

Finance Business Operations Forum

December 13 2023



California State University
MONTEREY BAY

Introduction & Welcome

Michal-Anne Miller

AVP, Finance



California State University
MONTEREY BAY

Agenda

1. **Welcome by AVP, Michal-Anne Miller** (*2 minutes*)
2. **Accounting** (*60-75 minutes*)
 - Travel Updates
3. **Operations Support and Innovation** (*10-15 minutes*)
 - CFS Inquiries and Reports Overview
4. **Guest Presenter at 3:30pm - Teresa Slaton** (*15 minutes*)
 - Catering/Chartwells
5. **Closing by AVP** (*3 minutes*)
6. **Q&A** (*10 minutes*)



Accounting

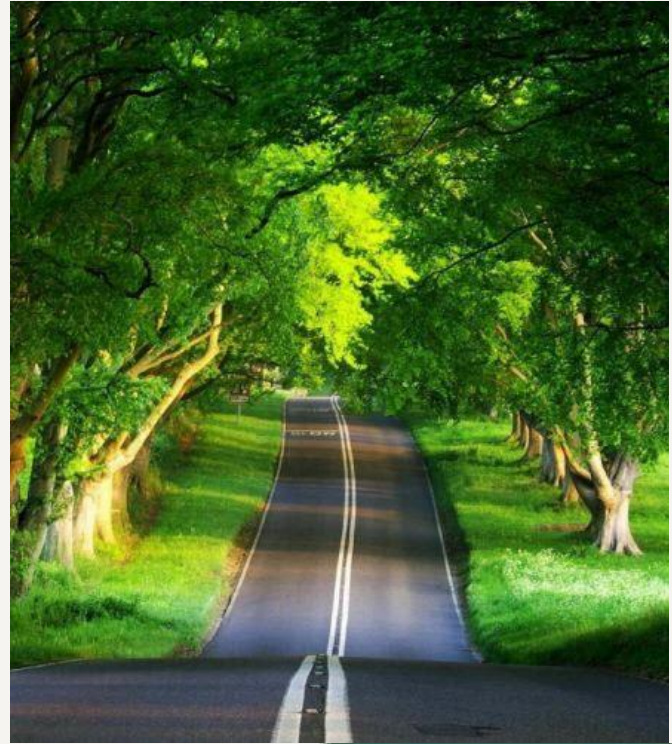
Susan Koch, Director of Accounting
Reinel Lagman, Accounting Manager
Shari Mano, A/P Team Lead
Olga English, A/P Technician



California State University
MONTEREY BAY

CSU Travel Policy

Updates



California State University
MONTEREY BAY

Learning Objectives

- **Why Move from “Actuals” to Location Based Per Diem**
- **When to Implement the Policy**
- **What is the Per Diem Coverage**
- **Travel Expense Worksheet**
- **Appendices and Examples**
- **Airlines Update**
- **Frequently Asked Questions**
- **Resources**
- **Questions and Answers**



Why Move to Per Diem

- Eliminate receipts
- Comply with federal guidelines
- Avoid tax implications



When to Implement the Policy

- Policy must be implemented on January 1, 2024
 - Location-based per diem will be used starting 1/1/24
 - Actuals cannot be used for Meals & Incidentals Expenses (M&IE) as it conflicts with CSU Policy
 - CO will publish the new policy on [CSU Policy Library](#) (policystat) by January 1, 2024



What is the Per Diem Coverage

- **Continental United States (CONUS)**
 - Domestic Meals and Incidental Expenses (M&IE).
[U.S. General Services Administration](#) (GSA).
- **Outside the Continental United States (OCONUS)**
 - Alaska, Hawaii, and US territories.
[US Department of Defense](#).
 - International Meals and Incidentals.
[U.S. Department of State](#).



What is the Per Diem Coverage (cont.)

- **Rates refresh (anticipated schedule)**
 - GSA (US) – Annually, beginning of fiscal year on 10/01/YYYY
 - Dept of Defense (DoD) – Monthly
 - US State Dept (Int'l) – Monthly




GSA (domestic/CONUS)

GSA U.S. General Services Administration MENU ▾

PER DIEM LOOK-UP

1 Choose a location

State: City (optional): 

OR

ZIP:



Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the [Department of Defense](#).

