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WINTER 2025

TRAVEL AND CREDIT CARD NEWSLETTER

TRAVEL UPDATES

GSA DOMESTIC PER DIEM RATE INCREASES UPDATED FOR THE 2025 FISCAL YEAR

Domestic location-based rates are now $68 - $92 for employees and $68 per day for guests and students. The 75% per diem for First/Last day still applies to employees, students, and guests. Concur and the Travel Claim form have been updated. Please use the "Reduction" Expense Type in Concur to reduce an expense report over budget due to per diems. On the Travel Claim form, add a negative amount to the Business Expense Line item to reduce the amounts.

Example:

TOTALS:							Total Claim Amt	
$238.00	$0.00	$0.00	$0.00	$0.00	$0.00	($78.00)	$160.00	
M&IE Total	Airfare*	Lodging*	Miles*	Ground Transport*	Car Rental*	Business Expense*	Total	Column1
$51.00						-$11.00	$40.00	
$68.00						-$28.00	$40.00	
$68.00						-$28.00	$40.00	
$51.00						-$11.00	$40.00	

MILEAGE RATE 2025

The IRS mileage rate for the calendar year 2025 is 70 cents per mile, an increase of three cents from the 2024 rate. Miles driven for moving purposes will remain the same as in 2024 at the reimbursement rate of 21 cents per mile. The new rate has been updated on Concur and the 2025 Travel Claim Form. Car rental and air travel are recommended for trip distances over 150 miles and a justification is required for 200 miles trip distances.

APPROVERS MUST REVIEW RECEIPTS & MEAL PER DIEM

Approvers are responsible for travelers complying with CSU and Cal Poly policies. As an approver, you must review expenses and receipts to ensure they are justified for business

expenses and within policy. Please note: Concur tracks when receipts are (or are not) opened for each approver in the approval flow for audit purposes; ACS has started reviewing these reports. Approvers must also review the Travel Allowance against the conference agenda. If a meal is provided by the conference or meeting and the traveler is requesting reimbursement for the same meal, comments must be added to the expense report to justify not taking the hosted meal.

HOSPITALITY

The Hospitality Justification form has been updated to reflect all payment methods. It is required for all methods: CSUBUY, Concur, ProCard and reimbursement. Please read all instructions before filling out the form since only some fields may be required depending on payment method. The new form also includes a sheet to identify up to 40 attendees. Over 40 attendees a description of the attendees is allowable. The new form can be found [HERE](#).

GROUND TRANSPORTATION

Always provide comments for ground transportation expense type indicating origin and destination to validate the trip is a business expense.

EXAMPLE: "AIRPORT TO HOTEL"

UNUSED AIRFARE PURCHASED OUTSIDE OF CONCUR WITH CONCUR TRAVEL CARD

Each department is responsible for tracking ALL their unused airfare tickets to ensure they are being used for University Travel. Airfare booked outside of the Concur Travel Tab or Christopherson Business Travel are not tracked by Concur nor by the Poly Travel Office. Attached is a blank Unused Ticket Tracker for departments to use to document and track their unused tickets. **Travelers must self-report their unused tickets paid for with their Concur travel card to their department.** The traveler is expected to use these airline tickets before purchasing any new tickets.

CONFERENCE AGENDAS

Conference LINKS are not acceptable for conference agendas as they do expire. If the conference does not provide an agenda via email or document, a screenshot of the agenda from the link must be saved as a pdf and attached to the expense report.

REDUCTION EXPENSE TYPE

To reduce the total of an expense report for budget purposes, use the Reduction Expense Type. The Meal Per Diem cannot be changed to reduce the expense report.

"OTHER" EXPENSE TYPES

The "Other" expense type should only be used if another expense type does not fit the transaction. Business justification in the comment section is always required when using this expense type and any other "non-travel" expense type.

HOTEL RATE EXCEEDING $333 PER DIEM

Justification is required when the hotel nightly (before taxes and fees) rate is over $333 for business travel. Comments must be added to the expense line item. For conference hotels over $333, justification is required when the nightly rate exceeds $750 per night.

CONCUR TRAVEL CARDS USED FOR CAL POLY PAID TRAVEL

Concur Travel Cards can only be used when Cal Poly is paying for the travel. The card cannot be used when another entity other than Cal Poly is paying for the travel. In these cases, travelers must pay out of pocket and get reimbursed by the other entity.

INTERNAL AUDITS

Travelers' expense reports and travel claims are audited quarterly by [Audit and Consulting Services.](#) Refer to their [website](#) for the complete travel and hospitality audit findings.

