

Finance Business Operations Forum

November 16, 2022



California State University
MONTEREY BAY

Agenda

1. Accounting
 - *Travel Responsibilities*
 - *CSU Travel Policy*
 - *Definitions, Policies, and General Guidance*
 - *International Travel Procedures at CSUMB*
 - *Local procedures and forms & TEC Job Aid*
 - *Request for Authorization to Travel*
 - *Travel Expense Claim*
 - *Resources*
 - *Q&A*

2. International Travel Insurance

Break - You Otter Stretch!!

3. Did you Know?
 - CFS Upgrade Reminder
 - Data Warehouse update

4. Next BOF & Finance Office Hours

1. Q&A



Travel on University Business Refresher Training

Susan Koch, Director - Accounting
Shari Mano, Accounts Payable Team Lead



Agenda

- Travel Responsibilities
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 - Definitions, Policies, and General Guidance
- International Travel Procedures at CSUMB
 - Local procedures and forms & TEC Job Aid
- Request for Authorization to Travel
- Travel Expense Claim
- Resources
- Q&A



Travel Responsibilities

- **Traveler (policy link)**
 - Familiar with Policy
 - Follow foreign travel guidelines
 - Expenses must be ordinary, reasonable, not extravagant, and necessary for purpose of business trip.
 - Reimbursement claimed timely (<60days)
 - Certification of travel claim



Travel Responsibilities

- **Approving Authority (policy link)**
 - Delegated authority over funding
 - Ensure expenses were authorized (RAT) and in compliance with policy
 - Ensure expenses ordinary, reasonable, not extravagant, and necessary for purpose of business trip.
 - Validate that expenses were actually incurred and appropriate support included
 - Review & approve business purpose
 - Timely approval (or denial) of travel claim
 - Deny non-business related expenses



Travel Responsibilities

- **Travel Reimbursement Office (i.e. CSUMB Accounts Payable) ([policy link](#))**
 - Review for compliance with policy.
 - Verify appropriate approver.
 - Ensure appropriate documentation is submitted.
 - Process reimbursements and payments.



CSU Travel Policy

CSU Travel and Business Expense
Reimbursements Policy

<https://calstate.policystat.com/policy/10485892/latest/>



Domestic Travel

- 48 Contiguous States (excludes Alaska and Hawaii)
 - Maximum Lodging Allowance - \$275 per night before taxes and fees
 - Daily Meal Allowance (actual expenses)- \$55
 - Daily Incidental Allowance - \$7 a day



Travel to Alaska, Hawaii or U.S. Possessions

- **Lodging**

- Maximum Lodging Allowance - \$275 per night before taxes and fees

- **Meals**

- Paid to employee at per diem rate set by the US State Department.

https://aoprals.state.gov/web920/per_diem.asp

- Adjustment for meals provided without charge

https://aoprals.state.gov/content.asp?content_id=114&menu_id=81&menu_id=81



Foreign Travel

Approval:

Requires campus President's approval

Guidance and Foreign Travel Insurance:

Risk Management

<https://csumb.edu/risk/>



Foreign Travel Expense Reimbursements

Per Diem:

- Lodging
- Meals
- Incidentals
- Receipts for above items are recommended but not required by CSU Travel Policy

<https://aoprals.state.gov/>

https://aoprals.state.gov/web920/per_diem.asp



Travel Insurance

- Domestic Travel Coverage
- International Travel requirements
- When the coverage begins

Travel Resources located under “Travel Insurance” at:
<https://csumb.edu/risk/forms/> or you may contact CSUMB Risk Management Office



Request for Approval of Travel (RAT)

What is a RAT and why does AP need it (or not!)

- Establishes criteria for approval of travel
- Travel is authorized by departmental authority
- Accounts payable/Accounting/Finance has no role in approving travel
- A fully-approved RAT is required by AP in only one instance:
 - To pay travel advance, if requested
 - (Recommended) as support for travel expense reimbursement (TEC)



RAT - continued

When to prepare a RAT:

- Domestic Travel
- Foreign Travel
- 25 or more miles from the headquarters

When not to prepare a RAT:

- Non-travel Status
- Non-CSU employee/special consultant (except candidates)



RAT - continued

RAT WITHOUT Travel Advance

- Must be approved before the trip by departmental/divisional authority

RAT WITH Travel Advance Request

- Must be approved before the trip by departmental/divisional authority
- Submit to AP 2 weeks prior to the first day of travel to ensure timely processing of Travel Advance
- A travel advance will not be released to the traveler after the trip.
- AP recommends the approved RAT with cost comparison to be included as backup for the facilitation of TEC



Travel Advances

- Issuance of travel advances:
 - 75% of “To Be Reimbursed Total” on the RAT
 - Minimum of \$200 (exception: athletic team travel)
 - Submission deadline: at least 10 business days prior to the commencement of travel
- Travel expense claim (TEC) for trip with travel advance must be submitted within 120 days from the date of last day of travel
- Handling travel advance check (if non-EFT):
 - Must be picked up by the traveler at the Cashier’s Office before the trip occurs, otherwise it will be voided (no mail)



Travel Advances - continued

- Cancelled Trips
 - When an employee received and cashed the travel advance check (or EFT), funds must be repaid to CSUMB immediately. If uncashed/undeposited, check must be returned immediately
- If unable to collect reimbursement of travel advance, the entire amount will be reported as taxable income to the IRS. This will reflect on the W-2.



