

A scenic view of rolling hills in Monterey Bay. In the foreground, a stone path leads through a field of low-lying vegetation, bordered by a wire fence. A person with a backpack is walking away from the camera on the path. The background features rolling hills under a clear sky, with the ocean visible in the distance.

Cal State **Monterey Bay**



Finance

Business Operations Forum

23 October 2024

Introduction & Welcome

Susan Koch
Director, Accounting

Agenda

1. Welcome by Director of Accounting, Susan Koch (5 minutes)
2. Ice Breaker (15 minutes)
3. Accounting (30 minutes)
 - Travel 101
4. Business Support Services (Procurement) (15 minutes)
 - New Annual Procard Acknowledgement
 - New Procard Approving Official Training
 - P2P Update
5. Closing by Director of Procurement and Contract Services, Sandra Amorim Ruiz (5 minutes)
6. Q&A (20 minutes)



Cal State **Monterey Bay**

Business Operations Forum **UNIVERSITY TRAVEL 101**

Carrie Minard
Otter Travel Desk

Travel Introduction

Travel Agenda:

1. Who does this apply to?

2. Booking Travel

1. RAT
2. CI Azumano / Concur Booking

3. Reporting Travel Expenses

1. Reporting Period
2. Travel Expense Claim
3. Documentation Requirements



Request for Approval of Travel (RAT)

A RAT is required to be completed by the traveler in accordance with Executive Order 688, dated Sep 16, 1998, which:

- Gives Campus President authority to sub -delegate approval authority for travel requests
- Establishes criteria for approval of travel
- **Required** for all Domestic and Foreign Travel 25 or more miles from headquarters
- **Not required** when on Non -Travel status or Non -CSU employee/special consultant (except candidates)

A fully -approved RAT is required by AP in only two instances:

1. When requesting a travel advance (minimum of \$200, not to exceed 75% of “To Be Reimbursed” Total on RAT)
2. As support for the travel expense reimbursement (TEC)



CI Azumano and Concur Travel Booking

- CI Azumano Travel is the current campus travel agency for booking official University travel (for State).
- As the campus travel agent, CI Azumano utilizes the Concur Booking tool.
- All travelers must be registered in Concur in order to book travel as a stateside employee.
- Exceptions: students, prospective employees, contractors.

Note: It is recommended to book travel online; fees are higher with agent -assisted bookings vs. utilizing the online Concur Booking tool.

CI Azumano and Concur Travel Booking

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Tips & Tricks

- Online Concur Booking tool should be the primary modality of booking travel; contacting agents should only be used for complex trips and mid-trip changes. (Think of your fees!)
- Book air, car and/or hotel all in one consolidated itinerary whenever possible to avoid multiple service fees.
- Third party bookings are not recommended. (Often, they are more costly and prohibitive if plans change.)
- Pre-trip changes to airline reservations can be done online in Concur ONCE; subsequent changes must be called in to CI Azumano.
- Unused Ticket Credits (UTC): You no longer need to call an agent to apply a UTC. Book online and any applicable UTCs will be applied to the new flight reservation automatically.
- When emailing CIAzumano for a travel request, use caltravel@ciazumano.com only.
- Do not send emails to concur@ciazumano.com as they will not be answered.



When determining the most economical method of transportation consider the following:

- Direct expenses (i.e. cost of airfare, hotel, car rental, Uber/taxi, shuttle, parking and mileage)
- Indirect costs (i.e. insurance/accident coverage risk, cost to change or cancel a plane fare or hotel reservation)
- Allotted time and employee compensation
- Availability of public transportation
- Number of employees traveling to the same place at the same time – use of carpool, for example, to save costs
- Weather conditions

Note: Per the CSU Policy and to minimize potential issues with reimbursement approvals, a Comparison must be included.

Cost

Travel Economically

Reporting Travel Expenses

- A Travel Expense Claim must be submitted to the Otter Travel Desk within 60 days after the expenses were paid or incurred
- If there is recurrent travel, claims may be aggregated and submitted monthly
- *NOTE: Campus is obligated under IRS regulations to consider amounts as taxable income to the traveler.*
- Submit all travel reimbursement claims on the updated **October 2024 Travel Expense Claim** form.
- Please add comments to the business justification/remarks section to clarify items on the reimbursement.
- Additional travel forms



Reporting Travel Expenses —

Documentation Requirements

- Receipts need to include: name, date, total cost, proof of payment/how it was paid, itemization, and the names of participants if a group activity paid by leader.
- If paying on behalf of someone else, it must be clear who & how many attendees so daily max can be taken into account for all travelers.
- All fields marked with an ‘*’ on the TEC require receipts: Airfare, Lodging, Miles, Ground Transport, Car Rental, Business Expenses
- Gratuities over 20% will not be reimbursed.
- **Missing receipts** — the **Missing Receipt Form** is required to substantiate the expense if no receipt is available.
- **Return of excess travel advance** : If the amount of an advance exceeds the reimbursable expenses, repayment is due to the campus per the travel policy. **Request a deposit slip from the travel desk.** Checks must be made payable to CSU, Monterey Bay.



