

# POLY TRAVEL.

*Plan. Book. Go.*

**FALL 2024**

## **CAL POLY PROCARD AND TRAVEL NEWSLETTER**

*The Poly Travel quarterly newsletter will now incorporate Cal Poly liability credit card information. Please make sure you read through this entire newsletter, since there are many clarifications and updates, and you will be responsible for understanding them.*

### **TRAVEL UPDATES**

**1. CO will be auditing travel and hospitality at Cal Poly in spring 2025**

Although we don't have the official scope yet, it is good to assume all travel and hospitality from July 2022 – Spring 2025 could be in scope.

**2. NEW Traveler and Approver [Check Lists and Cheat Sheets!](#)**

a. Domestic travel check lists and expense cheat sheets have been developed to help guide travelers and approvers through the travel process, ensuring report accuracy and compliance. Accurate expense reports are processed in a timely manner.

b. Checklist and Cheat Sheet zoom training will be held in September and October. Training dates include:

Wed. Sept. 11 <sup>th</sup>	2:30pm- 3:30pm
Thurs. Sept 12 <sup>th</sup>	9:00am -10:00am
Wed. Oct. 2 <sup>nd</sup>	2:30pm-3:30pm
Thurs, Oct. 10th	9:00am – 10:00am

Email [polytravel@calpoly.edu](mailto:polytravel@calpoly.edu) to be added to a session.

c. Traveler and Approver check lists assist each role in understanding their responsibilities, ensuring the expense report is compliant, including additional justification and or information needed.

i. Traveler Checklist guides travelers on creating an expense report, including any information, justification, itemized receipts and/ or any other back up needed.

ii. Approver Checklist guides approvers on how to review an expense report, including the Report Header, Totals, Approval Flow, Comments, Allocation, Expenses and Receipts.

- d. Expense Type Cheat Sheet explains each Expense Type for a Concur Expense Report for domestic travel and will help travelers create a report that is accurate and policy compliant and help approvers approve and submit to Payment Services an accurate and compliant report.
  - e. ***Always review the checklists and cheat sheets before starting a trip, this way the traveler is aware of their responsibilities and what are allowable expenses. Checklists and Cheat Sheets can be found on the [Travel Resource & Guides](#) site in the Checklist section.***
  - f. ***More checklists and cheat sheets are coming.***
3. **Expense Reports must be submitted within 60 days from travel end date.**  
Per federal tax regulations, expenses submitted after 60 days may be reported as taxable income (i.e. wages) to the employee with applicable Federal, State, FICA, and Medicare taxes deducted from a subsequent paycheck. Submit your travel expenses timely to avoid this process! <https://calstate.policystat.com/policy/15645082/latest/#autoid-qypd9>
4. **Travel and Hospitality policy updates will be announced annually.**
- a. Poly Travel will announce any updates in November/ December timeframe for January 1 effective date. This will start November 2024.
  - b. *The check lists and cheat sheet mentioned above include updates prior to this FY's update, so plan to attend a training.*
  - c. Always check the [Poly Travel Policy site](#) before you travel, since updates may occur outside our usual time frame.
5. **Personal Car Mileage**
- a. Must use Concur's mileage calculator, all other methods will not be reimbursed.
  - b. Ordinarily, mileage shall be computed between the **traveler's normal work location** (start) and a common carrier terminal (airport, train depot or other common carrier) or assignment location ("Destination"). If the travel for mileage occurs during the traveler's non-working hours, or a regularly scheduled day off, mileage may be allowed between the traveler's residence and the Destination, except for same day travel. Same day travel will always start from whichever is less: traveler's residence or normal work location. For clarity, mileage to airport shall be calculated as follows:
    - i. Normal working hours: Cal Poly to SLO airport
    - ii. Weekend or non-working hours: Traveler's home to SLO airport
    - iii. Same day travel: Which ever is less (miles): traveler's home or Cal Poly to SLO airport
  - c. Travelers should include a justification for using their own personal car in the comments section since renting a car is preferred. Rental cars include proper insurance.
  - d. Must complete [Driver Safety Program](#) which includes the Authorization to use Privately Owned Vehicles on State Business.

## 6. **Travel Request Authorization**

Before committing any funds for university travel, including conference fees etc. all travelers must receive authorization to travel via a Concur Travel Request (employees) or a Preauthorization Form (students). *A Request submitted AFTER the travel date must have additional approvals from traveler's next in line manager.*

<https://afd.calpoly.edu/travel/policy/#authorization>

## 7. **Justification is required when Expense Report total is 20% over the Approved Request amount.**

Add justification to comments section in Expense Report.

