

From: [PCBO Subscription](#)
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Update to Non-employee Meals
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Attachments: [image001.png](#)
[ATT00001.txt](#)



Update to Non-employee Meals

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Sent on behalf of: FAS Administration

Dear PCBO Community,

Thank you for your flexibility and support as we've navigated the many campus changes this spring.

As shared in our PCBO presentation, there has been an update to the systemwide [Travel and Business Expense Payments](#) policy that affects how non-employee meals will be reimbursed.

Non-employee meals (students, volunteers, candidates) will be reimbursed for actuals up to \$92 a day in lieu of per diem. Receipts are not required unless the expense is over \$75. There are no meal caps.

Adobe Sign will continue to be used for these travelers, and the [updated form can be found on our Forms page](#).

General rule:

- All employees (including Auxiliary employees) will be reimbursed meal per diem and use **Concur**.
- Students, volunteers, and candidates will be reimbursed actuals up to \$92 a day and will use **Adobe Sign**. These types of travelers do not require a travel request.

Starting June 12, any expense reports received by Travel Office on our old form will be declined. Please reach out to traveloffice@csusm.edu with any questions. Thank you for your partnership!

Travel Office