Rates for foreign countries are set by the [State Department](#).

2 Choose a date

Select Fiscal Year:

OR

Travel start date (mm/dd/yyyy):  Travel end date (mm/dd/yyyy): 

Rates are available between 10/1/2021 and 09/30/2024.



GSA (domestic/CONUS)

GSA U.S. General Services Administration MENU

Your search for **Boise, Idaho** (Ada including Boise)

Estimated per diem total: \$515 (Max lodging total + M&IE total)

Lodging breakdown: November 08, 2023 - November 10, 2023

Date	Daily Rate	# of Nights	Total
November	\$165	2	\$330

Max lodging total: **\$330**

Meals & incidental expenses breakdown: November 08, 2023 - November 10, 2023

Days, Month	Daily Rate	# of Days	Total
First day (11/08/23)*	\$55.50	1	\$55.50
Full day (Nov)	\$74	1	\$74
Last day (11/10/23)*	\$55.50	1	\$55.50

*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$185**

[Additional terms and conditions](#)

Print to soft copy/pdf



GSA M&IE Breakdown

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

- 5 ranges for domestic locations
 - GSA M&IE breakdown
 - Ranges shown from \$59-\$79 (\$54-\$74 without incidentals).
 - Displays first and last day of travel (*up to 75% of entire day*).
- Use chart as guide to deduct provided meals.



Travel Worksheet (TEC)

- **GSA Link**
- **Per Diem Rates**
- **Reimbursable and Non-reimbursable expenses**
- **Chartstring**
- **Business Justification/Remarks**
- **Travel Summary**
- **Delegation of Authority**



California State University, Monterey Bay
Travel Expense Claim

Claimants Name Reinel Lagman	Position/Title Accounting Manager	Department Accounting	Department Contact and Extension Amber Watson ext 3124
Residence Address 128 Edde Court	Purpose of Trip CSU Business Conference		
City Marina	State CA	Zip Code 93933	Destination 700 W Convention Way, Anaheim, CA 92802

Travel Start Date:	11/10/2023
Travel End Date:	11/14/2023

City and Zip code (Only Enter Lodging Destinations)	Domestic Rates (GSA)	Alaska/Hawaii (DoD) or International Rates (State Dept)
Anaheim, 92802	74	



Reimbursable Expenses																	Total Reimbursable Expense		Non Reimbursable				Total Non Reimbursable Expense			
																	\$450.13						\$600.00			
Travel Details																	\$1,875.13	\$1,425.00	\$0.00	\$0.00	\$0.00	\$600.00				
Location	Rate Type	Notes (optional)	M&IE Rates/Day based on	Travel Date	Personal Day? Yes = 1	# Provided Breakfasts	# Provided Lunches	# Provided Dinners	M&IE Total	Airfare*	Lodging*	Miles*	Ground Transport*	Car Rental*	Business Expense*	Full Amt	Breakfast	Lunch	Dinner	Incidental Expenses	Total	Travel Advance*	Airfare*	Lodging*	Car Rental*	Registration fees
Anaheim, 92802	First/Last Day Per Diem		\$55.50	11/10/2023	0	0	0	0	\$55.50		\$275.00	337.5		\$0.00		74	\$17.00	\$18.00	\$34.00	\$5.00	\$551.54	\$1,425.00				\$600.00
Anaheim, 92802	Full Day Per Diem		\$74.00	11/11/2023	0	0	0	0	\$74.00		\$275.00				\$0.00	74	\$17.00	\$18.00	\$34.00	\$5.00	\$349.00	\$0.00				
Anaheim, 92802	Full Day Per Diem		\$74.00	11/12/2023	0	0	0	0	\$74.00		\$275.00				\$0.00	74	\$17.00	\$18.00	\$34.00	\$5.00	\$349.00	\$0.00				
Anaheim, 92802	Full Day Per Diem		\$74.00	11/13/2023	0	0	0	0	\$74.00		\$275.00				\$0.00	74	\$17.00	\$18.00	\$34.00	\$5.00	\$349.00	\$0.00				
Anaheim, 92802	First/Last Day Per Diem		\$55.50	11/14/2023	0	0	0	0	\$55.50		\$275.00	337.5			\$0.00	74	\$17.00	\$18.00	\$34.00	\$5.00	\$276.54	\$0.00				
			\$0.00		0	0	0	0	\$0.00						\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00		0	0	0	0	\$0.00						\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00		0	0	0	0	\$0.00						\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00		0	0	0	0	\$0.00						\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
			\$0.00		0	0	0	0	\$0.00						\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				

