



SUMMER 2023

NEWS AND UPDATES

1. New Banned States

On July 14, 2023, Attorney General Robert Bonta announced that Missouri, Nebraska, and Wyoming have been added to the list of banned travel states. The effective date for each state is

Wyoming (as of July 14, 2023)

Missouri (as of August 28, 2023)

Nebraska (as of October 1, 2023)

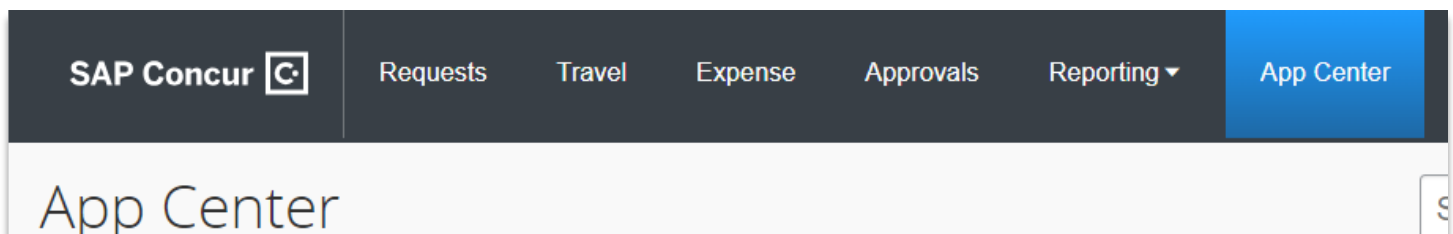
The CSU Travel Policy and guidelines regarding AB 1887 can be accessed [here](#).

2. Poly Travel Website

The Poly Travel [website](#) has a new look making it easier to navigate and find what you need when to help you with your travel planning and expensing.

3. Concur Mobile App

The Concur Mobile Application has a new look. It should not affect the use of the app. But if you do have issues, delete and re-add the application to your mobile device. If the SSO (Single Sign On) does not work, try the Company Code CQK988. Information on adding the Mobile App is available under the App Center on your Concur Main Page:



4. Travel Open Lab Hours

Concur Q&A sessions available now for sign up or drop in. These sessions are for your current Concur travel related questions. Initial training is separate and begins with training videos available on the website.

Open Lab Hours

- 1:00 p.m. - 2:00 p.m., Mondays
- 10:00 a.m. - 11:00 a.m., Thursdays

Sign up on the travel site <https://afd.calpoly.edu/travel/>

QuickTips and FAQ's

1. What does a successful expense report include?

To ensure that your Concur Expense Report is processed and not returned to you for corrections, use this check list for a final review of your report before you SUBMIT.

- ✓ All Concur credit card transactions have been added to the report
- ✓ All receipts over \$40 include an ITEMIZED receipt (showing the complete order, not just total and tip)
- ✓ Itemized receipt for *any amount* when Hospitality expenses is used
- ✓ Hotel expense has been itemized and includes the final hotel folio showing the payment
- ✓ Travel dates match expenses when possible
- ✓ Comments are added for all justification
- ✓ Documents are added for conference (agenda), traveling with students (roster), etc.

3. International Travel and the Travel Allowance

When preparing an Expense Report after international travel, a [Travel Allowance](#) is required and must be created on the Expense Report. The Travel Allowance adds the per diem rates for the lodging and meals for travel to a country. An international travel expense report cannot be submitted until the Travel Allowance is added to the report.

4. "Know Before you Go"

Review of Cal Poly allowable spend limits for domestic travel

Flights	Hotel	Car Rental	Fuel	Mileage	Meals	Incidentals
Economy Only. No upgrades. Seat selection is allowable, seat upgrades re not.	\$275 nightly rate before taxes	Enterprise or National Car Rental. Must rent using Concur. Intermediate size car.	Fuel is allowable with car rental only, not personal car mileage (see mileage)	IRS rate published or Cal Poly travel website and in Concur. Updated annually.	\$55/day Hospitality and Team/Group meals (with students) does affect this amount.	\$7/day for cash tips. Does not include meal tips

5. Paying for student travel

Cal Poly employees traveling with and paying on behalf of students should use their Concur Travel Card to pay for student airfare, hotel/lodging, and transportation. Meals can also be paid with the Concur Travel Card or a Cash Advance can be requested for student meals. It is suggested that each student also have the Preauthorization form (1A) completed, signed, and on file with the department in case of any reimbursements for the student(s) after the trip (typically transportation or meals)

A Student Travel Roster should be attached to the Concur Request and a Meal Allowance sign out sheet should be attached to the Concur Expense Report (only if requested Cash Advance).

Cal Poly employees traveling with and paying on behalf of students will use the Group Travel Expense Types for Lodging "Other Accommodations" and for Meals "Team/Group Meals" when expensing for the student group.

