

CONCUR TRAVEL & EXPENSE

TRAVEL UPDATES EFFECTIVE
JANUARY 1, 2024

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

The first and last day across the board is calculated at 75% of the per diem.

GSA rates refresh annually, and US Dept. of State, and US Dept of Defense refresh monthly.

GSA Meal & Incidental Expenses (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

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

The screenshot shows the SAP Concur interface for creating a new expense. The title is "New Expense: 04b. Meals - Domestic" with a date of 11/08/2023. The "Allocate" section includes fields for "Travel Start Date" (11/08/2023) and "Travel End Date" (11/13/2023). A red box highlights the "# of Business Days" field containing the value "5" and the "Non-GSA Daily Meal Rate" field containing "55". A red arrow points from the "# of Business Days" field to the "Amount" field, which is currently empty. Below the "Amount" field, a red text annotation reads: "# of days auto calculated upon Save based on start/end date". The "Currency" is set to "US, Dollar". A "Save" button is visible at the bottom left.

New Updated Meals Per Diem

The screenshot shows the SAP Concur interface for creating a new expense. The title is "New Expense: 04a. Meal & Incidentals Per Diem" with a date of 11/08/2023. The "Allocate" section includes fields for "Travel Start Date" (11/08/2023) and "Travel End Date" (11/13/2023). The "Destination" is set to "Sacramento, California". A red box highlights the "Reduction Amount" field, which contains the value "0". A red arrow points from the "Save" button to the "Reduction Amount" field, with a red text annotation that reads: "Auto calculates on Save". The "Currency" is set to "US, Dollar". A "Save" button is visible at the bottom left.

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)

Conference \$379.50 

Not Submitted | Request ID: CPYM Copy Request Submit Request

[Request Details](#) [Print](#) [Attachments](#)

EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/> Expense type↓↑	Details↓↑	Date↓↕	Amount↓↑	Requested↓↑
<input type="checkbox"/> 04a. Meal & Incidentals Per Diem	Sacramento, California	11/08/2023	\$379.50	\$379.50

Allocate

Travel Start Date: 11/08/2023

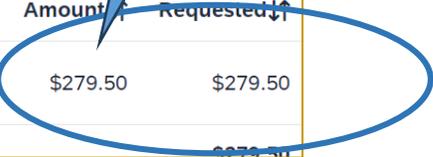
Travel End Date: 11/13/2023

Destination: Sacramento, California

Reduction Amount * ?

<input type="checkbox"/> Expense type↓↑	Details↓↑	Date↓↕	Amount↓↑	Requested↓↑
<input type="checkbox"/> 04a. Meal & Incidentals Per Diem	Sacramento, California	11/08/2023	\$279.50	\$279.50

Amount is now \$100 less



Employee Per Diem Process - Expense



Create Travel Allowance Itinerary

Conference \$0.00
Not Submitted | Report Number: PYOSP2

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses move to ▾

Manage Travel Allowance

Travel Allowances For Report: Conference

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name Selection
Conference USGSA

Save

Go to Single Day Itineraries Next >> Cancel

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

Create Travel Allowance Itinerary

Edit Itinerary Stop

Departure City

Date

Arrival City

Date

Edit Itinerary Stop

Departure City

Date

Arrival City

Date

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

Create Travel Allowance Itinerary

Travel Allowances For Report: Conference



- 1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location↑	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	11/08/2023 Sacramento, California	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75
<input type="checkbox"/>	11/09/2023 Sacramento, California	\$69.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00
<input type="checkbox"/>	11/10/2023 Sacramento, California	\$69.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00
<input type="checkbox"/>	11/11/2023 Sacramento, California	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$38.00
<input type="checkbox"/>	11/12/2023 Sacramento, California	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	11/13/2023 Sacramento, California	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75

Check the boxes when meal(s) were provided.



Reductions

Meal Expenses will automatically be added to report.

Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/13/2023	\$51.75
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/12/2023	\$69.00
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/11/2023	\$38.00
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/10/2023	\$53.00
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/09/2023	\$53.00
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/08/2023	\$51.75
				\$316.50

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)

<https://www.csum.edu/fiscal-services/concur.html>

- Email us at: acct@csum.edu

- [Systemwide Travel Resource Page](https://csyou.calstate.edu/Divisions-Orgs/bus-fin/Financial-Services/Pages/systemwide-travel-resource-center.aspx)

<https://csyou.calstate.edu/Divisions-Orgs/bus-fin/Financial-Services/Pages/systemwide-travel-resource-center.aspx>

Live Demo



Next...

Live Demo



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