Expense Distribution						
Account	Fund	Department ID	Program	Class	Project	Amount
Drop-down						
I-5 Trvl (606001)	MB500	1006				\$ 1,433.00
Mileage (606806)	MB500	1006				\$ 442.13
107800	0	0		0	0	(\$1,425.00)
Claim Total:						\$ 450.13

Travel Summary		
Total Reimbursable Expense:	\$450.13	RAT Amount
Total Non-Reimbursable Expense:	\$600.00	Approved: 2,500.00
Travel Advance Received:	\$1,425.00	
Total Trip Cost	\$2,475.13	

Business Justification/Remarks:
I am claiming the full per diem for meals due to specific dietary needs.

I hereby certify that I was authorized to travel, the above is a true and accurate statement of the actual travel expenses incurred by me in accordance with existing travel rules and regulations of the California State University (CSU) and California State University, Monterey Bay (CSUMB). I have not and will not seek reimbursement for (1) a duplicate claim or (2) from any other source, and that all items were for the official business of the CSU and/or CSUMB.
Current CSU Travel Policy: <https://calstate.policystat.com/policy/10485892/latest/>

I have reviewed and now certify that if I am using a privately owned or rental vehicle, I, a) have a current "Authorization to use Privately Owned Vehicle" form (STD.261) on file with the University (for private vehicle only); b) have the minimum liability insurance as required by State law; c) I have satisfied the State Defensive Driver Training requirement.

Signature of Officer Approving Payment		Signature of Claimant	
Print Name	Date	Print Name	Date
Susan Koch	12/21/2023	Reinel Lagman	12/21/2023

New TEC Training!

- **December 15, 2023 (2:00pm-3:00pm)**
- **January 2024 (TBD)**
- **Friday A/P Open Office Hours (10:30am-11:00am)**



Tips (Appendix C)

Meals & Incidental Expenses

- Tips and gratuity to hotel staff
- Tips for meals

Not Incidental Expenses:

- Tips for taxi or shuttle service (transportation)
- Tips for valet parking (parking expense)



Lodging (Appendix D)

- **Hotel is not included in M&IE per diem rates for domestic travel.**
 - Hotel has up to a maximum of \$275 per night.
 - \$276-\$299 Approval from Accounting Director needed
 - \$300 and over Approval from AVP of Finance needed
 - Must include receipts.
- **Lodging for international travel is using per diem based on the published rate from the US Department of State.**



Grants/Sponsored Programs

- Sponsors, in general, will accept university processes for travel (in CSU's case, per diem).
 - Per Diem rates are widely accepted.
- For more restrictive grants/contracts, Sponsored Programs office must have contingency for communicating additional documentation requirements to the Principal Investigator (PI).



M&IE Reimbursement Limits (Appendix E)

- **Less than 24 hours –**
 - no reimbursement
- **Less than 24 hours with overnight stay**
 - 75% of location based per diem rate



Transition process

- Travel **started before** 1/1/24, process using the legacy policy (receipt collection/non per diem method)
- If travel starts 1/1/24 or later, use the location-based per diem method/new travel policy.



Overnight Example 1

Example: An employee is required to travel from Milwaukee to Madison to work on a project. The employee leaves home at 11:00 a.m. on Monday, with plans to return home the same day. Unable to complete the project on Monday, the employee spends the night in Madison. After completing the project the next day, the employee returns to Milwaukee by 10:30 a.m.

Did the employee meet the overnight test?



Overnight Example 2

Example: An employee is required to travel from Dallas to Austin to work for the day. The employee leaves home at 6:30 a.m. and returns that night at 10:00 p.m. On the trip home the employee stops for dinner and rests in the car for two hours.

Did the employee meet the overnight test?