Scenario	Pre-Authorization	Attachments	Payment Option	Expense Report/Claim
Cal Poly employee traveling with students. Same dates, location and event AND paying on behalf of students	Concur Request	Attach student travel Roster with names of students traveling with you	Concur travel card can be used to pay for all expenses for faculty and students	Submit all expenses for faculty and students on Faculty's Concur Expense Report. Must attach Faculty's Concur Request. Use GROUP/TEAM Expense Types for lodging and meals

Students traveling without Cal Poly employees must complete the Preauthorization Form (1A) for each student and a Student Travel Lead (for student groups of 3 or more) should also complete the Student Travel Roster. The Lead can request a Cash Advance on their 1A to disperse to the students for meals.

Scenario	Pre-Authorization	Attachments	Payment Option	Expense Report/Claim
Students traveling without Cal Poly employee	1A Preauthorization form required	Attach Student Group Travel Roster with names of students traveling	Out of Pocket or Cash Advance for Student (see travel guidelines)	Travel Claim form (paper process), attach cash advance disbursement form for Cash Advance if taken

6. Daily Meal Allowance and Team/Group Meals

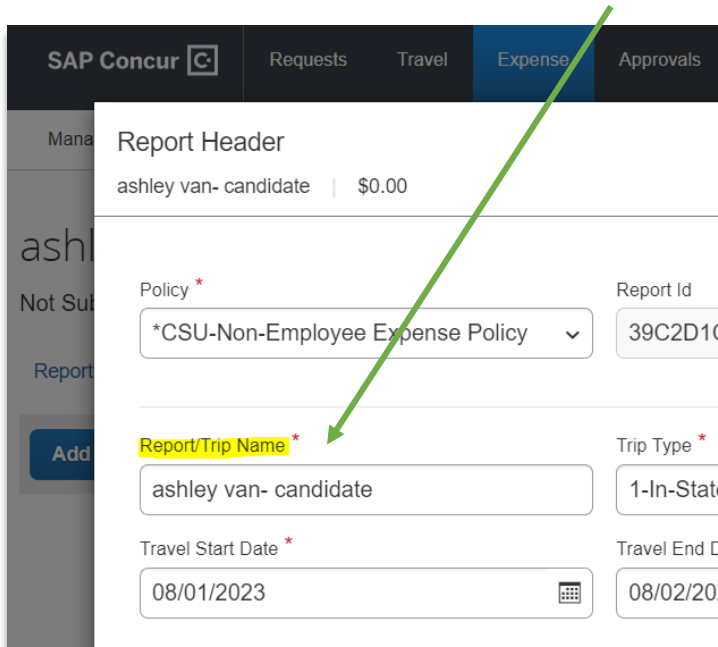
When a coach or group leader claims a meal under Team/Group Meals it will affect that traveler's meal

allowance. The Table shows outlines the meal expenses when Team/Group Meals is included in the travel. Please Note: Team/Group Meals expense type is only allowable for traveling with and paying on behalf of students. It cannot be used when paying on behalf of a group of Cal Poly employees traveling together. Hospitality Expense Type must be used in that situation.

Number of Meals Claimed on Team/Group Meal Allowance	Meal Allowance Limit (daily limit)
0 meal claimed	\$55
1 meal claimed	\$36.66
2 meals claimed	\$18.33
3 meals claimed	\$0

7. Guest Travel -Request ID, Naming Convention, Daily Meals

- a) **REQUEST ID** - When using the Concur Travel Tab to Book for a Guest, a Request ID is required. Since a Request is NOT needed for guest travel, please add the first 4 letters of the last name of the person who is booking on behalf of the guest and using their Concur travel card to pay. For example, Stephanie Albright would use **“ALBR”** as the **Request ID** to book on behalf of and pay for her guests in Concur.
- b) **NAMING CONVENTION** - On the Report Header Report/Trip Name, add the name of the candidate and what the visit is for: Example *Ashley Van – Candidate*.



- c) **GUEST MEALS** – The Meals Employee Recruitment Expense Type must be used and each daily meal must be entered separately and cannot exceed \$55.00 per day.

When the guest is staying multiple days, each day must be added separately. Out of pocket meal expenses will be reimbursed to the guest. Amounts over \$40 must have a receipt attached.

← → Meals Employee Recruitment \$30
08/01/2023

Details Itemizations

⊖ Allocate

Expense Type *
Meals Employee Recruitment

Transaction Date * 08/01/2023 City of Purchase * San Luis Obispo

Payment Type *
Out of Pocket

Amount * 24.97 Currency * US, Dollar

Comments To/From Approvers/Processors
lunch for candidate

Contact Us:

Concur General Support

Stephanie Albright – Travel Analyst
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805-756-1717

Concur Expense Report Support

Payment Services
Find Your P2P Payment Services Tech:
<https://afd.calpoly.edu/procure-to-pay/how-to-pay/>