

POLY TRAVEL.

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SPRING 2024

CSU Travel Policy UPDATES

1. FY 23-24 Fiscal Year End Deadlines for State Funded Trips ONLY*:

MAY 3 Deadline for State funded trips ONLY*:

- Concur Expense Reports Approved & In Accounting Review (employees, guest, group) – including sent back reports, must be resubmitted by deadline
- Travel Claim Form signed and submitted to sbs-payment@calpoly.edu (students, group)

JUNE 7 Deadline for State funded trips ONLY*:

- Concur Expense Reports for trips ending April 5th or later
- Travel Claim forms for trips ending April 5th or later

**Cal Poly Partners has no guarantee date, if you have questions please reach out to Cal Poly Partners*

2. New Forms for Student Travel in 2024

The 2024 student travel forms are now available on [PolyTravel website](#).

Request Paper 1A – each student traveling who may incur reimbursable expenses should complete this form. This form is signed and kept with the department during travel.

Cash Advance Domestic Form – complete this form if student(s) needs a cash advances for their travel (primarily for meals and/or ground transportation). It is recommended that a student sponsor (employee) use their Concur Travel Card to pay for the larger travel expenses such as airfare, hotel, and car rental on behalf of the student(s).

Group Roster/Cash Advance Disbursement Form – Add the name of all student travelers to this form and submit with the Travel Claim form at the end of the trip. If a cash advance disbursement is given to students for meals and/or ground transportation, this form can be used for disbursement noting the cash advance amount each student received and their initials acknowledging they received the advance. No receipts are required for meals when cash advance is distributed per person.

2024 Travel Claim Form – Any student requesting reimbursement or submitting a cash advance receipt for showing cash advance disbursement or paying back a cash advance should complete this form. If no reimbursement or cash advance, then this form is not required.

Cash Advance Form ALL (includes 1A, Group Roster, and Cash Advance Form) – can be used when all forms are needed; each individual form is in form (multiple tabs).

3. Meal Per Diems

Refer to the [Resources and Guides](#) section of the PolyTravel website for information on the new Meal Per Diems: Concur **Request** User Guide 2024 & Concur **Expense** User Guide 2024 (Allowances).

Remember to add the TRAVEL ALLOWANCE to the Expense Report for the daily meal per diems to be added. Then add any meals paid with the Concur card as “Meals paid with campus issued card” which will deduct from the meal per diem amount paid to the traveler.

After adding the Travel Allowance which adds the Meal Per Diems to your Expense Report, you can add any meals paid with your Concur card as “meals charged on campus issued card” to your report. Concur will automatically deduct the meals charged on the campus issued card from the meal per diem amount. The Report Totals will show the Meals charged on campus issued card as “Less Personal Amount.” Any per diem amount over what was paid on the card will be reimbursed to the traveler. The Report Totals will show that amount under “Company Pays Employee.”

Report Totals		
Company Payments \$114.96 Employee		\$206.70 *CSU-USBank-CBCP
Employee Payments \$0.00 Company		
Amount Total: \$362.20	Due Employee: \$114.96	Owed Company: \$0.00
Less Personal Amount: \$40.54	Amount Due (*CSU-USBank- CBCP): \$206.70	
Approved Amount: \$321.66	Total Paid By Company: \$321.66	Total Owed By Employee: \$0.00

Maximum travel per diem allowances for various type of travel by location:

- For Continental US travel, rates set annually by [General Services Administration](#);
- For Alaska, Hawaii, or the US Possessions travel, rates annually set by [Department of Defense](#) (Per Diem, Travel and Transportation Allowance Committee (PDTATAC))
- For International travel, rates set monthly by [Department of State](#)

4. Two-Day Travel and Meal Per Diem

All travelers, including non-employees (guests and students) will receive 75% of the total per diem for two days of travel (First Day/Last Day).

Non-employees receive \$59 per day for full day travel, and \$44.25 (75%) per day for First and Last day travel and for two-days travel (2 days x \$44.25 = \$88.50 total).

5. Meals for One Day Travel

The Concur Travel Card cannot be used to pay for meals on trips of 24 hours or less with no overnight stay. Lunch is never allowable or reimbursable for a one day trip, and when breakfast and dinner are claimed, those meals must be reported to payroll and to the IRS as taxable income.

Poly Travel Tips & Tricks

6. Non-Employee/Guest Expense Reports in Concur

Refer to the [GUEST](#) section of the PolyTravel website for steps and processes on Booking and Expensing Guest travel sites.

When using the Concur Travel Card to pay for guest expenses, remember to wait until all credit card transactions have posted to your Concur account before adding the charges to a report and submitting it.

Concur card expenses can be found in the [Available Expenses](#) section in traveler's Concur.

Payment Type: CSU-USBank-CBCP refers to charges on your Concur Travel Card.

Payment Type: Ghost Card-USBank refers to airfare charges made through Concur Travel tab.

