



Travel Updates and Refresher

Agenda

- Updates
- Reminders
- Helpful Guides
- Q&A



Relocation Update

Effective **10/1/22**,
receipts are no longer
required for payment
of relocation
allowance



Student Travel Update

Dean's offices + OGSR have a designated student travel rep to help pay for student travel expenses

Do I need a Travel Request?

Yes!

All reimbursable employee travel requires an approved Travel Request before the start of travel.

Registration

Registration must be paid
on **ProCard**



Current Banned States

(subject to change)

Alabama

Arizona - **NEW, Effective Sept 28, 2022**

Arkansas

Florida

Georgia - **NEW, Effective Aug 19, 2022**

Idaho

Indiana - **NEW, Effective July 1, 2022**

Iowa

Kansas

Kentucky

Louisiana - **NEW, Effective Aug 1, 2022**

Mississippi

Montana

North Carolina

North Dakota

Ohio

Oklahoma

South Carolina

South Dakota

Tennessee

Texas

Utah - **NEW, Effective July 1, 2022**

West Virginia

Travel Expense Report

Your travel
expense report
must be
submitted
within **60 days**
of your trip
ending.

What software do I use?

Concur

- **Stateside employees using state funds**
(including self-support, state trusts, and split funding between state funds)

Adobe Sign

- Auxiliary employees
- Students
- Candidates
- Stateside employees using auxiliary funds
- Stateside employees using split funding between state and auxiliary funds

Upcoming Concur Training

Join us virtually from
1-2pm on October 5
for a general Concur
training and Q+A
session



Travel Website

TRAVEL

Travel Updates

CSUSM Travel Guidelines

Concur Travel

Forms

Training & Resources

Travel Ban States

International Travel Insurance

Travel Card

Candidate Travel

Moving & Relocation

FAQs

Travel Office Directory

Helpful Guides

Training

- [Adobe Sign Travel Process Guide](#)
- [Candidate Quick Guide](#)
- [Concur Approver Training Video](#)
- [Concur Approver Quick Guide](#)
- [Concur Delegate Setup Guide](#)
- [Concur Expense Training Videos](#)
- [Concur Expense Quick Guide](#)
- [Concur Creating an Expense Report](#)
- [Concur Introduction PowerPoint](#)
- [Concur Personal Car Info Guide](#)
- [Concur Request Training Videos](#)
- [Concur Request Quick Guide](#)
- [Concur User Profile Set Up Guide](#)
- [Exception Request Guide](#)
- [Exception Request Guide - Lodging](#)
- [Relocation Quick Guide](#)
- [Travel Approver Tips Video](#)

Thank You!

Questions?

