Accounts Payable and Travel Updates

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Agenda

- Travel Policy Changes – Effective May 2025
- Concur Optimization – Spring 2026

Travel Policy Updates

- Full agenda showing meals provided and schedule should be included with the *travel expense report*. If this is not available, make a comment that an agenda was not provided and explain what meals were provided, if any
- If you are unable to partake in a provided meal and claim per diem for that meal, make a comment explaining the situation
- If you have a cost comparison, include backup documentation showing the comparison (screenshots of prices, google maps, etc.)
- If you have a unique situation (arriving or leaving the trip early, cancelled flights, added expenses, etc.), include a narrative about the situation in the Comments section

Concur Optimization

The CSU Expense Management Optimization project streamlines travel and expense processes and creates efficiencies across the CSU system by:

- improving user experience
- standardizing policies
- migrating all universities and auxiliaries to a unified Concur platform

Concur Optimization

- In Spring 2026, all CSUs will be moving ProCard, Hospitality, Direct Pay, and auxiliary-funded Travel into Concur
- This will include moving to a “Universal Card” that will replace ProCards and Travel Cards
- All CSUs will move to shared policies, which will replace our campus ProCard Manual and Hospitality Guidelines

ProCard Update

- ProCard transactions will continue to be submitted monthly, but transactions will flow into Concur instead of CFS
- Similar to a Concur expense report, transactions can be dragged to a recon packet
- No more Wufoo uploads/Adjustment deadline. Packets will route to appropriate approvers automatically
- Approvers must now be the cardholder’s MPP

Hospitality Update

- Similar to a Concur travel request, hospitality forms will be processed in Concur when ECS is involved or employee reimbursement is needed, and will route to appropriate approvers automatically
- Hospitality forms requiring a PO will stay in CSUBUY

Direct Pay Update

- Similar to a Concur expense report, direct pay reimbursements will be processed in Concur and will route to appropriate approvers automatically
- If the expense included hospitality, the user will link the approved hospitality form in Concur to the direct pay

CSUBUY vs. Concur

CSUBUY

- Req to PO (payments to suppliers)

Concur

- Employee/student reimbursements and ProCard

Tentative Schedule

- January – training for processors (AP, Travel Office, CORP)
- February – Change Champion testing/feedback sessions
- February/March – Detailed end-user training
- March – tentative ***go-live***
- March-May – Hypercare/weekly office hours

Thank you! Questions?