## 8. **Traveler's Concur card will be suspended after 3 infractions have occurred**

Common infractions include:

- Itemized/ detailed (not credit card) receipt missing
- Expense report submitted 61 days or more after travel end date
- Like-for-like airfare comparison missing (must be same class, same departure and destination locations, etc.)
- Not listing origin and destination for ground transportation
- Money Owed to the University (Personal Expense or Cash Advance balance due) not paid back and/or no receipt attached to report

## 9. **Concur Travel Cards can only be used to pay for Cal Poly sponsored travel.**

The Concur card cannot be used when a third-party is paying for travel expenses. Traveler must pay out of pocket and submit receipts directly to entity paying for travel.

## 10. **Always add comments for unusual travel expenses to explain the business need; think like an auditor.**

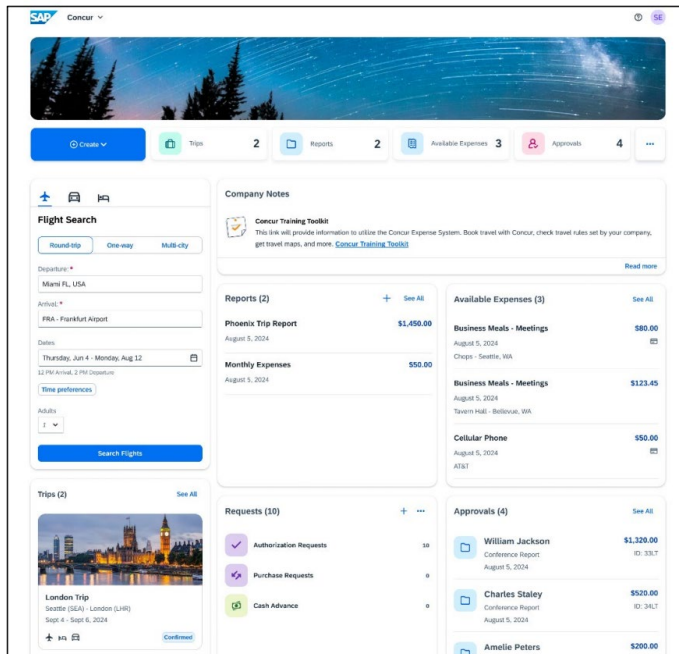
## 11. **Regularly visit the Poly Travel Resource and Guides and Travel Policy sites to ensure travelers and approvers have the most up-to-date information.**

[Poly Travel Resources and Guides](#)

[Poly Travel Policy](#)

## 12. **Concur Home Page Redesign**

Concur is introducing a refreshed home page that features intuitive design and user- friendly navigation. There are no functional changes with the redesign, it is only a visual update.



## PROCARD UPDATES

### 1. ProCard Reconciliation in Peoplesoft Financials

- ProCard is for non-travel expenses only
- All ProCard expenses **must include a purchase description** in the freeform description field. *Your statement may be returned if a description is not provided.*

#### How to enter purchase information into the “freeform” description field.

- Once you select your reconciliation
- Click View All
- Describe the purchase in the description field for each transaction. (Highlighted in yellow)
- In the description field provide a brief explanation of how this purchase pertains to university business.
- If the purchase requires a waiver, insert the waiver number into the description field of the transaction.

Transactions 3 of 7 | View All

Supplier Name: DMI\* DELL K-12/GOVT State: TX  
 Transaction Date: [REDACTED] Merchandise Amount: 234.87  
 Description: Docking Station for PW Procurement Staff

Reference #:  
 Equipment  Tax  Registration  Printing/Promo  Computer  
 Service  Hospitality  Other  Disputed  Travel

Distribution

GL Business Unit	Account	Fund	DeptID	Program	Class	Project	Distrib. Amt.
1 SLCMP	660003	SL001	[REDACTED]				234.87

Return to Search Previous in List Next in List

## CAL POLY BEST PRACTICES

1. **Book airfare at least 21 days in advance of trip for best rate;** if not booked within 21 days provide justification in Comment section
2. **Book directly through Concur for CSU rates and vendors**
  - a. Not only does this allow the CSU to manage all travel spend and find cost-savings for all campuses travel but booking through Concur ensures risk management traveler visibility in the event of a global issue or natural disaster
  - b. Ensures traveler compliance with CSU policy
3. **Gender Diversity: Selection Options in Concur**
  - a. Concur now supports nonbinary genders to help ensure that each user’s travel documents match their government issued ID and facilitates passage through airport security
  - b. Gender inclusivity can be updated on the PROFILE page: X- Non-binary and U- Undisclosed

## RESOURCES & CONTACT INFORMATION:

Visit the Poly Travel website for powerpoint and video resources to use at your departmental trainings.

<https://afd.calpoly.edu/travel/resources/>

### Contact Us:

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