance-programs/academic-safety/taking-a-class-on-a-field-trip/>

Travel:

- <https://adminfin.fullerton.edu/travel/>

Faculty Travel Help within the College:

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

Contact Us

Accounts Payable

ap@fullerton.edu

Travel (paper & policies)

travel@fullerton.edu

Concur (online)

concur@fullerton.edu

Voicemail: 657-278-4278

Cal State **Fullerton**

Risk Management – Field Trips

Michael Coughlin



Field Trips

- **What is a Field Trip?**
- An off-campus group learning activity led by a faculty or staff member who travels with the group.
- Here is the link to the Academic Field Trip Guidelines from the Risk Management website:
<https://hr.fullerton.edu/documents/risk-management/AcademicFieldTrips.pdf>

Field Trips (continued)

- As a rule of thumb, the department/college should have the students sign the University's Waiver of Liability and a Student Code of Conduct prior to the trip.
- <https://hr.fullerton.edu/forms/NewCSUFWaiverOfLiability.pdf>
- <https://hr.fullerton.edu/documents/risk-management/Student%20Conduct%20Agreement.pdf>

Field Trips (continued)

- The department/college should also compile an emergency contact roster for attendees.
- A downloadable sample of the roster can be found on the HRDI website under Risk Management forms.
- Both links from the previous page can also be found in the same location.
- Department/college maintains all 3 forms for 3 years after the field trip.

RESOURCES and WHO TO CONTACT

Resources:

[Risk Management Academic Field Trips](#)

Who to contact:

Email: **risk@fullerton.edu** or call (657) 278-8673 for more information

Cal State **Fullerton**

Foreign Travel Insurance Process

Requesting Foreign Travel Insurance



Foreign Travel Insurance- Student Process

- Students traveling internationally do not have access to submit their own travel insurance request. This includes study abroad, faculty-led study abroad, international internships, and students attending conferences with faculty.
- Students should register with International Programs-SAGE if they plan on traveling abroad for information on how to proceed.

Foreign Travel Insurance- Faculty Process (Includes Study Abroad Programs)

DO

- 1) Request your Foreign Travel Insurance right away.
- 2) Each traveler will receive via email a copy of their travel insurance request.
- 3) Prepare your Concur Travel Request simultaneously.

