Finance
Business Operations Forum

November 16, 2022

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Agenda

1. Accounting
   - *Travel Responsibilities*
   - *CSU Travel Policy*
   - *Definitions, Policies, and General Guidance*
   - *International Travel Procedures at CSUMB*
   - *Local procedures and forms & TEC Job Aid*
   - *Request for Authorization to Travel*
   - *Travel Expense Claim*
   - *Resources*
   - *Q&A*

2. International Travel Insurance

   Break - You Otter Stretch!!

3. Did you Know?
   - CFS Upgrade Reminder
   - Data Warehouse update

4. Next BOF & Finance Office Hours

1. Q&A

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Travel on University Business Refresher Training

Susan Koch, Director – Accounting
Shari Mano, Accounts Payable Team Lead

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- CSU Travel Policy
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Travel Responsibilities

- ## **Traveler (policy link)**
  - Familiar with Policy
  - Follow foreign travel guidelines
  - Expenses must be ordinary, reasonable, not extravagant, and necessary for purpose of business trip.
  - Reimbursement claimed timely (<60days)
  - Certification of travel claim

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Travel Responsibilities

- ## Approving Authority (policy link)
  - Delegated authority over funding
  - Ensure expenses were authorized (RAT) and in compliance with policy
  - Ensure expenses ordinary, reasonable, not extravagant, and necessary for purpose of business trip.
  - Validate that expenses were actually incurred and appropriate support included
  - Review & approve business purpose
  - Timely approval (or denial) of travel claim
  - Deny non-business related expenses

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Travel Responsibilities

- **Travel Reimbursement Office (i.e. CSUMB Accounts Payable) ([policy link](#))**
    - Review for compliance with policy.
    - Verify appropriate approver.
    - Ensure appropriate documentation is submitted.
    - Process reimbursements and payments.

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CSU Travel Policy

CSU Travel and Business Expense Reimbursements Policy

https://calstate.policystat.com/policy/10485892/latest/

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Domestic Travel

- 48 Contiguous States (excludes Alaska and Hawaii)
  - Maximum Lodging Allowance - $275 per night before taxes and fees

  - Daily Meal Allowance (actual expenses)- $55

  - Daily Incidental Allowance - $7 a day

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Travel to Alaska, Hawaii or U.S. Possessions

- **Lodging**
  - Maximum Lodging Allowance - $275 per night before taxes and fees

- **Meals**
  - Paid to employee at per diem rate set by the US State Department.
    https://aoprals.state.gov/web920/per_diem.asp
  - Adjustment for meals provided without charge
    https://aoprals.state.gov/content.asp?content_id=114&menu_id=81&menu_id=81

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Foreign Travel

Approval:

Requires campus President's approval

Guidance and Foreign Travel Insurance:

Risk Management

https://csumb.edu/risk/

Foreign Travel Expense Reimbursements

Per Diem:

- Lodging
- Meals
- Incidentals
- Receipts for above items are recommended but not required by CSU Travel Policy

https://aoprals.state.gov/
https://aoprals.state.gov/web920/per_diem.asp

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Travel Insurance

- Domestic Travel Coverage

- International Travel requirements

- When the coverage begins

Travel Resources located under "Travel Insurance" at: https://csumb.edu/risk/forms/ or you may contact CSUMB Risk Management Office

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13

Request for Approval of Travel (RAT)

What is a RAT and why does AP need it (or not!)

- Establishes criteria for approval of travel
- Travel is authorized by departmental authority
- Accounts payable/Accounting/Finance has no role in approving travel
- A <u>fully-approved</u> RAT is required by AP in only one instance:
  - To pay travel advance, if requested
  - (Recommended) as support for travel expense reimbursement (TEC)

RAT - continued

When to prepare a RAT:

- Domestic Travel
- Foreign Travel
- 25 or more miles from the headquarters

When not to prepare a RAT:

- Non-travel Status
- Non-CSU employee/special consultant (except candidates)

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RAT - continued

RAT **WITHOUT** Travel Advance

- Must be approved before the trip by departmental/divisional authority

RAT **WITH** Travel Advance Request

- Must be approved before the trip by departmental/divisional authority
- Submit to AP 2 weeks prior to the first day of travel to ensure timely processing of Travel Advance
- A travel advance will not be released to the traveler after the trip.
- AP recommends the approved RAT with cost comparison to be included as backup for the facilitation of TEC