Available Expenses					
View	Edit	Delete	Combine Expenses	Move to	
<input type="checkbox"/>	Receipt	Payment Type↓↑	Expense Source↓↑	Expense Type↓↑	Vendor Details↓↑
<input type="checkbox"/>		*CSU-USBank-CBCP	Corporate Card	Hotel/Lodging	QUALITY SUITES CA702
<input type="checkbox"/>		*CSU-USBank-CBCP	Corporate Card	Hotel/Lodging	QUALITY SUITES CA702
<input type="checkbox"/>		*Ghost Card-USBank	Corporate Card	Airfare	AGENT FEE 8900860408944
<input type="checkbox"/>		*Ghost Card-USBank	Corporate Card	Airfare	AMERICAN AIR0017042790359 Fort Worth, Texas

7. Add Comments for Transportation Expenses

Add comments when adding Uber/Lyft or other transportation expenses in Concur to explain the use. Example: "Uber from airport to hotel"

Make sure to explain the business need for the expense. The comment is helpful now that receipts are no longer required for expenses under \$75.00.

8. Paying Back the University

A traveler must pay back the University BEFORE submitting their Expense Report in Concur for all 2024 Expense Reports. Any money owed to the University (for personal expenses or cash advance returns) must be paid by check or cash to the Cashier's Office in Building 1. The Cashier's Office will provide a receipt which is attached to the Expense Report. The traveler can then SUBMIT the report for approvals and processing.

9. Personal Car Mileage for Guest Travel

To add Personal Car Mileage for a guest, you will need to create a Guest Personal Car Registration.

Go to the person icon at top right of Concur page



Then go to Profile Settings/Personal Car under Expense Settings. Add a NEW Vehicle (it is OK to have more than one vehicle added) and enter GUEST as the **Vehicle ID** and Personal Car as the Mileage Rate Type, then SAVE.

You will now be able to select the Guest Vehicle under Personal Car Mileage on a Non-Employee Concur Expense Report. You will only need to do this step once.

Personal Car Registration

This page displays all the personal cars that have been registered. Click **New** to register another car.
Reimbursement Method: Personal Car - Variable Rates

New Remove

Vehicle ID: Guest
Mileage Rate Type: 1 - Personal Car
 Preferred Car

New Expense

Details Itemizations

Mileage Calculator Allocate

Expense Type *
Personal Car Mileage Employee Recruitment

To Location * Payment Type
Out of Pocket

Personal Car Mileage is always entered as an Out of Pocket expense so the Non-Employee Policy must be used to reimburse the guest directly. Also, make sure to use the **Mileage Calculator** to calculate the mileage and enter exact addresses when known.

10. Hospitality Policy and Meal Per Diems

The hospitality policy is separate from the travel policy. <https://afd.calpoly.edu/financial-services/docs/hospitality-policy.pdf>

BUT when hospitality occurs and replaces a meal, it reduces the per diem amount since a meal was provided for the traveler. The per diem amount should be reduced by the value of the meal (by type). Domestic meal per diems listed below.

M&IE Breakdown

M&IE Total ¹	Continental Breakfast/ Breakfast ²	Lunch ²	Dinner ²	Incidental Expenses	First & Last Day of Travel ³
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$14	\$16	\$29	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50
\$79	\$18	\$20	\$36	\$5	\$59.25

The Hospitality per person meal limits include all taxes, service charges and fees:

\$30 breakfast

\$60 Lunch

\$90 Dinner

These limits are listed on the policy and on the form <https://afd.calpoly.edu/procure-to-pay/docs/hospitality-justification-form.pdf>

If faculty is hosting a meal locally, the Concur card can be used to pay for a hosted meal and no request is required. An itemized receipt and the hospitality form must always be attached to the Concur expense report for the hospitality expense(s).

11. Register your Concur Travel Card with USBANK

Register your Concur Travel Card with USBank to:

- View credit limits
- View available credit and account balance
- Review previous and pending transactions
- View monthly statements
- Dispute charges

Instructions to register can be found on page 8 of [Concur Travel Card Policies & Procedures](#) manual.



12. Airfare Best Practice

Purchasing airfare at least 3 weeks in advance of your trip is best practice for potential airfare savings. Use Concur to book and purchase in advance for the greatest savings and most economical flights.

13. Travel Tips – Sustainability while traveling

As business travel returns to pre-pandemic levels, sustainability is top of mind for many of us. But sustainability should be something you do with travelers, not for them. Here are a few suggestions to encourage them to be more sustainable.

- Take the train, boat, walk, or cycle once you arrive at your destination.
- Plan ahead to make each business trip as productive as possible
- Use single-use plastics sparingly and maybe even try a local farm fresh dish.

RESOURCES:

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

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

Contact Us:

Concur General Support

Stephanie Albright – Travel Analyst
polytravel@calpoly.edu
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/>