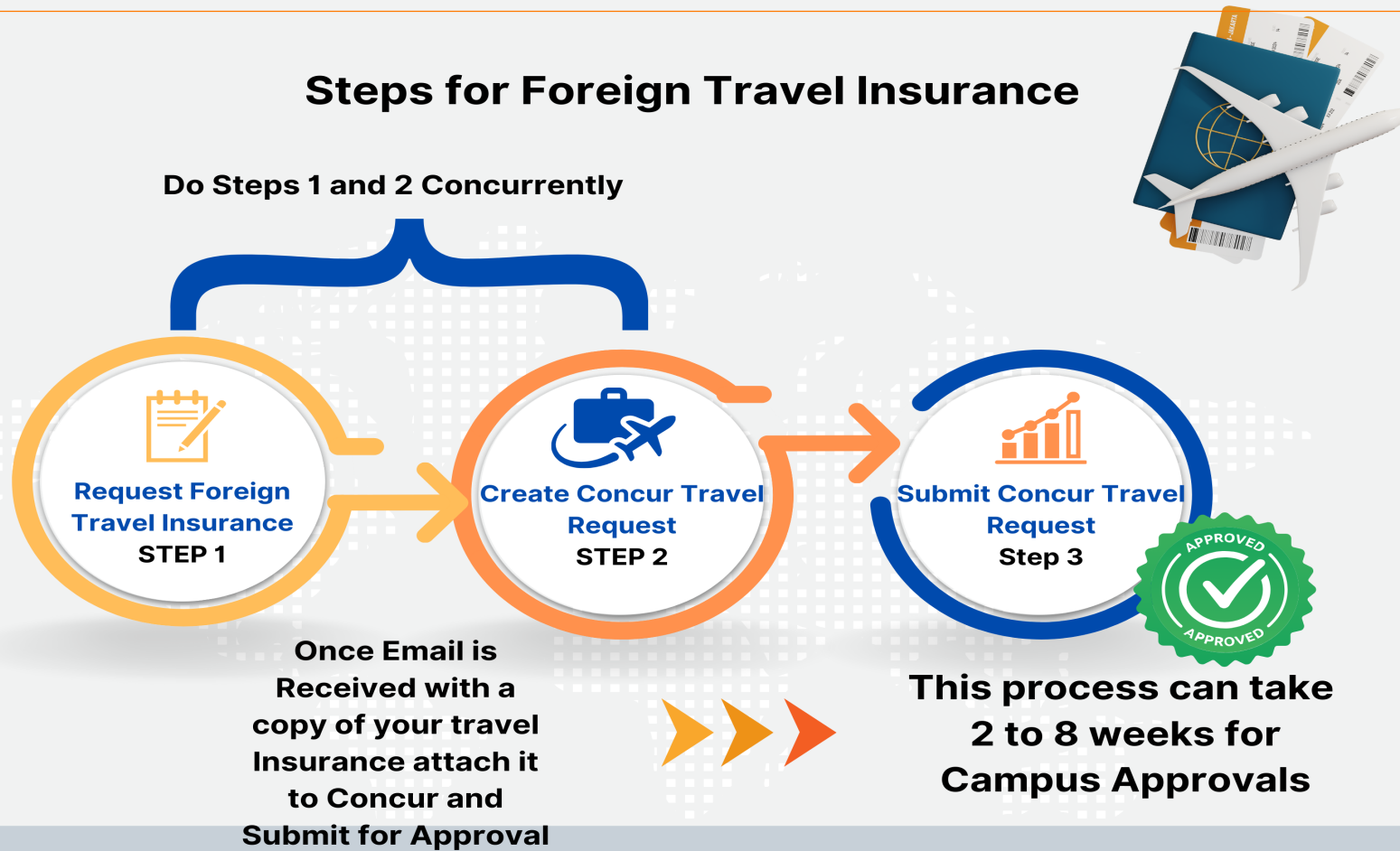
DON'T

- 1) Wait to request Foreign Travel Insurance
- 2) Wait to prepare a Concur Travel Request! Approval routing process takes about 8 weeks or more to obtain campus approval.
- 3) Forget to upload insurance request into the Concur Travel Request

* Risk Management and Compliance processes ALL State-Funded international travel insurance requests.

Foreign Travel Insurance- Steps

Steps for Foreign Travel Insurance



* Risk Management and Compliance processes ALL State-Funded international travel insurance requests.

Foreign Travel Insurance- Faculty Process (Items that Cause Delays in Processing)

- Your travel insurance request dates and destinations **must match** your Concur travel dates and destinations. Including layovers or connecting flights.
- **Do not combine** University business travel with Personal travel on your travel insurance request. Enter each destination separately, even if personal travel is within the same country
- Foreign Travel Insurance cannot be released until Risk Management and Compliance receives a campus approved Travel Request from the Provost's Office.

* ASC processes any ASC grant-funded travel with a project number.

Time to Process Foreign Travel Insurance



Foreign Travel Insurance

The process begins with requesting foreign travel insurance and submitting a Concur Travel Request.



Review by Risk Management

The request is reviewed by the Risk Management for high-hazard travel and to ensure insurance request dates/destinations match the traveler's Concur Travel Request



Approval by Provost's Office

The final approval for the Concur Travel Request is required from the Provost's Office before release. (6-8 weeks or more)



Total Processing Time

Securing foreign travel insurance takes about 2 business days. Insurance cannot be released until Risk Management receives final approval from the Provost's Office.

