



Travel Accruals

Presented on behalf of Fiscal
Services and the Travel Office

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Purpose

- To record travel expenses into the appropriate fiscal year to be aligned with accounting principals



What is allowable to be accrued?

- Travel that has occurred on or prior to June 30, 2023
 - All items that would be approved by Travel normally
- Registration for conferences occurring after June 30, 2023
 - Only if registration is required prior to June 30th or if an early bird discount applies
- Flights
 - International flights completing prior to August 31, 2023



What is not allowable?

- Events occurring after June 30, 2023
 - Hotels
 - Mileage
 - Daily Costs (food, incidentals, transportation, etc)
 - Non international flights
 - Registration that does not meet the requirements under allowability





Flights purchased in Concur

- Flights may be purchased ahead of time within Concur that is occurring after June 30, 2023, however these will **not be expensed** in the current fiscal year. (international flights will have certain exclusions)
- For flights that meet the requirements to be accrued and are paid within Concur should not be included on the FTR for travel accruals.



Deadlines

- Travel expense reports to be paid in 22/23 need to be approved and in Travel's queue by June 16, 2023
- Travel Accruals are due on June 30, 2023
 - https://www.csusm.edu/fs/fs_forms.html
 - Include supporting documentation for accruals and proper authority
- Travel will begin to reach out to users in March that have open expenditures within Concur

Recommendations

- Submit travel expenses that have already occurred in a timely fashion
- Review all upcoming or incurred travels to determine if they will need to be accrued for
- Ask us questions ahead of time if you are unsure



Questions