Meals & Incidental Expenses (M&IE)

- The reimbursement of daily M&IE for travel is a per diem allowance as set forth in the CSU Travel Policy [Appendix E: M&IE Reimbursement Limits](#). Rates are updated every October 1.
- Travelers are eligible for 75% of the total per diem rate on the first and last day of travel. Expenses above the per diem rate will not be paid and are the responsibility of the traveler.
- For travel less than 24 hrs. supported with a lodging receipt, travelers will receive a one day M&IE reimbursement at the 75% rate.
- For current Per Diem rates, see Resource page.
- When a meal is provided, the daily per diem must be reduced by the applicable meal amounts for the meal provided. Agendas are required to be submitted with the TEC in order to verify meals provided
- **Receipts:** Receipts are not required to claim meal and incidental expenses up to the maximum allowable reimbursement rates specified above.
- *NOTE: IRS regulations expects travelers to retain receipts for meals as substantiation that the amount claimed was not in excess of the amount of the actual expense; reimbursements in excess of actual costs are considered taxable income to the traveler.*

Lodging



- The nightly lodging rate for domestic travel based on actual expense incurred may not exceed \$333 per night, excluding taxes and other related charges. University employees are always expected to seek the best value whenever they obtain lodging.
- For lodging above the maximum rate, written justification is required, as well as approval from the appropriate DOA if needed.
- Lodging with a Friend or Relative: a noncash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host and be reimbursed up to \$75.00. *Only one gift per stay may be provided to the host and a receipt is required to*
- Hotel tax waiver for State employees - Travelers should identify themselves as a University State employee and claim exemption from the tax upon arrival. *Using additional waivers and discounts available to government employees is strongly encouraged.*



International Travel



- Approval: Campus President approval is required prior to making any travel arrangements.
- Lodging: Taxes and fees **are** included in the U.S. Department of State Per Diem amount.
- M&IE: No receipts are required. *Receipts for meals must be retained by the employee as substantiation that the amount claimed was not in excess of the amount of the actual expense.*

Taxability of International Travel with Personal Use

When an employee spends a portion of time on personal travel, the traveler's international flight cost is considered entirely for business and is nontaxable, only if the traveler meets AT LEAST one of the following four exceptions:

1. No substantial control – traveler didn't have substantial control over arranging the trip.
2. Outside the U.S. no more than a week (7 consecutive days)
3. Less than 25% of time is spent on personal activities
4. Vacation is not a major consideration

RAT and TEC should clearly indicate personal dates of travel. _____ To determine the anticipated taxable amount:

$$\text{Taxable Portion of the RT flight cost} = \frac{\text{Number of non-business days during travel OUTSIDE the US}}{\text{Total number of days outside the US}} \times \text{RT flight cost}$$

Defensive Driving



- DUB certification – Safety, Risk and Sustainability
- Verifying your Defensive Driving Authorization
- Form STD 261 Authorization to Use Privately Owned Vehicle



Want your travel reimbursement faster?

- Sign up for CSUMB (non -payroll) Direct Deposit!
 - [finance/accounting/university -accounts -payable/direct -deposit -non -payroll/](#)
- Completion of the process takes approximately 7-10 days.
- Once set-up is complete, all reimbursements through CSUMB Common Financial Systems A/P will be paid as an EFT.
- No more waiting for the check to arrive!



Coming in 2025....

- **Concur Travel & Expense implementation** – Full suite of Concur travel applications including travel approval and expense claims (in addition to booking!) with automated workflow and integration into CFS.
- **Training will be provided.** Stay tuned for more information!



Resources

CSU Travel and Business Expense Payments Policy	https://calstate.policystat.com/policy/15645082/latest/#autoid-27xxk
Domestic M&IE Per Diem rates	https://www.gsa.gov/
Non-US M&IE Per Diem rates (US Dept. Of State)	https://aoprals.state.gov/web920/per_diem.asp
International lodging, M&IE Per Diem rates (Department of Defense Travel)	https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/

Travel Contacts

What I need...	Who should I contact?
General AP questions and / or payment inquiries	Accounts_Payable@csumb.edu
Assistance with booking travel	CI Azumano: www.CalTravel.ciazumano.com caltravel@ciazumano.com 1-877-8785 (note: busiest hours are 7am-9am & 3pm-5pm; if possible, refrain from calling during these hours)
Travel insurance, Driving Under Business (DUB) certifications and risk management	risk@csumb.edu
Travel-related questions, payment inquiries and Concur help	NEW: travel@csumb.edu

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**One's destination is never a place, but
a new way of seeing things.**

”

Henry Miller

Any Questions?



office phone 1-831-582-3712



office email
hminard@csumb.edu



office mail
100 Camus Center, Bldg.84 C
Seaside, CA 93955 -8001

Cal State
Monterey Bay



Sandra Amorim Ruiz
Director, Procurement and
Contract Services

Purpose

- Raise Awareness of Policies and Procedures
- Maintain integrity of the purchasing process
- Understand the Responsibilities of both the procard user and approving official.



