



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

### **TOPIC: Upcoming Concur Change & Expense Report Clean-up for Travel Prior to 1/1/24**

DATE: February 14, 2024

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs,  
Directors, and Managers

FROM: Sarah Hansen, Accounts Payable & Travel Manager

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Travel would like to inform the campus of upcoming changes to the Concur system effective July 1, 2024. These changes are due to the repeal of the banned states in September 2023 and the Meals and Incidental Expenses (M&IE) per diem our campus implemented in January 2024.

#### **Affected Travelers**

All travelers who have not submitted a Concur Expense Report for travel dates prior to January 1, 2024.

All **outstanding** Expense Reports for travel prior to December 31, 2023, must be submitted by **March 29, 2024**, for processing. Any reports received after this deadline are in jeopardy of not being reimbursed or covered by the university. The traveler will be responsible for paying back any expenses placed on a travel card for untimely submission of the Expense Report and will be invoiced.

#### **What Changes will I Experience?**

- The question “Are you traveling to a banned state?” will be removed from the Request and Expense report headers.
- The expense type Meals-Domestic (Travel prior to 1-1-24) will be removed as an option from the expected expenses on the Travel Request.
- The expense types of Breakfast - Domestic (Travel prior to 1-1-24), Lunch - Domestic (Travel prior to 1-1-24), Dinner - Domestic (Travel prior to 1-1-24), & M&I-Intl, AL, HI & US Poss (Travel prior to 1-1-24) will be removed from the expense type list on the Expense Report.

#### **What do I do if I need help processing travel?**

Guides are posted on the [Concur Travel webpage](#).

We are offering virtual sessions on Mondays, Wednesdays, and Thursdays, via Teams, where users will be assisted on a first-come, first-served basis. Book an appointment with us using our

[self-service booking tool](#). On an ongoing basis, you can reach out to our travel team at [travel@csus.edu](mailto:travel@csus.edu).

We look forward to working with you during this transition time.

**Contact Information:**

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, [travel@csus.edu](mailto:travel@csus.edu), ext. 86476.