Travel Expense Claim (TEC)

- Personal Reimbursement vs. Travel Expense Claim (TEC)
 - Travel status
- Submission of travel claims not to exceed 120 days after the travel occurs.
- TEC must include:
 - Departure and return dates and times
 - Destination
 - Purpose of the trip
 - Required supporting documentation
 - Approval
 - (Recommended) RAT



Travel Expense Claim (TEC)

 California State University Monterey Bay Travel Expense Claim		TR No. _____ Amount Due: \$ 764.50 Pending Vehicle Mileage \$ 413.75 Last Due Less Mileage (if applicable) \$ 350.75	
Claimants Name	Position Title	Department	Department Contact and Extension
Residence Address		Purpose of Trip	
City	State	Zip Code	Destination
			Dates of Travel

ACCT	FUND	DEPTID	PROGRAM	CLASS	PROJECT	AMOUNT
I.S Trvl (606001)						\$ 850.75
Mileage (606806)						\$ 413.75
107800	0	0	0	0	0	\$ (500.00)
Amount Due:						\$ 764.50

One-time Charges		Not to be Reimbursed	Reimbursable
Description			
Airfare			
Lodging			
Baggage Fees			
Train, Bus, etc.			5.00
Car Rental			
Rental Car Gas			
Registration Fees	Use Acct 660009, if reimbursable		400.00
One-time Charges Total		400.00	5.00

Daily Expenses						DD:	Between What		7		Total
1	2	3	4		5	6	Points		Other		Expenses
Date	Departure/Return	Lodging	Breakfast	Lunch	Dinner	Incl-dentals	Taxi/ Shuttle/ Parking	Personal Vehicle	(Note - "and return" if round trip)		For Day
		215.00	10.00	15.00	20.00	15.25	331	206.88			482.13
		215.00			55.00	15.25		-			285.25
		215.00			55.00	15.25	331	206.88			492.13
Total:						662	413.75	Total Daily Expenses			1,239.50

Private Vehicle License Number (if "Private Car" expenses are claimed) (enter license plate number)	Rate per mile	RAT Amount Approved
	0.625	

Total Expenses (One-time & Daily) 1,664.50 Minus Prepaid Charges: 400.00 Equals Claim Total: 1,264.50 Minus Advance Received: 500.00 Equals Amount Due: 764.50	
If a different amount is to be paid, enter it here: _____ If amount is negative, Claimant must deposit these funds to the Cashier's office. Deposit slip and receipt must be attached.	

Include explanation of Other Business Expenses as necessary. Provide explanation or justification of expenses that you believe may be questioned.

I hereby certify that the above is a true statement of the travel expenses incurred by me in accordance with existing travel rules and regulations of the California State University (CSU) and California State University, Monterey Bay (CSUMB), and that all items were for the official business of the CSU and/or CSUMB. Current CSU Travel Policy: <https://calstate-policystat.com/policy/12002664/latest>

I have reviewed and now certify that if I am using a privately owned or rental vehicle, I do have a current "Authorization to use Privately Owned Vehicle" form (STD-351) on file with the University (for private vehicle only), but have the minimum liability insurance as required by State law - c) I have satisfied the State Defensive Driver Training requirement.

Accounting Use only	
Reimbursable expenses only	
Provide previous Travel Advance information if applicable	

- Dates of travel
- Indicate time of departure and return
- Lodging rate inclusive of taxes per overnight stay (Folio copy is required for \$75.00 and over)
- Incidentals
- Taxi/Shuttle/Uber/Parking
- Mileage driven - provide point to point calculation
- Misc or other business related expenses

Claimant, Direct Manager and authorizing DDA must sign the form. Route for approval signatures accordingly in a Address: paymentrequest@csumb.edu

Travel Expense Claim (TEC)

Supporting documentation to include, but not limited to:

- Travel itineraries
- Price comparison
- Conference/Event documentation (agenda, announcement, registration payment)
- Lodging Receipts
- Rental car contract and receipt
- **Itemized receipts for expenditures over \$75.00 (<\$75 may be required by DOA)**
- Itemized receipts for all other charges
- Engagement/Appointment letters
- Copy of contract
- Group travel requires a signed list of attendees
- ***Written justification of using non-contracted airlines
- ***Written justification if not availing of the meals included with registration fee, and receipt for meals purchased in lieu of this.



Travel Resources



Driving on University Business

RISK MANAGEMENT

<https://csumb.edu/risk/driving-university-business-defensive-driving/>

defensivedriving@csumb.edu

831-582-5216



Booking Travel

CalTravelStore

- Traveler Profile Set Up
- Airfare
- Car Rental
- Lodging
- Travel Booking Information web page

<https://csumb.edu/finance/accounting/travel-policies-procedures/travel-booking-information/>

CalTravelStore Homepage

CALTRAVELSTORE
GOVERNMENT BUSINESS TRAVEL

Call Us
877.454.8785
916.376.3989
9:00am - 5:00pm, Mon-Fri.

Home CalTravelStore DGS Helpful Links Training FAQs

TRAVELSTORE
WE'VE BEEN WHERE YOU WANT TO GO

EST. 1975

CLICK HERE FOR UPDATES ON THE COVID-19 CORONAVIRUS SITUATION

Our Services

CalTravelStore Contacts
TravelStore has been servicing state departments for over 40 years. There are dedicated agents on site to assist you with your travel needs...

DGS Statewide Travel Program & Contacts
The Department of General Services would like to remind government travelers of the benefits of the Statewide Travel Program...