Meals provided as Part of Event (Appendix G)

- Deduct any meals provided at event

Example:

- Lunch is provided at the event, deduct \$15 from the per diem for the day. \$59 - \$15 = \$44

Meals & Incidentals Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$59.00	\$13.00	\$15.00	\$26.00	\$5.00	\$44.25



M&IE Per Diem for Travel Involving Multiple Locations (Appendix H)

Example: A traveler will be attending a conference in New York City, New York for 3 days and afterwards to Las Vegas, Nevada for another 2-day conference. Dinner is provided on the arrival night at the New York conference.

Calculate the traveler's per diem.



M&IE Per Diem for Travel Involving Multiple Locations (Appendix H) Results

	Per Diem Location	Per Diem Amount	
First Day	New York	\$ 23.25	$\$79.00 \times 75\% = \59.25 less \$36.00 (M&IE dinner portion)
Second Day	New York	79.00	M&IE for the day
Third Day	New York	79.00	M&IE for the day
Fourth Day	Las Vegas	69.00	M&IE for the day
Fifth Day	Las Vegas	51.75	$\$69.00 \times 75\% = \51.75
		\$ 302.00	Total Meals & Incidentals (M&IE)



Check Your Knowledge

- **Calculate the value:**
 - The traveler drove from work and arrived at the event mid-morning. Lunch and Dinner were provided at the event. The traveler spent that night at the hotel for more meetings the next day. What would be the per diem amount for the first day of travel?

Meals & Incidentals Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$59.00	\$13.00	\$15.00	\$26.00	\$5.00	\$44.25



Airlines Update

- **Southwest Airlines**
 - UTCs not re-used in 12 months are transferred to personal Rapid Rewards account. The corresponding amount will be owed to the University.
 - After 12 months, UTCs no longer appear on the Unused Tickets report but remain usable.
 - Call TravelStore to use UTCs.
- **United UTCs may be transferable**
 - Email CalTravelStore unusedtickets@caltravelstore.com to confirm.



Airlines Update

- **Cancellations**
 - Southwest, cancel in Concur
 - If already checked in, call CalTravelStore
 - Flight cancelled less than 10 minutes from departure, call CalTravelStore
 - Check in and fail to cancel flight, 100% of the ticket is forfeited to airline



Frequently Asked Questions

- **Are tips for meals separate from the daily per diem?**
 - Tips for meals are included in the Meals & Incidental Expense (M&IE) per diem
- **What is the logic of deducting the full amount on the first day for meals provided rather than at 75% deduction of the value of the meal?**
 - The CSU is following [federal guideline](#) which defines the first day and last day is set to 75% of the per diem value.



Frequently Asked Questions

- **How do you determine which rate to use when on a multi-state trip?**
 - The location where the traveler spends the night determines which rate to use.
- **With regards to the first day of travel 75%, does that also include incidentals?**
 - Yes meals & incidental expenses are included.



Resources

- **Travel Policy** (updated policy to be posted prior to 1/1/24)
 - FAQs (Appendix K)
- **GSA (domestic rates)**
- **US Department of Defense (Alaska, Hawaii and US Territories)**
- **US Department of State (international/foreign rates)**
- **Travel Claim Worksheet**



This form is to be completed and submitted with other supporting documentation (i.e., itemized receipt, event/meeting agenda or quote) for hospitality related expenses. For detailed information on allowable hospitality expenses and appropriate funding sources, please refer to the [Hospitality Guidelines](#). Note: For business meetings or events attended by CSUMB employees only, an event/meeting agenda is required to be included with the support documentation.

Department Information

1. Contact Name: _____ Email: _____ Phone: _____
 2. Department: _____

Payment Request Information

1. Payment Request Method: Personal Reimbursement Direct Pay Purchase Order
 Petty Cash Procard

2. What Fund will be used to pay the expense? _____ Amount: \$ _____

3. Vendor or Employee/Student Name: _____ Vendor ID or Emp/Std ID: _____

Expense Description

1. Type of Expense: Awards and prizes Promotional items Entertainment services Food and beverage Other: _____
 Approved Vendor for Promotional Items Yes No

2. If supporting documentation is not itemized, Claimant certifies that alcoholic beverages were **NOT** included in expenses. Payee's Signature: _____

3. Event Name: _____

4. Event Date(s): _____ Event Location: _____

5. Describe the business purpose of the event:

6. **Small Group**- List names of attendees/recipients:

	CSU Employee	Student	Guest
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. **Large Group**- Number of attendees/recipients _____
Large Group- Provide general description of attendees/recipients, i.e. staff, faculty, students, community leaders, or attach a list.