CREDIT CARD UPDATES

NEW EMAIL

A new email has been added for cardholders to submit any material associated with ProCard infractions: **cc_infraction@calpoly.edu**. Please see below for more details on emails related to credit cards:

1. [sbs-payment@calpoly.edu](#): submit monthly statements upon the due date
2. [procard@calpoly.edu](#): submit credit card applications and revision forms and questions/inquiries
3. **NEW** [cc_infraction@calpoly.edu](#): submit missing (late) statements and any requested backup and/or information from submitted statements

INFRACTIONS

Any misuse of the ProCard as outlined in the [Policies and Procedures](#) is considered an infraction. Infractions are being tracked. If a card has multiple infractions in a fiscal year the card will be suspended, except for missing statements.

1. Any statements due after January 1, 2025, not turned in on time, will result in immediate suspension of the ProCard as announced in the monthly Financial Analyst Meetings in Fall 2024.
2. Any statement due before January 1, 2025, may be turned in by February 14, 2025 without a card suspension.
3. Submit any missing statements to: **cc_infraction@calpoly.edu**

CREDIT CARD POWERFORM

A PowerForm submission form will be available soon to attach ProCard statements and all the required backups. The PowerForm will allow cardholders to obtain all necessary signatures to ensure the ProCard reconciliation is compliant. Keep an eye out for training on this new form.

WAIVERS

The waiver process has been updated. All waiver requests start with a CSUBUY requisition using the correct online form and Supplier Unknown. Once the requisition has completed all the proper reviews, the requisition will be canceled with a note from the buyer to use that requisition number as the waiver number. Cardholders must include the canceled CSUBUY requisition number in the ProCard statement.

DESCRIPTIONS AND JUSTIFICATIONS

A reminder that ALL transactions on a ProCard statement require a detailed description of the item purchased and business justification. Missing descriptions and justifications are infractions.

REGISTER YOUR CREDIT CARD

Registering your card on the USBank website will allow you to view pending transactions, view credit limits, view available credit and account balances, view your statement, and dispute charges. All the information to verify your card when calling USBank is located in your account. Steps on how to register your ProCard or Concur travel card are included in the [policy and procedure manuals.](#)

GIFT CARDS

Gift cards for general merchandise are considered cash equivalents regardless of dollar amount or funding source and may be reportable and taxable. Gift cards are only allowable when purchased on a Cal Poly ProCard and must follow the guidelines below. The complete Gift Card process is available on the [website.](#)

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NEWS AND UPDATES

TRAVEL TO THE UNITED KINGDOM

Effective January 8, 2025, all U.S. citizens transiting through or traveling to the United Kingdom for tourism, family visits, business meetings, conferences, or short-term study for 6 months or less will require an Electronic Travel Authorization (ETA) prior to travel. U.S. citizens can apply for ETAs on the UK Government website. Passports must be valid for the duration of your stay in the United Kingdom.

ADDITIONAL DETAILS INCLUDE:

ENTRIES: MULTIPLE
MAXIMUM STAY: 180 DAYS
VALIDITY: 2 YEARS
TRAVEL PURPOSE: TOURISM, BUSINESS, TRANSIT

Pre-register today with Sherpa° to apply for your ETA from 27 November 2024. Once approved, travelers will receive their ETA electronically.

NEW AUTOMATIC AIRLINE REFUNDS RULES ARE IN EFFECT

The U.S. Department of Transportation mandated automatic refunds on canceled flights or flights delayed over 3 hours domestic and 6 hours international.

REAL ID DEADLINE

On May 7, 2025, travelers must be REAL ID compliant to board domestic flights and access certain federal facilities. REAL ID Homeland Security

CAL POLY BEST PRACTICES

1. Obtain pre-approval for travel on a timely basis. Time to pay for your conference registration? You should create a Concur Request and have your travel approved before you pay. (Must mail 2024)
2. Airfare should be purchased at least 21 days in advance of travel start date. (Fall 2024 newsletter)
3. Submit your travel expense report within 60 days of travel end date! (Fall 2024 newsletter)
4. Per federal tax regulations, expenses submitted after 60 days will be reported as taxable income to the employee and applicable Federal, State, FICA, and Medicare taxes will be deducted from a subsequent salary check.
https://calstate.policystat.com/policy/15645082/latest/#autoid-qypd9

RESOURCES

Visit the [Poly Travel website](#) for PowerPoint and video resources to use at your departmental trainings.

CONTACT

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Unused Ticket Report

Department_____

Airfare Booked Outside of Concur

Month_____

Last Name	First Name	Email	Airline	Airfare Amnt	Ticket #	Issue Date	Depart Date	Expiration Date	Reuse Date