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Travel Advances

- Issuance of travel advances:
  - 75% of "To Be Reimbursed Total" on the RAT
  - Minimum of $200 (exception: athletic team travel)
  - Submission deadline: at least 10 business days prior to the commencement of travel
- Travel expense claim (TEC) for trip with travel advance must be submitted within 120 days from the date of last day of travel
- Handling travel advance check (if non-EFT):
  - Must be picked up by the traveler at the Cashier's Office before the trip occurs, otherwise it will be voided (no mail)

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Travel Advances - continued

- Cancelled Trips
  - When an employee received and cashed the travel advance check (or EFT), funds must be repaid to CSUMB immediately. If uncashed/undeposited, check must be returned immediately

- If unable to collect reimbursement of travel advance, the entire amount will be reported as taxable income to the IRS. This will reflect on the W-2.

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18

Travel Expense Claim (TEC)

- Personal Reimbursement vs. Travel Expense Claim (TEC)
  - Travel status

- Submission of travel claims not to exceed 120 days after the travel occurs.

- TEC must include:
  - Departure and return dates and times
  - Destination
  - Purpose of the trip
  - Required supporting documentation
  - Approval
  - (Recommended) RAT

Travel Expense Claim (TEC)

Travel Expense Claim (TEC)

Supporting documentation to include, but not limited to:

- Travel itineraries
- Price comparison
- Conference/Event documentation (agenda, announcement, registration payment)
- Lodging Receipts
- Rental car contract and receipt
- Itemized receipts for expenditures over $75.00 (<$75 may be required by DOA)
- Itemized receipts for all other charges
- Engagement/Appointment letters
- Copy of contract
- Group travel requires a signed list of attendees
- ***Written justification of using non-contracted airlines
- ***Written justification if not availing of the meals included with registration fee, and receipt for meals purchased in lieu of this.

Travel Resources

Driving on University Business

RISK MANAGEMENT

https://csumb.edu/risk/driving-university-business-defensive-driving/

defensivedriving@csumb.edu
831-582-5216

Booking Travel

CalTravelStore

- Traveler Profile Set Up
- Airfare
- Car Rental
- Lodging
- Travel Booking Information web page

https://csumb.edu/finance/accounting/travel-policies-procedures/travel-booking-information/

CalTravelStore Homepage

Lodging

Maximum Lodging COST:

- Domestic travel - $275 before taxes and fees
- Alaska, Hawaii & U.S Possessions - $275 before taxes and fees
- International travel - Per Diem
  https://www.defensetravel.dod.mil/site/perdiemCalc.cfm

Staying with friends or relatives:

- One gift per stay
- Up to $75 in value a non-cash gift (flowers, groceries, or restaurant meal (no alcohol))

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25

RESOURCES

Travel Forms
https://csumb.edu/finance/accounting/travel-policies-procedures/travel-forms/

- Includes, for example:
    - Request for Approval of Travel – RAT
    - Academic Affairs Travel Expense Claim
    - Travel Expense Claim – TEC
    - Certification of Exception to AB 1887

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RESOURCES

Travel FAQs

https://csumb.edu/finance/accounting/travel-policies-procedures/travel-faq/

RESOURCES - continued

Travel Policy & Procedures

- CSU Travel and Business Expense Reimbursements Policy
  https://calstate.policystat.com/policy/10485892/latest/#autoid-vr7aj

- Assembly Bill No. 1887
  https://oag.ca.gov/ab1887

- Chancellor's Office Executive Order
  https://calstate.policystat.com/policy_search/?q=chancellor%27s+office+executive+order

- State Administrative Manual Travel Guide
  https://www.dgs.ca.gov/SearchResult?search=travel%20guide&divisionid=

- IRS Standard Mileage Rate
  https://www.irs.gov/newsroom/irs-increases-mileage-rate-for-remainder-of-2022

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Questions and Answers

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International Travel Insurance

Amy Thomas, Director for Environmental Health, Safety & Risk Management

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International Travel Insurance

- CSURMA = CSU Risk Management Authority
- Alliant = 3rd party insurance administrator, contracts with CSURMA for all campuses
- FTIP = Foreign Travel Insurance Program

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Why do we need it?

- International travel is high risk
- General insurance doesn't cover what might be needed
- Emergency, accidents, sickness medical benefit
- Security and medical evacuation
- Trip interruption
- Emergency reunion

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How do we get it?

