

From: [PCBO Subscription](#)
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Travel Accrual Reminders
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Partners in Campus Business Operations Travel Accrual Reminders

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Sent on Behalf of: Fiscal Services and CSUSM Travel Office

Dear PCBO Community,

Please see below for important information about year-end travel accruals.

As a reminder, only travel that has occurred by June 30 can be accrued. This accrual will happen via a travel accrual form **OR** transactions that are assigned within Concur.

- **All travel completed by June 7 must be submitted and in the Travel Office's approving queue by June 14.**
- For travel occurring between June 8 and June 30, continue to submit expense reports after June 14; however, there are no guarantees that the expense reports will be approved by June 30. If not approved in time, the expenses will need to be accrued in one of two ways:
 - ***If purchase is made on a Concur card***, the Concur card transactions must be assigned to an expense report by end of day, June 28.
 - ***If purchase is made on a personal card***, a travel accrual form must be emailed to [Accounting](#) by end of day, June 28.

- For travel occurring after June 30, your budget analyst can determine if carry forward is an option for your area's budget.

If you have questions about what can or cannot be accrued, the travel accrual process, or travel accrual form, please email accounting@csusm.edu

If you have questions about submitting expense reports or Concur card questions, please email traveloffice@csusm.edu

Thank you!

Fiscal Services and Travel Office