

# Accounts Payable & Travel



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# Travel Updates

Updated Mileage Rates  
New Banned States



# Travel & Moving & Relocation Mileage Rates

*Effective: July 1, 2022*

- Personal Car mileage
  - Rate **increased** from 58.5 cents per mile to **62.5 cents per mile.**
- Moving/Relocation
  - Rate **increased** from 18 cents per mile to **22 cents per mile.**

# Recently Banned States

- On July 1, 2022 four new states were added

States under the travel restriction (22):

**The effective date of this ban varies by state.**

**Indiana & Utah (as of July 1, 2022)**  
**Louisiana (as of August 1, 2022)**  
**Arizona (as of September 28, 2022)**

Other states under the travel restrictions:

|                 |               |                    |                       |                       |                      |
|-----------------|---------------|--------------------|-----------------------|-----------------------|----------------------|
| <b>Alabama</b>  | <b>Idaho</b>  | <b>Kentucky</b>    | <b>North Carolina</b> | <b>Oklahoma</b>       | <b>Tennessee</b>     |
| <b>Arkansas</b> | <b>Iowa</b>   | <b>Mississippi</b> | <b>North Dakota</b>   | <b>South Carolina</b> | <b>Texas</b>         |
| <b>Florida</b>  | <b>Kansas</b> | <b>Montana</b>     | <b>Ohio</b>           | <b>South Dakota</b>   | <b>West Virginia</b> |

- CSU is prohibited from approving state-funded or state-sponsored travel to the listed banned states (this is inclusive of all funds under SACST)
- Use of Foundation, UEI or unfunded travel is allowable
- University Paid Travel credit cards or flight purchases through Concur are NOT ALLOWED for any travel to a banned state

# June Comment Card



# Your Questions Answered!



**Q:** Several of my colleagues and I have noticed that AP seems to be pushing back more Direct Payment Requests and Reimbursement Requests due to lack of sufficient supporting documentation, even though we've submitted receipts that previously would have been considered "complete" (or at least "good enough to pass audit"). In each case, we've been asked to include redacted bank statements as proof of payment.



# Supporting Documents Required

A: In general you will need two things:

## 1. Proof of purchase

\* Itemized receipts or invoices showing the details of what was purchased and that a payment was made and received by the supplier

## 2. Proof of payment

\* If you did not use a campus issued ProCard, you will need to provide a credit card statement or bank statement (private information redacted) to show that you made the payment

# Additional Documents Required

A: In some cases you will need additional special documentation; for example:

Hospitality Expenses: Business purpose, list of attendees, etc

Non-employee Travel: Travel worksheet for Non-employee

Unauthorized Reimbursements: Justification memo,  
additional approval signatures



# Policy Change & Adobe Sign

- The receipt requirements for domestic meal reimbursement was updated in 2021. All domestic meal reimbursements now require an itemized receipt and proof of payment.
- Adobe sign has changed our processes making it more difficult for errors to be corrected in the Accounts Payable Adobe Sign workflow. This has resulted in more requests being declined and returned for corrections to be made.

# Updated Webpages:

- Hospitality Related Webpage Link:

<https://www.csus.edu/administration-business-affairs/internal/accounts-payable/hospitality.html>

- Reimbursement Webpage Link:

<https://www.csus.edu/administration-business-affairs/internal/accounts-payable/reimbursement.html>

# Questions?

- AP Issues

- Email: [ABA-FIN-ap-travel@csus.edu](mailto:ABA-FIN-ap-travel@csus.edu)

- Concur/Travel

- Email: [sacstatetravel@csus.edu](mailto:sacstatetravel@csus.edu)