- Get approval to travel
- Fill out the international insurance info form (memo)
- Submit the form at least 30 days in advance

RISK MANAGEMENT International RATs
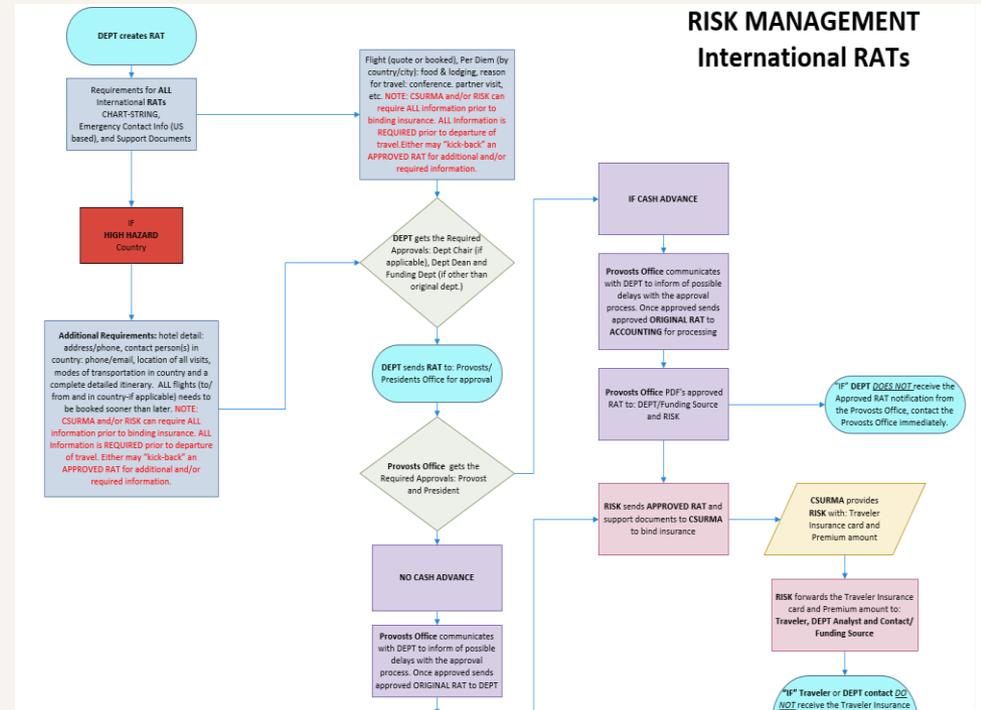
Basic steps

4. Once approved by the President, a **copy** of the signed RAT needs to be sent via email to Risk Management with a request for foreign travel insurance (FTIP).

5. Request travel insurance from Risk Management and obtain travel approval at least **30 days in advance** for non-high hazard countries, **45 days in advance** for high hazard countries and **60 days in advance** for groups of 10 or more. Requests made on shorter notice are subject to disapproval or trip cancellation due to inability to secure the required insurance coverage prior to departure.

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Basic steps

6. Risk Management will contact and send a copy of the RAT to Alliant/CSURMA to request insurance be bound for the proposed travel. As needed, Risk Management will contact the traveler to request additional information and documents.

7. Once Risk Management receives confirmation that the foreign travel insurance (FTIP) is bound, proof of foreign travel insurance coverage and travel assist ID card will be sent via email to the traveler, with a copy to the Division Analyst and any designated Department Contact. **Traveler must carry the travel assist card with them at all times while traveling.**

8. After the travel is completed, on a quarterly basis, Risk Management will initiate a chargeback to the chartstring listed on the RAT for the cost of the foreign travel insurance.

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Find the form

https://csumb.edu/risk/forms/

Dashboard   🔍

Apply   **Explore**   **Give**   ☰ Men

> **Special Event Safety Plans**

> **Student Field Trip Procedures**

⌄ **Travel Insurance**

We request that you check to see if your destination is considered High Hazard: Travel.State.Gov and California State University Risk

Management Authority (CSURMA)

Memo for International Travel Insurance

Traveler and Department Task Summary Sheet

Process **Workflow**

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Checklist

"traveler and department task summary sheet"

Traveler and Department Task Summary Sheet

Traveler Name: _____ Date(s) of Travel: _____ Location: _____

Purpose of trip (circle all that apply): Conference University visit University program participant