Meet Calista!

Calista Gasbarri

Card Services Specialist

cgasbarri@csumb.edu

Procard@csumb.edu

831-582-4619



Procard

- Procard Administrator contact:
 - procard@csumb.edu
- To ensure a timely response, do not send any pro card forms or questions to the Procurement email or other Procurement team members. Please direct questions to Calista or to dedicated Procard email.
- All Procard forms can be found on the [Procurement website](#) under “Procard Documents.”

Procard

- In FY 23/24 the campus had \$4,052,758 in Procard spend.
- The Procard is a useful tool for low-dollar purchases, as such, it has guidelines associated with its use.
- An annual acknowledgment helps to inform the user of any changes or updates to the guidelines.

Annual Acknowledgement



Procurement Card Annual Acknowledgment

This form is to be completed by all those in possession of a Procurement Card as an acknowledgment of all responsibilities that accompany being a cardholder.

Cardholder Name

Approving Official Name

Department Name

Last 4 digits of card

I hereby agree to comply with the [Procurement Card Program Handbook](#) and to use the Procurement Card only for authorized University purchases. I have received training and have read and understand the CSU Monterey Bay Procurement Card Program Handbook. _____

INT

The Cardholder accepts the responsibility to review and reconcile the Pro-Card transactions as described below:

- Review transactions posted in CFS and reconcile.
- Attach detailed receipts on expenses incurred.
- Responsible for making sure the monthly pro-card report is completed with detailed receipts, justifications, and appropriate supporting forms attached to match the amount posted before it is submitted to procurement.

I agree to adhere to the policy statement within the Procurement Card Handbook, including the sections entitled:

- What you may purchase with the Pro Card
- Restricted Transactions
- Prohibited Transactions

As a credit card holder, I agree to accept the responsibility for the protection and proper use of the card. I will verify the accuracy of the charges in CFS Finance, forward the reconciliation report and all receipts to my Approving Official, and ensure timely submittal to Procurement. If there is a disputed charge on the statement, I understand it is my obligation to contact the Bank for resolution.

I understand that non-adherence to any of the policies and procedures contained in the Procurement Card Handbook may result in the cardholder's privileges being suspended or canceled.

I hereby acknowledge my responsibility as a Cardholder.

Cardholder Signature

Date

- A new process will have each Procard user acknowledge the rules associated with credit card use.



Annual Acknowledgement Process

- Following this meeting, you will receive the Annual Acknowledgment Form.
- You will receive the Annual Acknowledgment form through AdobeSign.
- Fill out the fields as prompted.
- If you are no longer in need of a Procard, please notify Procard@csumb.edu

Approving Official Training

1. We will immediately begin offering self-paced or virtual guided training for Approving Officials.
2. This training involves a series of slides with critical information.
3. For self-paced, a ten-question quiz will check for understanding.



Procard Review



- On a regular basis the procard transactions will be reviewed to determine whether the credit limit is appropriate and ensure that controls are in place for its usage.
- The Procard Administrator will reach out to the individual card holder with a suggestion to modify the credit limit.



WHAT IS PROCURE TO PAY?



Procure to Pay

- **Streamline Procurement and Payment Processes:** The new Procure to Pay solution will offer a system-wide procurement platform to consolidate disparate data and processes into a single stream-lined electronic solution, increasing automation to reduce manual inefficiencies.
- **Improved User Experience:** For both suppliers and internal customers. Suppliers will benefit from electronic receipt of POs and submission of invoices, timely payment, and **self-service access to check invoice approval and payment status**. Internal Customers will have easy shopping and checkout, access to order and payment status, and a single tool for reconciling purchases and payments.

P2P Implementation Date

- Monterey Bay is scheduled to begin implementation activities in December of 2024, with a Go Live in June 2025. This date is subject to change.
- More information to come as the project timeline is further defined.

Survey

We encourage you to provide feedback not only on today's presentation but also any suggestions for future BOF topics.

Survey link -

<https://app.smartsheet.com/b/form/c276cf3740374c54a980a059593b2190>

Business Operations Forums Presentations

Business Operations Forum Presentation slides are available on the “[Business Operations Forums](#)” section of the [Finance](#) web page.

Today’s presentation will be included shortly.

Finance Office Hours

Accounting

Weekly on Fridays (10/25/2024) at 10:30 a.m.

<https://csumb.zoom.us/j/85852409909>

Purchasing & Contract Services (BSS)

Bi-weekly on Thursdays (10/24/2024) at 11:00 a.m.

[meet.google.com/jbt -vrps -ofz](https://meet.google.com/jbt-vrps-ofz)

Please contact financeasc@csumb.edu for details.



Questions?