From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Accounts Payable & Travel Updates
Date: Friday, August 14, 2026 3:40:48 PM
Attachments: image001.png
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ACCOUNTS PAYABLE & TRAVEL UPDATES

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Sent on Behalf of: Accounts Payable, Travel and Card Services Team

Hello Campus Community,

The Accounts Payable and Travel Department would like to share important updates:

1. **Cell Phone Reimbursement Guidelines**
   The **Cell Phone Reimbursement Guidelines** processed through Concur are now available on the **Accounts Payable** webpage.

2. **Supplier Account Inquiry Points of Contact**
   Points of contact for all business unit inquiries processed through P2P are listed below:
   - **Sharon McIntosh:** Manages Supplier Accounts A–H, Construction, and Legal Invoices
   - **Aaron Alvarez:** Manages Supplier Accounts I–T
   - **Ruth Canseco:** Manages Supplier Accounts U–Z, ASI/XSI, Leases, and Utility Invoices

Please refer to the information above when submitting inquiries or requesting assistance with Supplier Accounts.

3. **AP and Travel Resource Mailboxes**
   - CMP/XMP, ASI/XSI, STU: **accountspayable@csusm.edu**
   - HMS/XMS: **aphms@csusm.edu**
   - FND/XND: **apfnd@csusm.edu**

- URS/XRS: **apcorp@csusm.edu**
- Hospitality: **hospitality@csusm.edu**
- Travel: **traveloffice@csusm.edu**
- Universal Card Services**:** **cardservices@csusm.edu**

Thank you,
Accounts Payable, Travel and Card Services Team