Other: _____

Action Item	Status:	Comments/Notes
RAT:	o Drafted o Submitted o Copy or original back	
Cash Advance:	Requested o Yes o No Received o Yes o No	
International Travel requires:	o emergency contact information- see form o per diem, per country/city o all in country travel receipts: bus, taxi, train, Uber, etc.	
Optional: not required but highly recommended:	o Smart Traveler Enrollment Program ("STEP") at: https://step.state.gov/step o Yes o No o Did you proved a copy of the confirmation: o Yes o No	
Did you verify if High Hazard:	o US Department of State- Travel Advisory: https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html o California State University Risk Management Authority (CSURMA): https://www.calstate.edu/risk_management/rm/	
High Hazard Travel additional requirements:	o emergency contact information- see form o flight detail o hotel detail o location of all visits o local contact person while in country o modes of transportation while in country o conference/event detail/location	
Do you have a valid passport:	o Yes o No	
Do you need a travel visa:	o Yes o No	
RAT Chart-string:	o Yes o No	
Travel Insurance Chart-string:	o Yes o No	
Flight(s):	Quote requested o Yes o No Received o Yes o No Booked o Yes o No	
Rental Car:	o Yes o No	
Hotel(s):	o Yes o No	
Conference Registration:	o Yes o No	
Will you be visiting partner universities?	o Yes o No	
Did you get Dept. approval for your RAT:	Chair: o Yes o No Dean: o Yes o No	
Do you need approval form a Funding Source other than your Department:	o Yes o No Department Name: _____ Department Funding Source Chart-string: _____	
Did you make a copy of the RAT prior to leaving Dept.:	o Yes o No	
Did you receive a copy of the signed RAT from the Provosts/Presidents Office:	o Yes o No	
Did you receive your Travel Assistance Card from RISK: please allow up to 5 days after you've received a copy from Provosts/Presidents Office. If not, contact RISK immediately	o Yes o No	
Misc. items:	o Yes o No _____	

Request Form

"memo for international travel insurance"

Submit it early

- At least 30 days in advance for any international trip

- 60 days if on CSU "high hazardous country" or "war risk" list
  - Additional approval & cost

- 90 days for group trips – faculty led study abroad

| 2021/2022 CSURMA High Hazardous & War Risk Country List			
	High Hazardous Country ($50 supplement per 30 days / per employee)	A&H Premium Supplement (per participant / per day)	War Risk Country (Chancellor's Office approval needed)
Afghanistan	X	$12.35	X
Algeria		$2.75	
Burkina Faso		$2.75	
Burundi	X		
Central African Republic		$6.85	
Chad		$2.75	
Chechnya		$6.85	
Cuba	X		
Democratic Republic of Congo (formally Zaire)	X	$6.85	
Egypt	X	$6.85	
Guinea-Bissau		$2.75	
Iran	X	$12.35	X
Iraq	X	$12.35	X
Israel		$6.85	
Ivory Coast		$2.75	
Lebanon		$2.75	
Libya	X	$6.85	
Mali		$2.75	
Nigeria	X	$6.85	
Pakistan	X	$2.75	
Palestinian Authority	X		
Saudi Arabia	X		
Somalia	X	$6.85	
South Korea	X		
South Sudan	X	$12.35	X
Sudan	X	$12.35	X
Syria	X	$12.35	
Turkey	X		
Ukraine	X	$12.35	X
Yemen	X	$12.35	

