CONCUR TRAVEL & EXPENSE

TRAVEL UPDATES EFFECTIVE
JANUARY 1, 2024
Presented: Amanda G. Tobias, SFSU

Financial Services
01/18/2024
CSU Wide Policy Update - Jan. 1, 2024

• Domestic Meals have changed to location based per diem.
  - Travel prior to 1/01/24 will use the legacy travel policy.
• Per diem is calculated based on the destination of your lodging.
• This eliminates receipts, complies with federal guidelines, and avoids tax implications.
• Lodging is still actuals up to $275 a night (excluding taxes and fees). Itemized receipts required.
Per Diem Coverage

The per diem rates are as follows:

**Continental United States (CONUS)**
For domestic or continental United States (CONUS), the meals and incidental expense rates are set by the [U.S. General Services Administration](https://www.gsa.gov) (referred to as GSA).

**Outside the Continental United States (OCONUS)**
1. For Alaska, Hawaii, and US territories, the rates are set by the [US Department of Defense](https://www.Defense.gov).

2. For international travel meals and incidental expenses, the rates are set by the [U.S. Department of State](https://www.state.gov). (M&IE and Lodging.)

The first and last day across the board is calculated at 75% of the per diem.
GSA Meal & Incidental Expenses (M&IE) Breakdown

**GSA M&IE breakdown**

- 5 ranges for domestic locations
- Ranges shown from $59-$79 ($54-$74 without incidentals).
- Displays first and last day of travel (up to 75% of entire day). Full amount of a provided meal will reduce the 75% total.
- Use chart as guide to deduct provided meals.
M&IE Limits

• Less than 24 hours with no overnight stay—
  ➢ Reportable taxable income

• Less than 24 hours with overnight stay –
  ➢ 75% of location based per diem rate
Location Based Per Diem (Travel Request)

Old Legacy Travel Policy

New Updated Meals Per Diem

New Expense Type: Meals and Incidentals Per Diem

- By clicking Save, the full per diem amount will be added to the travel request based on destination indicated on the header.
- Use Reduction Amount Field if needed.
Location Based Per Diem (Travel Request)

The amount is now $100 less.
Employee Per Diem Process - Expense

1. Create Expense Report from Approved Travel Request
2. Create Travel Itinerary on Travel Allowance Tab
3. Determine Provided Meals
4. Add Expense Reductions if needed
5. Add Other Travel Related Expenses
6. Review Audit Warnings and Submit for Approval
Create Travel Allowance Itinerary

- Click Travel Allowance > Manage Travel Allowance.
- Click 1 Create New Itinerary.
- Need 2 Itinerary Stops.
- Then click Save > Next.
Create Travel Allowance Itinerary

Important: Need 2 Itinerary Stops (Travel to Destination, Travel Returning)
Create Travel Allowance Itinerary

<table>
<thead>
<tr>
<th>Date/Location</th>
<th>Meals Rate</th>
<th>Breakfast Provided</th>
<th>Lunch Provided</th>
<th>Dinner Provided</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/08/2023 Sacramento, California</td>
<td>$51.75</td>
<td></td>
<td></td>
<td></td>
<td>$51.75</td>
</tr>
<tr>
<td>11/09/2023 Sacramento, California</td>
<td>$69.00</td>
<td>✓</td>
<td></td>
<td></td>
<td>$53.00</td>
</tr>
<tr>
<td>11/10/2023 Sacramento, California</td>
<td>$69.00</td>
<td>✓</td>
<td></td>
<td></td>
<td>$53.00</td>
</tr>
<tr>
<td>11/11/2023 Sacramento, California</td>
<td>$69.00</td>
<td></td>
<td></td>
<td>✓</td>
<td>$38.00</td>
</tr>
<tr>
<td>11/12/2023 Sacramento, California</td>
<td>$69.00</td>
<td></td>
<td></td>
<td></td>
<td>$69.00</td>
</tr>
<tr>
<td>11/13/2023 Sacramento, California</td>
<td>$51.75</td>
<td></td>
<td></td>
<td></td>
<td>$51.75</td>
</tr>
</tbody>
</table>

Check the boxes when meal(s) were provided.
Reductions

Meal Expenses will automatically be added to report.

If a reduction is needed, use Reduction Expense Type.

- Meals & Incidental Expense (M&EI) bought with CIT card.
- Employee overspent amount budgeted by department and had agreement they would pay the difference.
- For out of pocket - Any meals within a hotel receipt need to be removed from hotel total when expensing.
Non-Employee Travel

• Non-Employee Travel should be completed via Concur.
• Non-Employee travel will use location based per diem as well.
• Travel Allowance Itinerary is not required within Concur.
  • Employee has to manually add meal expenses.
• Receipts not required.
• Supplemental Travel Worksheet to help calculate location based per diem.
  • Travel Claim Worksheet
Concur Visual Theme Update

Concur web and mobile app updated to Fiori with Horizon visual theme on January 1, 2024. You will see a refreshed look and feel.

• Benefits include:
  • Improved design consistency
  • Inclusive, accessible design for everyone
  • Light Mode, Dark Mode, and high contrast theme options

• The SAP Fiori with Horizon visual theme does not affect any features or functionality. It is primarily a change in the look and feel such as fonts, font sizes, icons, colors, and rounded corners. On the SAP® Concur® mobile app and the web, the navigation menus are slightly modified to make it easier to find what you are looking for.

• **New Look and Feel** (provided by SAP Concur)
Resources

• Travel Website: Concur Travel and Expense – CSUM
  https://www.csum.edu/fiscal-services/concur.html

• Email us at: accnt@csum.edu

• Systemwide Travel Resource Page
  https://csyou.calstate.edu/Divisions-Orgs/bus-fin/Financial-Services/Pages/systemwide-travel-resource-center.aspx
Live Demo

Next...

Live Demo