



SACRAMENTO
STATE

Business Matters @ Sac State

*TOPIC: New Process for Non-Employee Travel
Reimbursements– Effective Immediately*

DATE: February 10, 2025

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

FROM: Sarah Hansen, Accounts Payable & Travel Manager

Accounts Payable & Travel (AP&T) would like to inform you that Non-Employee Travel reimbursements for Non-Foreign suppliers will now be processed through the Concur module, replacing the prior Adobe Sign method.

Key Points:

- This new process applies to any reimbursement for Non-Employee or Student travel-related expenses, including SAD grants.
- Travel reimbursements for Foreign suppliers will continue to be processed via an Adobe Sign Reimbursement Request. Please refer to the [ABA Forms page](#).

To assist with this transition, a [Concur Guide for Non-Foreign, Non-Employee Travel \(NET\)](#) is available under the Concur Resources by Area, Request (Pre-Approval for Trip) section on the [Concur Travel](#) webpage. You can also find information on upcoming training sessions there.

Your cooperation and prompt attention to this change are greatly appreciated.

If you have any questions about this process or the new rates, please contact Accounts Payable & Travel Department at x8-6476 or travel@csus.edu.