NOTE: Travel to a high hazard country requires Risk Management to prepare a risk assessment of the country and request the Provost and President for approval. This approval will be used to secure travel insurance. High-hazard countries are designated by the CSU Risk Management Authority (CSURMA) and the U.S. Department of State travel

RESOURCES and WHO TO CONTACT

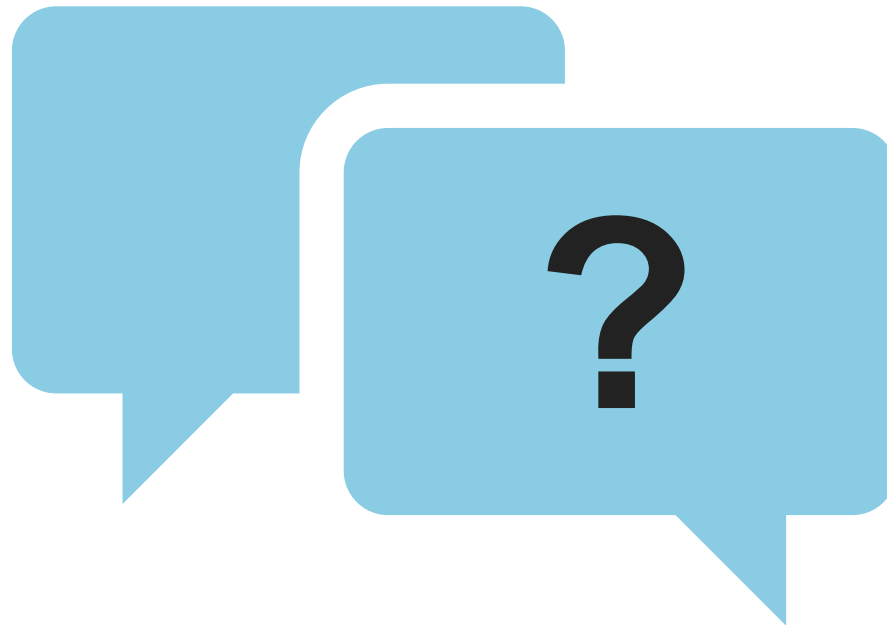
Resources:

[Risk Management Foreign Travel Insurance Website](#)

Who to contact:

Email: foreigntravel@fullerton.edu or call (657) 278-7346 for more information

Questions & Answers



Cal State **Fullerton**

**Please complete this short survey.
Your feedback is instrumental in
helping us develop value-added
content for our campus community.**

[Survey Link](#)



NEXT UP: BREAKOUT INFO SESSIONS

**ALL SESSIONS
WILL BE
RECORDED**
with slides uploaded
to the [IRA Website](#)



Unlock the power of financial clarity! In this session, you'll delve into the Chart of Accounts, also known as the Chartfield string, and gain an understanding of account, fund, class, and program codes. Discover how these Chartfield strings craft your budget story within OBIEE, CSUF's financial reporting tool. You'll also learn how to efficiently run and interpret revenue and expense reports.

Budget Clarity



Discover the various methods for procuring goods and services, tailored to meet the unique needs of your program. Learn when to create a Purchase Order, how to obtain IT Authorization, secure a Q Number from E-Business, and effectively use a Procurement Card for seamless transactions.

Procurement Pathways



Master the essentials for managing these critical aspects of your program. Learn how to efficiently process honorariums, handle check and hospitality requests, coordinate travel, organize field trips, and obtain foreign travel insurance—all while ensuring compliance with university policies. We'll provide you with best practices, practical tips, and the tools you need to streamline these tasks.

Streamlined Success



Schedule of Events

Welcome Session (All) 10:00 am- 10:30 am

Break (All) 10:30am- 10:35 am

Session 1 (Pre-Assigned) 10:35 am -11:15 am

Break (All) 11:15 am -11:20 am

Session 2 (Participant Choice, 5 Sessions) 11:20 am- 12:00 pm

Unlock the skills of efficient hiring practices. Whether you're quick-hiring special consultants, hiring student assistants or graduate assistants, setting up position student task profiles, or requesting volunteers, this session will equip you with the knowledge and tools you need. Learn how to navigate each process smoothly and ensure compliance with university guidelines.

Efficient Hiring



Gain the expertise to navigate study abroad programs effectively. Learn about CSUF's requirements and processes for proposing, coordinating, and leading a department/faculty-led program abroad. Understand how Study Abroad and Global Engagement (SAGE) partners with Risk Management to manage risk, ensure student safety, and follow related university protocols.

Global Journeys