Helpful Travel Links
Access useful links to forms and to access information to help with your travel, including airline check-in links, car rental and

C-ncur
Login

grasp
technologies, inc.
Login



Lodging

Maximum Lodging COST:

- Domestic travel - \$275 before taxes and fees
- Alaska, Hawaii & U.S Possessions - \$275 before taxes and fees
- International travel - Per Diem
<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Staying with friends or relatives:

- One gift per stay
- Up to \$75 in value a non-cash gift (flowers, groceries, or restaurant meal (no alcohol))



RESOURCES

Travel Forms

<https://csumb.edu/finance/accounting/travel-policies-procedures/travel-forms/>

- Includes, for example:
 - Request for Approval of Travel - RAT
 - Academic Affairs Travel Expense Claim
 - Travel Expense Claim - TEC
 - Certification of Exception to AB 1887



RESOURCES

Travel FAQs

<https://csumb.edu/finance/accounting/travel-policies-procedures/travel-faq/>



RESOURCES - continued

Travel Policy & Procedures

- CSU Travel and Business Expense Reimbursements Policy
<https://calstate.policystat.com/policy/10485892/latest/#autoid-vr7aj>
- Assembly Bill No. 1887
<https://oag.ca.gov/ab1887>
- Chancellor's Office Executive Order
https://calstate.policystat.com/policy_search/?q=chancellor%27s+office+executive+order
- State Administrative Manual Travel Guide
<https://www.dgs.ca.gov/SearchResult?search=travel%20guide&divisionid>
≡
- IRS Standard Mileage Rate
<https://www.irs.gov/newsroom/irs-increases-mileage-rate-for-remainder-of-2022>



Questions and Answers



International Travel Insurance

Amy Thomas, Director for Environmental Health,
Safety & Risk Management



International Travel Insurance

- CSURMA = CSU Risk Management Authority
- Alliant = 3rd party insurance administrator, contracts with CSURMA for all campuses
- FTIP = Foreign Travel Insurance Program



Why do we need it?

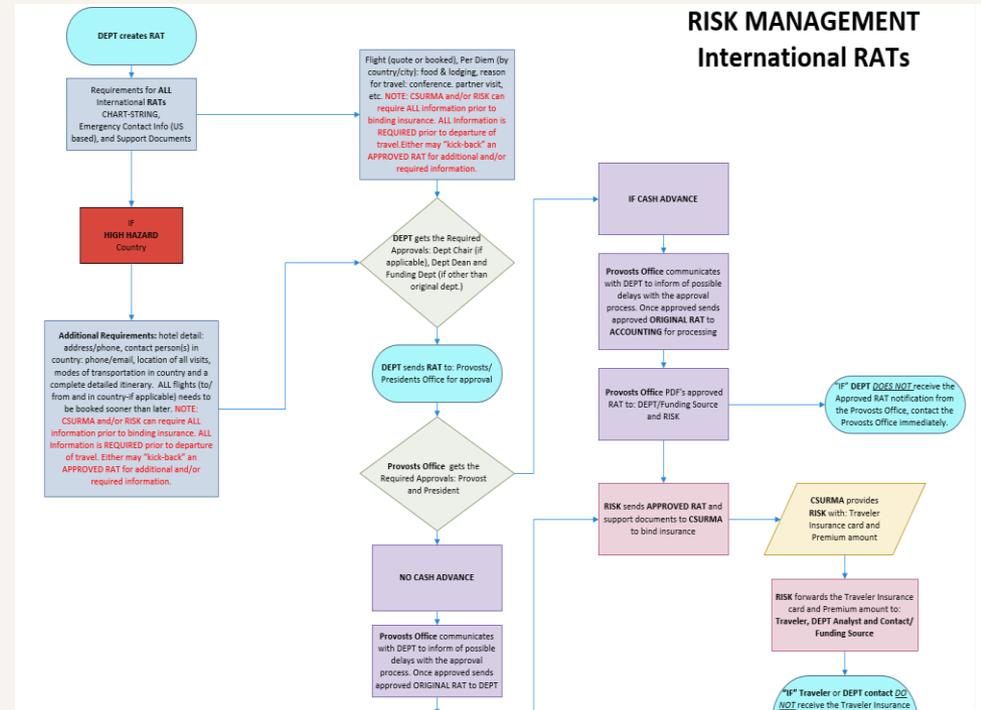


- International travel is high risk
- General insurance doesn't cover what might be needed
- Emergency, accidents, sickness medical benefit
- Security and medical evacuation
- Trip interruption
- Emergency reunion



How do we get it?

- Get approval to travel
- Fill out the international insurance info form (memo)
- Submit the form at least 30 days in advance



Basic steps

<https://csumb.edu/finance/accounting/travel-policies-procedures/foreign-travel-approval-process/>

4. Once approved by the President, a **copy** of the signed RAT needs to be sent via email to Risk Management with a request for foreign travel insurance (FTIP).
5. Request travel insurance from Risk Management and obtain travel approval at least **30 days in advance** for non-high hazard countries, **45 days in advance** for high hazard countries and **60 days in advance** for groups of 10 or more. Requests made on shorter notice are subject to disapproval or trip cancellation due to inability to secure the required insurance coverage prior to departure.



Basic steps

<https://csumb.edu/finance/accounting/travel-policies-procedures/foreign-travel-approval-process/>

6. Risk Management will contact and send a copy of the RAT to Alliant/CSURMA to request insurance be bound for the proposed travel. As needed, Risk Management will contact the traveler to request additional information and documents.
7. Once Risk Management receives confirmation that the foreign travel insurance (FTIP) is bound, proof of foreign travel insurance coverage and travel assist ID card will be sent via email to the traveler, with a copy to the Division Analyst and any designated Department Contact. **Traveler must carry the travel assist card with them at all times while traveling.**
8. After the travel is completed, on a quarterly basis, Risk Management will initiate a chargeback to the chartstring listed on the RAT for the cost of the foreign travel insurance.



