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**Subject:** [Pcbodist] CSU Travel Policy Changes - Meals  
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## Partners in Campus Business Operations CSU Travel Policy Changes - Meals

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***Sent on Behalf of: CSUSM Travel Office***

Hello Colleagues,

Effective January 1, 2024, the Chancellor's Office will be implementing [CSU travel policy changes](#) for Meals and Incidental Expenses (M&IE) per diem, which will impact our campus.

### **Who is Affected?**

All travelers who submit travel expense reports within Concur and Adobe Sign are impacted by the per diem changes.

### **What is Changing?**

Currently, Meal and Incidental Expenses (M&IE) per diem is utilized only for international travel and travel to Alaska, Hawaii, and US territories. Domestic travel is currently reimbursed up to \$55, based on

actual expenses incurred. **Beginning January 1, 2024, M&IE per diem will be used for domestic locations as well.** Lodging (actual expenses) is still available up to \$275/night.

### M&IE Breakdown

M&IE Total <sup>1</sup>	Continental Breakfast/ Breakfast <sup>2</sup>	Lunch <sup>2</sup>	Dinner <sup>2</sup>	Incidental Expenses	First & Last Day of Travel <sup>3</sup>
\$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

- 1** M&IE Total will be based on the **county** of travel. There are 5 different rates (see above, left side).
- 2** If meals are provided by a conference or similar, the per diem will be prorated per the chart above.
- 3** The traveler will receive 75% of the per diem rate on the first day of travel and 75% on the last day. All days in between will be eligible for the full per diem rate.

Concur has also introduced a new look and feel to the user interface. Our environment, while maintaining all functionality, will look a little different. Additionally, the Adobe Sign expense report will look different, as we will be adopting the Chancellor's Office form to accommodate the per diem changes.

### **Training and Resources**

Travel Office will be hosting a Per Diem training session, as well as three "drop in" sessions, where users can come ask specific questions or gain clarification on their unique situations.

Per Diem Training	<b>January 11, 11-12 pm</b>	<a href="https://csusm.zoom.us/j/84067746465">https://csusm.zoom.us/j/84067746465</a>
Drop-In Session 1	<b>January 16, 9-10 am</b>	<a href="https://csusm.zoom.us/j/89465892323">https://csusm.zoom.us/j/89465892323</a>
Drop-In Session 2	<b>January 24, 10-11 am</b>	<a href="https://csusm.zoom.us/j/88615045584">https://csusm.zoom.us/j/88615045584</a>
Drop-In Session 3	<b>January 31, 2-3 pm</b>	<a href="https://csusm.zoom.us/j/82797526028">https://csusm.zoom.us/j/82797526028</a>

Travel Office is also happy to attend one of your department meetings to present the changes. Email [traveloffice@csusm.edu](mailto:traveloffice@csusm.edu) if you would like to set something up.

**Action Item**

**Please submit all expense reports for travel before 12/31/23 ASAP.** Although an option will be available to submit 2023 travel for a limited time in the new year, the process will be much easier for all parties if submitted before the new year.

We look forward to working with you during this transition time. Have a great break!

CSUSM Travel Office