

Faculty Business Travel Steps

- I. **New COE Travel Funding Request** – Qualtrics link and instructions can be found on the Internal Documents & Resources under Faculty Travel.
- II. **Concur Travel Request** - once COE Qualtrics workflow is approved. Approvals will route to EDD Analyst, EDD Director, GPSE Chair, then COE Dean.
Upload:
 - Approved COE Qualtrics workflow
 - Research proposal acceptance
 - Conference agenda, if available
- III. **Book Flight and Lodging** - once Concur travel request is approved.
 - Traveler will receive the most benefit by booking flight and lodging through Concur software.
 - If you have obtained the Travel Card option, you may use this travel credit card for business travel expenses.
- IV. **Expense Report** - upon returning, complete the Concur expense report and upload itemized receipts accordingly.

2024-2025 Sac State Travel Updates!

- *Meal reimbursement will now be per diem – receipts are no longer required.*
- *Domestic lodging rate limit has increased to \$333 per night.*
- *Mileage reimbursement rate increased to 70 cents per mile, as of Jan. 1, 2025.*

Travel Tips:

- **Personal travel days** will require a flight cost comparison attachment uploaded.
- **Gratuities** is not to exceed 20%
- **Travel packages** containing Air, Hotel and/or Car should not be purchased unless itemized receipts are obtainable.
- **Mileage Reimbursement** will require vehicle license plate number in your Concur profile setting.
- **Rental Vehicle option** - car rental must be through [Enterprise Rent-A-Car](#). **UPDATE!**

Optional:

- *Apply for a Travel credit card [US Bank Travel Card Application Form](#).*
- *Sign up for reimbursement through [Electric Funds Transfer](#).*
- *Have EDD office pay for conference registration fee directly. Contact Tina.*

Unfunded Travel – requires a Concur Travel Request for unfunded business travel (liability reasons).

(Two brief video instructions for the Concur Travel Request and Expense Report are available [here](#). The software now has a new interface, but watching the older videos are still helpful.)

Travel assistance email: travel@csus.edu

Travel Help – 1:1 Virtual meetings [book here](#)

Link to full [Travel Policy](#)

[Concur Travel website](#)