Find the form

<https://csumb.edu/risk/forms/>



Dashboard



Apply

Explore

Give

≡ Menu

> **Special Event Safety Plans**

> **Student Field Trip Procedures**

∨ **Travel Insurance**

We request that you check to see if your destination is considered High Hazard: [Travel.State.Gov](#) and [California State University Risk](#)

[Management Authority \(CSURMA\)](#)

[Memo for International Travel Insurance](#)

[Traveler and Department Task Summary Sheet](#)

Process [Workflow](#)



California State University
MONTEREY BAY

Traveler and Department Task Summary Sheet

Traveler Name: _____ Date(s) of Travel: _____ Location: _____

Purpose of trip (circle all that apply): Conference University visit University program participant

Other: _____

Action Item	Status:	Comments/Notes
RAT:	<input type="checkbox"/> Drafted <input type="checkbox"/> Submitted <input type="checkbox"/> Copy or original back	
Cash Advance:	<input type="checkbox"/> Requested <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Received <input type="checkbox"/> Yes <input type="checkbox"/> No	
International Travel requires:	<input type="checkbox"/> emergency contact information- see form <input type="checkbox"/> per diem, per country/city <input type="checkbox"/> all in country travel receipts: bus, taxi, train, Uber, etc.	
Optional: not required but highly recommended:	<input type="checkbox"/> Smart Traveler Enrollment Program ("STEP") at: https://step.state.gov/step <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Did you provide a copy of the confirmation: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you verify if High Hazard:	<input type="checkbox"/> US Department of State- Travel Advisory: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html <input type="checkbox"/> California State University Risk Management Authority (CSURMA): https://www.calstate.edu/risk_management/rm/	
High Hazard Travel additional requirements:	<input type="checkbox"/> emergency contact information- see form <input type="checkbox"/> flight detail <input type="checkbox"/> hotel detail <input type="checkbox"/> location of all visits <input type="checkbox"/> local contact person while in country <input type="checkbox"/> modes of transportation while in country <input type="checkbox"/> conference/event detail/location	
Do you have a valid passport:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you need a travel visa:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
RAT Chart-string:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Travel Insurance Chart-string:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Flight(s):	<input type="checkbox"/> Quote requested <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Received <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Booked <input type="checkbox"/> Yes <input type="checkbox"/> No	
Rental Car:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hotel(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Conference Registration:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you be visiting partner universities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you get Dept. approval for your RAT:	Chair: <input type="checkbox"/> Yes <input type="checkbox"/> No Dean: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you need approval form a Funding Source other than your Department:	<input type="checkbox"/> Yes <input type="checkbox"/> No Department Name: _____ Department Funding Source Chart-string: _____	
Did you make a copy of the RAT prior to leaving Dept.:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you receive a copy of the signed RAT from the Provosts/Presidents Office:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you receive your Travel Assistance Card from RISK: please allow up to 5 days after you've received a copy from Provosts/Presidents Office. If not, contact RISK immediately.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Misc. items:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Checklist

“traveler and department task summary sheet”



Form instructions:

- All fields within sections I-3 are required.
- International RAT should be submitted at least 30 days prior to your anticipated travel date.
- High risk locations are a minimum 90-60 day notice for processing.

I. TRAVELER INFORMATION

a. Traveler Name (as reads on passport): _____

Contact phone (while abroad): (____) _____

Email while abroad: _____

Traveler Type (check one): Faculty Staff Student Other

Traveling on behalf of: University Auxiliary/Grant

b. Full name of conference, event, or university (no acronyms): _____

c. Purpose of Travel: _____

d. Emergency Contact Information (must be in the US):

Name: _____

Relationship to traveler: Spouse Domestic Partner Child Other: _____

Contact phone: (____) _____ Email: _____

Physical Address: _____

e. City/Cities and Country/Countries to be visited (please include personal travel):

1) _____ (2) _____

3) _____ (4) _____

5 _____

II. LODGING AND TRANSPORTATION

Please call 4/23/2022

a. Lodging Name: _____

Address: _____

Phone: (____) _____

b. Lodging Name: _____

Address: _____

Phone: (____) _____

c. Lodging Name: _____

Address: _____

Phone: (____) _____

d. Lodging Name: _____

Address: _____

Phone: (____) _____

e. Lodging Name: _____

Address: _____

Phone: (____) _____

f. Lodging Name: _____

Address: _____

Phone: (____) _____

g. Modes of travel while in country: Taxi Uber/Lyft Rental Public Transportation Other: _____

h. Airports to be used while traveling (use 3-digit airport code): _____

i. Additional security measures to be taken while traveling abroad: _____

Please contact: ehs@csuumb.edu for any questions.
4/23/2022 10:49 AM:MS6403721g

IV. The Safety of our Travelers including our Guest Travelers

Mark here if there are no guest travelers for this trip

COVID strikes to ensure the safety and wellbeing of our faculty, staff and students while traveling abroad on university business. However, our care and compassion does not stop there, we also care about those who you choose to travel with you whether they be your spouse, partner, parent, friend or child. Should an emergency arise, we would not only require you, back to the United States, but your loved ones as well. In order to do so, we need to know who is traveling with you.

If you have more than two guest travelers, please attach a spreadsheet with the equivalent information request below for each additional traveler.

Check here if you have attached a spreadsheet.

a. Guest Traveler 1 Name (as reads on passport): _____

Contact cell phone (while abroad): (____) _____

Email while abroad: _____

Emergency Contact Information (must be in the US):

Name: _____

Relationship to traveler: Spouse Domestic Partner Child Parent Friend Colleague Other: _____

Contact phone: (____) _____

Email: _____

Physical Address: _____

Traveler Type (check one): Spouse Domestic Partner Child Parent Friend

Is the Traveler a Minor? Yes No

Was an informed consent/waiver executed by a parent or guardian? _____

b. Guest Traveler 2 Name (as reads on passport): _____

Contact cell phone (while abroad): (____) _____

Email while abroad: _____

Emergency Contact Information (must be in the US):

Name: _____

Relationship to traveler: Spouse Domestic Partner Child Parent Friend Colleague Other: _____

Contact phone: (____) _____

Email: _____

Physical Address: _____

Traveler Type (check one): Spouse Domestic Partner Child Parent Friend

Is the Traveler a Minor? Yes No

Was an informed consent/waiver executed by a parent or guardian? _____

Please contact: ehs@csuumb.edu
4/23/2022 10:49 AM:

V. Insurance Information

- Insurance does not cover: COVID-19 related quarantine before, after, or during the trip.
- Insurance does not cover: COVID-19 related illness or testing.
- Any changes or edits made to your travel once insurance is "bound" may impact notifications if issues arise while traveling, and may also impact your insurance. Changes/edits requires a notification to your department, President, Provost, and Risk Management.

