




Accounts Payable & Travel



Presented By
Sarah David
Kayla Cooper

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Travel Updates

Non-Employee Travel (NET)
Reimbursement Process Moves to Concur
- Effective Immediately

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Non-Emp Travel (NET) Reimbursement Process Moves to Concur- Effective Immediately


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](#).

A [Concur Guide for Non-Foreign, Non-Employee Travel \(NET\)](#) and upcoming training sessions are available on the [Concur Travel](#) webpage.

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Accounts Payable Updates



Hospitality Updates
EFT: OnBase Workflow
Procure-to-Pay- Coming Soon

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Hospitality Reminders

- Hospitality defined – Entertainment Services, Food & Beverage, Gifts, Awards & Prizes and Promotional Items.
- Justification form signature required for all AP transactions.
 - ProCard statements and Concur reports – signature not needed on form
 - The Official Host may not approve their own expenses i.e. Signing hospitality justification forms or Payment approval workflows
- Reoccurring meetings – frequent vs. infrequent interpreted on case-to-case basis. Expenses are reasonable and appropriate to the University business purpose.
- Please utilize ABA Forms and Hospitality webpages for user guide and FAQs.

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Education v Entertainment

- What is the nature of the event?
- Educational Services
 - Ex. Guest Speakers invited to campus to speak on their profession/ field of study (Educational)
 - Ex. Visiting Scholars program services(Educational)
- Entertainment Services
 - Ex. Music Festival that is hosted on campus
 - Ex. Performances at Donor Events

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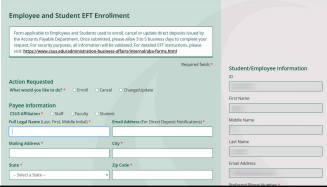
Public Purpose Events

- Public Purpose Event
 - A gathering organized/planned for the benefit of the community
 - Dependent on the primary audience type
 - Unable to use Operating Funds (THS, TS & M)
- Primary Audience
 - The main group of people intended to receive a benefit from the event
 - If the intended audience was unable to attend, would there still be an event?
- Examples.
 - Guest Speaker Event
 - Held in the Union, Tickets offers to Students, Staff and Faculty first and then opened to the public (Not Public Purpose)
 - Black Expo
 - Geared toward existing students but open to the community (Not Public Purpose)
 - Music Festival
 - Hosted on campus (Public Purpose and considered a Hospitality Entertainment Expense)

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EFT OnBase Workflow

- New EFT OnBase Form!
 - Prefilled form base on Employee or Student ID
 - No more emailing banking information
- Available on the [ABA Forms Page](#)
- Effective Immediately



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Updated Webpages and Trainings:

- ABA Forms:
 - <https://www.csus.edu/administration-business-affairs/internal/aba-forms.html>
- Hospitality:
 - <https://www.csus.edu/administration-business-affairs/internal/accounts-payable/hospitality.html>
- Hospitality 101 Trainings – September 16th & November 5th
 - <https://events.csus.edu/sac-state-financial-services>



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Questions?

- AP Issues
 - Email: ABA-FIN-ap-travel@csus.edu

- Concur/Travel
 - Email: travel@csus.edu