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Confirmation of insurance

- Email with confirmation that insurance is "bound"
- Travel Assistance Program "card/sheet"
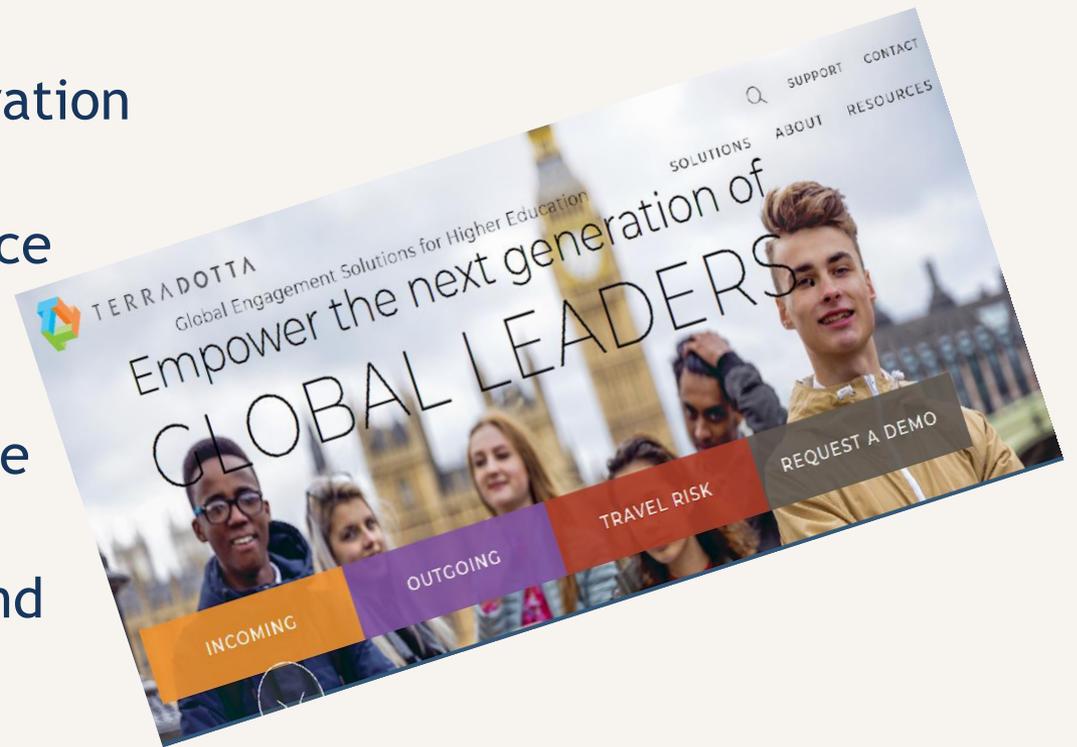- Account number charged later

Other risk management tools

- [STEP](#) program
- [State department travel advisories](#)
- AXA/Crisis 24
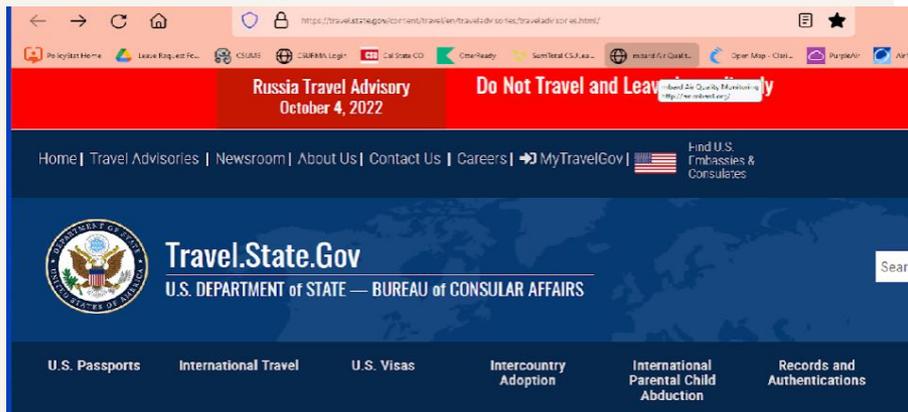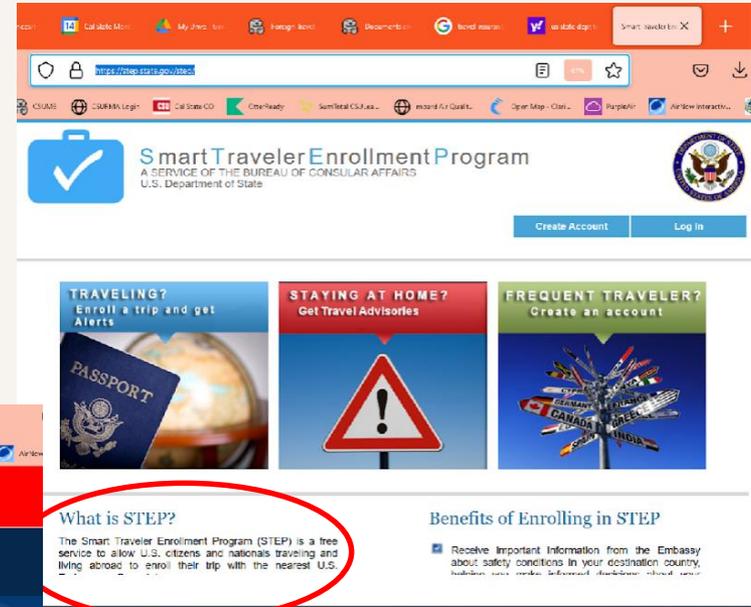
Coming soon

- Terra Dotta trip registration system
- Streamline the insurance request process
- Allows the insurance administrator to get the info automatically
- Eliminates duplicate and manual processes

Break

*You
Otter
Stretch!!*

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DID YOU KNOW?