*Please note: You should not submit an International RAT to the President's or Provost's Office for signature unless you have also provided the following:

- Booked air travel
 - Booked hotel
 - Travel Itinerary
 - Does your RAT list/include your personal travel dates either before or after your trip?
 - Did you include the Insurance chart-string on the RAT?
 - Confirmation of travel to a High Hazard location
- Please attach all of your confirmed/booked registrations, flights, hotels, car rentals, per diems, etc., to RAT and this document when submitting for approval/signatures.

Request Form

"memo for international travel insurance"



Submit it early

- At least 30 days in advance for any international trip
- 60 days if on CSU “high hazardous country” or “war risk” list
 - Additional approval & cost
- 90 days for group trips - faculty led study abroad

2021/2022 CSURMA High Hazardous & War Risk Country List			
	High Hazardous Country (\$50 supplement per 30 days / per employee)	A&H Premium Supplement (per participant / per day)	War Risk Country (Chancellor's Office approval needed)
Afghanistan	X	\$12.35	X
Algeria		\$2.75	
Burkina Faso		\$2.75	
Burundi	X		
Central African Republic		\$6.85	
Chad		\$2.75	
Chechnya		\$6.85	
Cuba	X		
Democratic Republic of Congo (formally Zaire)	X	\$6.85	
Egypt	X	\$6.85	
Guinea-Bissau		\$2.75	
Iran	X	\$12.35	X
Iraq	X	\$12.35	X
Israel		\$6.85	
Ivory Coast		\$2.75	
Lebanon		\$2.75	
Libya	X	\$6.85	
Mali		\$2.75	
Nigeria	X	\$6.85	
Pakistan	X	\$2.75	
Palestinian Authority	X		
Saudi Arabia	X		
Somalia	X	\$6.85	
South Korea	X		
South Sudan	X	\$12.35	X
Sudan	X	\$12.35	X
Syria	X	\$12.35	
Turkey	X		
Ukraine	X	\$12.35	X
Yemen	X	\$12.35	



Confirmation of insurance

CHUBB

Travel Assistance Program

ATTENTION

In the event of an emergency
call Chubb's Travel Assistance
Services immediately

24-Hour Access

1-855-327-1414 Toll-Free
1-630-694-9764 Direct Dial

When you call Chubb's Travel Assistance Services, please be prepared with the following information:

1. Name of caller, phone no., fax no., relationship to Covered Person;
2. Covered Person's name, age, sex and policy number;
3. A description of the Covered Person's condition; Name, location, and telephone number of hospital;
4. Name and telephone numbers for the treating doctor; where and when the doctor can be reached;
5. Health insurance information, worker's compensation, or automobile insurance information if the Covered Person had an accident.

"Covered Person" means the person insured under the applicable Chubb policy.

By requesting assistance you agree to assign to us your rights to recover from any of your responsible insurers any expenses we incurred.

ATTENTION

Medical Personnel or Police

In the event of a medical emergency, our Assistance Provider will provide the services on the card below. To verify eligibility call the multi-lingual call center 24 hours a day toll free at 1-855-327-1414; or direct dial at 1-630-694-9764.

In addition to the insurance protection provided by your insurance plan, Chubb Accident & Health has arranged with our Assistance Provider to provide you with access to its travel assistance services around the world. These services include:

- **Medical Assistance** including referral to a doctor or medical specialist, medical monitoring when you are hospitalized, emergency medical evacuation to an adequate facility, medically necessary repatriation and return of mortal remains.

- **Personal Assistance** including pre-trip medical referral information and while you are on a trip: emergency medication, embassy and consular information, lost document assistance, emergency message transmission, emergency cash advance, emergency referral to a lawyer, translator or interpreter access, verifies medical benefits and assists with medical claims process.
- **Travel Assistance** including emergency travel arrangements, arrangements for the return of your traveling companion or dependents and vehicle return.
- **Security Assistance** including a crisis hotline and on the ground security assistance to help address safety concerns or to secure immediate assistance while traveling as well as access to a secure, web-based system for tracking global threats and health or location based risk intelligence.

This information provides you with a brief outline of the services available to you. These services are not insured benefits. Reimbursement for any service expenses is limited to the terms and conditions of the policy under which you are insured. You may be required to pay for services not covered. A third party vendor may provide services to you. Our Assistance Provider makes every effort to refer you to appropriate medical and other service providers. It is not responsible for the quality or results of service provided by independent providers.

In all cases, the medical provider, facility, legal counsel or other professional service provider suggested by Chubb's Assistance Provider are not employees or agents of our Assistance Provider and the choice of provider is yours alone. Chubb's Assistance Provider assumes no liability for the services provided to you under this arrangement, nor is it liable for any negligence or other wrongful acts or omissions of any of the legal or health care professionals providing services to you. Travel assistance services are not available if your coverage under the policy is not in effect.

Chubb NA is the U.S.-based operating division of the Chubb Group of Companies, headed by Chubb Ltd. (NYSE:CB). Insurance products and services are provided by Chubb Insurance underwriting companies and not by the parent company itself.