Accounting Adobe Sign Workflow Forms

- [Financial Transaction Request](#) – Expense/Revenue Transfers, Cost Recovery, Auxiliary and Third Party Billing.
- [Interagency Financial Transaction \(IFT\)](#) – An IFT is a mechanism to facilitate the movement of funds between campuses and the Chancellor's Office.
- [Purchase Order Payment Request Form](#) – to request payment on purchase order-based invoices.
- [Supplier Direct Pay Form](#) – Is a process for paying suppliers for goods and or/ services that does not require going through the formal procurement process.
- [PO Exception Notice Form](#) – This form is required if a Purchase Order (PO) is required and a direct payment request is submitted.
- [Personal Reimbursement and Petty Cash Form](#) – Is used to request payment for out-of-pocket business-related expenditures or to replenish the petty cash fund.

Please Note *Log in to CSUMB Adobe is required to access the forms



California State University
MONTEREY BAY

Questions?



California State University
MONTEREY BAY

Catering/Chartwells

Who may serve food on campus?

- Exclusive food service contract with Chartwells (campus dining contractor)
- Includes all functions where food is served such as: *conferences, training events, breakfast/lunch/dinners, meetings, parties, and other activities where food is provided to employees, guests, and outside groups.*
- This requirement applies to food purchased with stateside and corporation account funds.



Operations Support and Innovation

Venkat Paruchuru, Director – Operations Support and
Innovation



California State University
MONTEREY BAY

CFS Inquiries and Reports

1. CSUMB Chart Of Accounts

Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define ChartField Value

2. Procard Inquiry

Main Menu > CSU ProCard > Use and Inquiry > ProCard Completed Inquiry

3. Supplier/Vendor Inquiry

Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions

4. Document Status Requisition

Main Menu > Purchasing > Requisitions > Review Requisition Information > Document Status Requisition



CFS Inquiries and Reports Contd..

5. Document Status Purchase Order

Main Menu > Purchasing > Purchase Orders > Review PO Information > Document Status Purchase Order

6. Document Status Receipt

Main Menu > Purchasing > Receipts > Review Receipt Information > Document Status Receipt

7. CSU PO Remaining Balance Inquiry

Main Menu > Purchasing > Purchase Orders > Review PO Information > CSU PO Remaining Balance Inq

8. CSU PO Detail Activity Report

Main Menu > Purchasing > Purchase Orders > Reports > CSU PO Detail Activity Report



CFS Inquiries and Reports Contd..

9. CSU PO Life Cycle Report

Main Menu > Purchasing > Purchase Orders > Reports > CSU PO Life Cycle Report

10. Voucher Inquiry

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

11. Payment Inquiry

Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment

13. Review Ledger Information

Main Menu > General Ledger > Review Financial Information > Review Ledger Information



CFS Inquiries and Reports Contd..

Please refer to this [link](#) for a quick reference guide on using the CFS Inquiries and Reports.



California State University
MONTEREY BAY

Announcements



California State University
MONTEREY BAY

Remote & December Holiday Week

- **The Finance Office will be working remotely and in-person services will be limited from 12/18-12/21/23.**
 - Cashier's Office will be open on 12/21/23 from 9:30 to 11:30 a.m.
- **The office will also be closed for holidays from 12/22/23 - 01/01/24.**
- **Re-open on 01/02/24.**



Survey

- We encourage you to provide feedback not only on today's presentation but also any suggestions for future BOF topics.
- Survey link -
<https://app.smartsheet.com/b/form/c276cf3740374c54a980a059593b2190>



Business Operations Forums Presentations

Business Operations Forum Presentation slides are available on the “[Business Operations Forums](#)” section of the [Finance](#) web page.

Today’s presentation will be included shortly.



Finance Office Hours

Accounting

Weekly on Fridays (12/15/2023) at 10:30 a.m.

<https://csumb.zoom.us/j/85920601537>

Purchasing & Contract Services (BSS)

Bi-weekly on Thursdays (01/04/2024) at 11:00 a.m.

meet.google.com/jbt-vrps-ofz

Please contact financeasc@csumb.edu for details.



California State University
MONTEREY BAY



Questions??



California State University
MONTEREY BAY