TRAVEL ASSISTANCE PROGRAM

For medical referrals, evacuation, repatriation or other services please call:

Travel Assistance Program
1-855-327-1414 (Toll-Free)
1-630-694-9764 (Direct Dial)
medasist-usa@axa-assistance.us

Visit www.axatravelassistance.net for access to global threat assessments and location based intelligence.

Username: medasist-usa@axa-assistance.us
Password: aceaah

Organization: California State University
Policy Number: GLM N04550872R
Assistance Provider: AXA Assistance USA, Inc.

AXA provides emergency medical and travel services and pre-trip information services. Please call when:

- You require a referral to a hospital or doctor
- You are hospitalized
- You need to be evacuated or repatriated
- You need to guarantee payment for medical expenses
- You experience local communication problems
- Your safety is threatened by the sudden occurrence of a political or military event

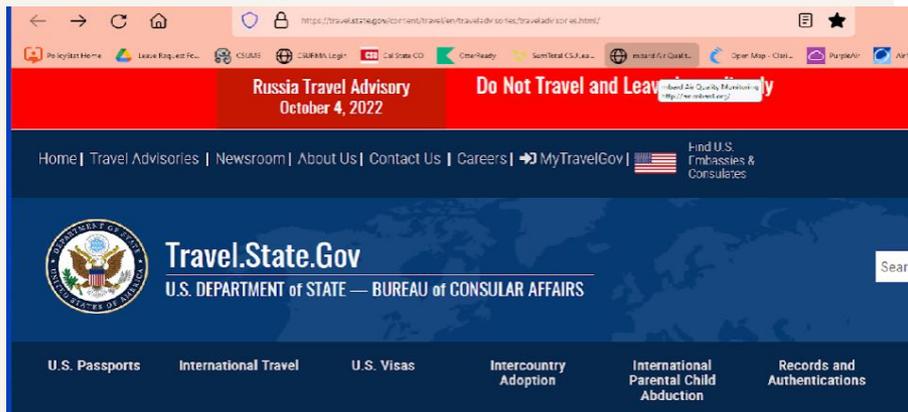
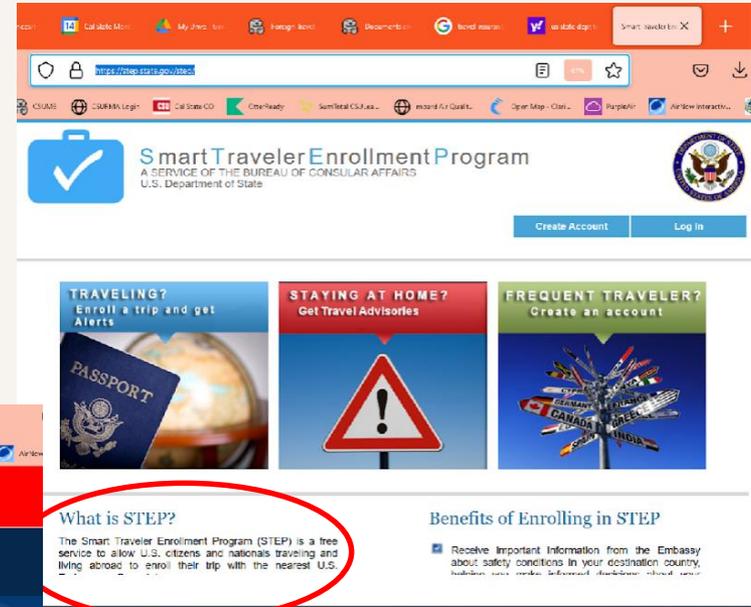
- Email with confirmation that insurance is "bound"
- Travel Assistance Program "card/sheet"
- Account number charged later



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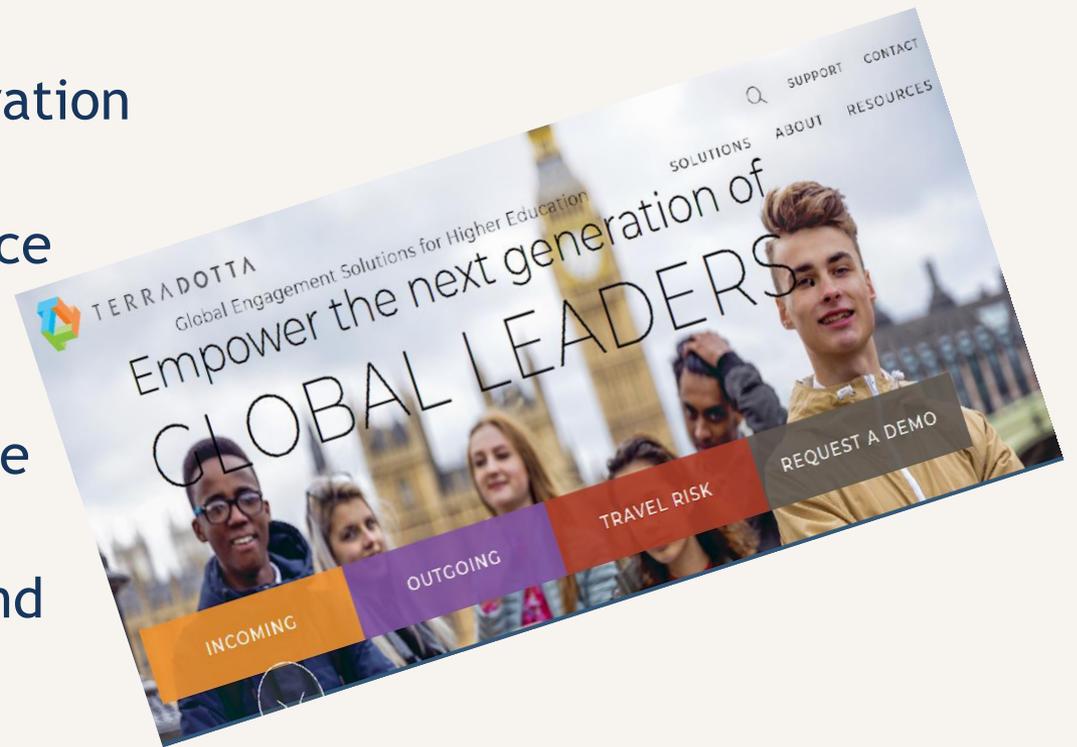
Other risk management tools

- [STEP](#) program
- [State department travel advisories](#)
- AXA/Crisis 24



Coming soon

- Terra Dotta trip registration system
- Streamline the insurance request process
- Allows the insurance administrator to get the info automatically
- Eliminates duplicate and manual processes



Break

*You
Otter
Stretch!!*



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DID YOU KNOW?

Venkat Paruchuru, Director - OSI
Marie Camacho, Senior Operations Support and
Innovation Analyst - HR



Did You Know?



- CFS MP 5.0 Upgrade Reminder
 - Upgrade Timelines
 - Clear Browser Cache
 - Resources
- Finance Data Warehouse Updates
 - Upgrade Timelines
 - Changes and Enhancements
 - Resources



CFS MP 5.0 Application Upgrade

Timelines:

Campus Testing : September 19, 2022 -
October 28, 2022

Move to Production (MTP) : November 18, 2022 -
November 22, 2022

CFS and CFS Data Warehouse will be unavailable

From November 18, 2022 5.00PM Until November 21,
2022 9.00AM

Go-Live November 21, 2022 9.00AM or Earlier



CFS MP 5.0 Application Upgrade

Clear Browser Cache

Chrome :

At the top right, click More(3 Vertical dots) .

Click More tools.

Clear browsing data.

Select All time

Check the boxes.

Click Clear data.

Firefox:

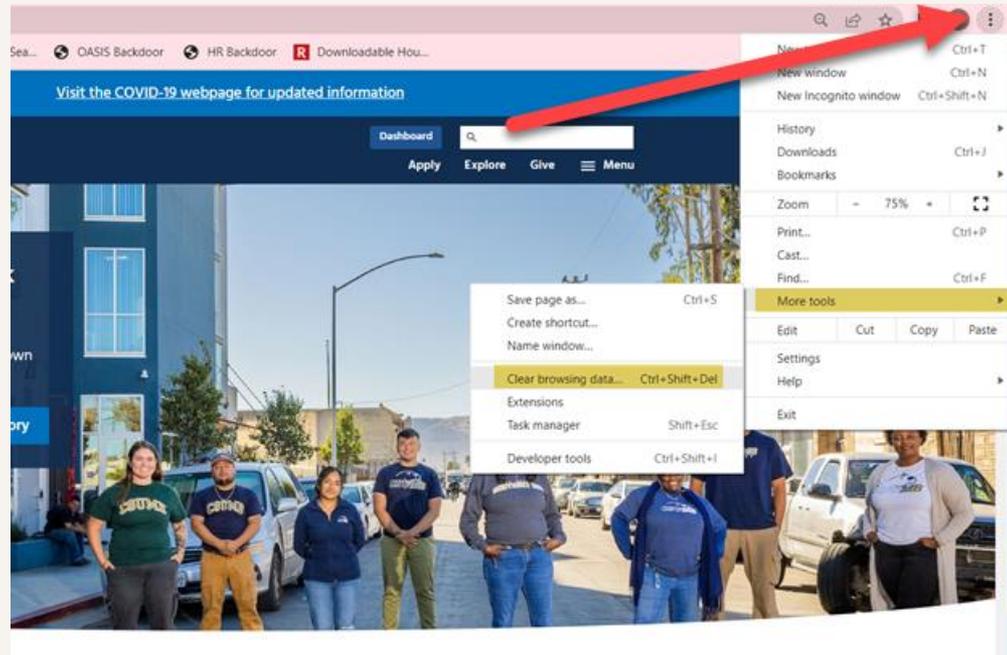
At the top right, click More(3 horizontal lines)

Select Settings

Select the Privacy & Security panel

In the Cookies and Site Data section,

Click Clear Data button



CFS MP 5.0 Application Upgrade

Resources

1. Refer to the October 19th BOF presentation
2. Refer OSI Website
3. Contact OSI Team at osi@csumb.edu



Finance Data Warehouse

Upgrade

The CSU Chancellor's Office announced that the current Finance Data Warehouse (OBIEE) version will be migrated to Oracle Analytics Cloud (OAC) version. The upgraded data warehouse will go-live on Wednesday, November 16th.

Once the upgrade is completed, the CSUMB dashboard Finance Data Warehouse link will be replaced with the new upgraded link. All user defaults and saved customizations will copy over to the upgraded version. We will update the campus with more information when the change has been completed.



Finance Data Warehouse

Look and feel is slightly changing

This screenshot shows the 'OLD' version of the Finance Data Warehouse interface. The header includes the CSU logo and navigation links like 'Home', 'Catalog', and 'Dashboards'. The main content area features a grid of icons for 'Financial Reporting', 'Asset management', 'Transaction Inquiry', 'FIRMS GAAP', 'Tree Reporting', and 'Labor Cost Distribution'. A banner at the top left says 'MADE in the CSU'. A status bar indicates 'The Data Warehouse is current as of: 15-NOV-22 02:00 AM'. A 'BIDW Message Board - CSYOU' button is visible. A red 'OLD' watermark is overlaid on the bottom right.

This screenshot shows the 'New Look' version of the Finance Data Warehouse interface. The layout is more modern and organized. The header is clean with the CSU logo and navigation options. The main area features a grid of icons for 'Financial Reporting', 'Transaction Inquiry', 'Labor Cost Distribution', 'Sponsored Programs', 'Asset management', 'FIRMS GAAP', and 'Tree Reporting'. A status bar shows 'The Data Warehouse is current as of: 13-NOV-22 2:00 AM'. A 'BIDW Message Board - CSYOU' button is present. A red 'New Look' watermark is overlaid on the bottom right.

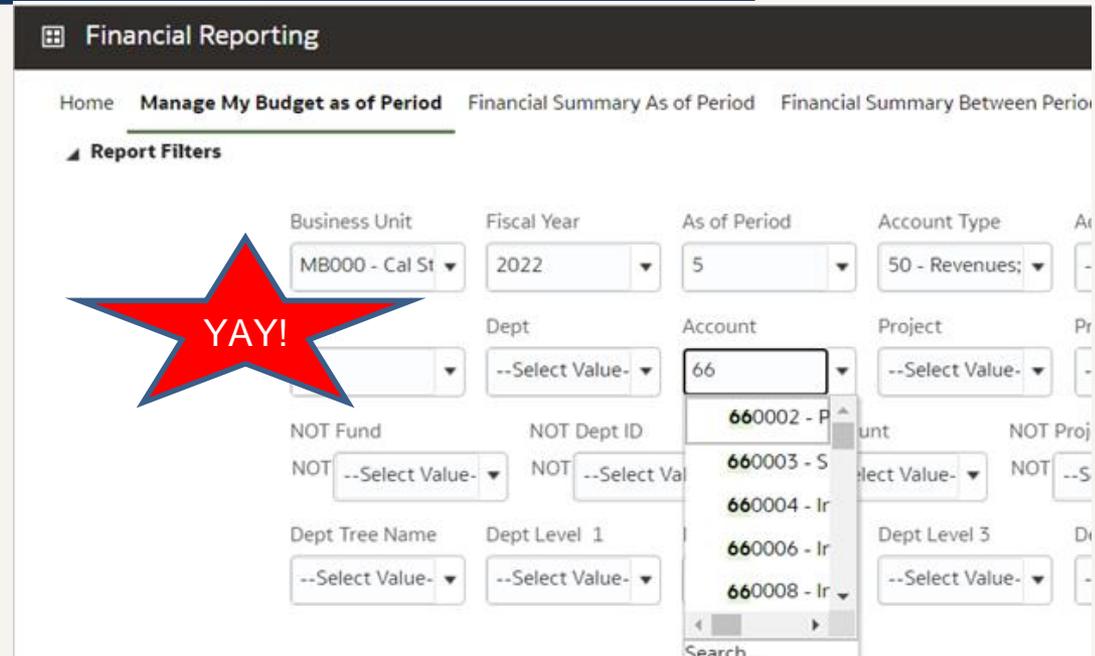


Finance Data Warehouse

Search Feature Enhanced

The Search feature on the filters has changed.

You can also start a search by typing in the report filter



The screenshot shows the 'Financial Reporting' interface. The breadcrumb trail includes 'Home', 'Manage My Budget as of Period', 'Financial Summary As of Period', and 'Financial Summary Between Period'. The 'Report Filters' section contains several dropdown menus for filtering data. A search dropdown menu is open for the 'Account' filter, showing a list of account numbers: 660002 - P, 660003 - S, 660004 - Ir, 660006 - Ir, and 660008 - Ir. A red star with the text 'YAY!' is overlaid on the search dropdown menu.

Business Unit	Fiscal Year	As of Period	Account Type	Account	Project
MB000 - Cal St	2022	5	50 - Revenues;	66	--Select Value--
--Select Value--	--Select Value--	--Select Value--	--Select Value--	660002 - P	--Select Value--
NOT Fund	NOT Dept ID	NOT Proj	NOT Proj	660003 - S	NOT --S
NOT --Select Value--	NOT --Select Va	NOT --S	NOT --S	660004 - Ir	NOT --S
Dept Tree Name	Dept Level 1	Dept Level 3	Dept Level 3	660006 - Ir	--Select Value--
--Select Value--	--Select Value--	--Select Value--	--Select Value--	660008 - Ir	--Select Value--



Finance Data Warehouse

Ignore the new “Apply” Button

Financial Reporting Home Catalog Dashboards

Home Manage My Budget as of Period Financial Summary As of Period Financial Summary Between Periods Financial Summary by Year Trial Balance Inception to Date Reports Cash Fund Balance Performance Report As of Period

Report Filters

Business Unit	Fiscal Year	As of Period	Account Type	Account Category	Budget Ledger	Fund CF Status
MB000 - Cal St	2022	5	50 - Revenues	--Select Value--	Budget	--Select Value--
Fund	Dept	Account	Project	Program	Class	
X	--Select Value--					
NOT Fund	NOT Dept ID	NOT Account	NOT Project	NOT Program	NOT Class	NOT Acct Cat
NOT --Select Value--						
Dept Tree Name	Dept Level 1	Dept Level 2	Dept Level 3	Dept Level 4	Dept Level 5	FIRMS Object Code
--Select Value--						

Ignore it!

Apply

Apply Filters **Reset Filters**



Finance Data Warehouse

Resources

1. CSU website
2. Refer OSI Website
3. Contact OSI Team at osi@csumb.edu



Meet Team OSI

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Questions??



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Next BOF

01/18/2023



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Finance Office Hours

Accounting

- Weekly on Fridays (11/18) at 10:30 a.m.
- <https://csumb.zoom.us/j/89857533776>

Budget

- Bi-weekly on Wednesdays (11/30) at 8:30 a.m.
- <https://csumb.zoom.us/j/83223800714>

BSS

- Bi-weekly on Thursdays (11/24) at 11:00 a.m.
- meet.google.com/jbt-vrps-ofz

Please contact bof@csumb.edu for details.



Questions??



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