Venkat Paruchuru, Director – OSI
Marie Camacho, Senior Operations Support and
Innovation Analyst - HR

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Did You Know?

- CFS MP 5.0 Upgrade Reminder
  - Upgrade Timelines
  - Clear Browser Cache
  - Resources
- Finance Data Warehouse Updates
  - Upgrade Timelines
  - Changes and Enhancements
  - Resources

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CFS MP 5.0 Application Upgrade

Timelines:

Campus Testing : September 19, 2022 - October 28, 2022

Move to Production (MTP) : November 18, 2022 - November 22, 2022

CFS and CFS Data Warehouse will be unavailable

From November 18, 2022 5.00PM Until November 21, 2022 9.00AM

Go-Live November 21, 2022 9.00AM or Earlier

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CFS MP 5.0 Application Upgrade

Clear Browser Cache

Chrome :

At the top right, click More(3 Vertical dots) .

Click More tools.

Clear browsing data.

Select All time

Check the boxes.

Click Clear data.

Firefox:

At the top right, click More(3 horizontal lines)

Select Settings

Select the Privacy & Security panel

In the Cookies and Site Data section,

Click Clear Data button
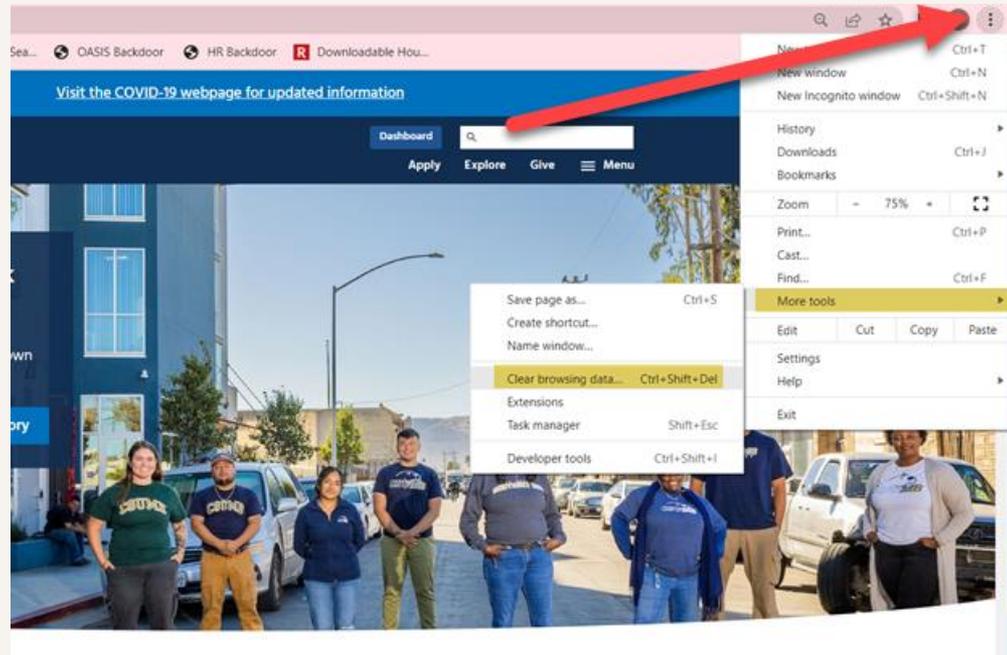
CFS MP 5.0 Application Upgrade
<u>Resources</u>

1. Refer to the October 19th <u>BOF presentation</u>
2. Refer <u>OSI</u> Website
3. Contact OSI Team at <u>osi@csumb.edu</u>

Finance Data Warehouse

Upgrade

The CSU Chancellor's Office announced that the current Finance Data Warehouse (OBIEE) version will be migrated to Oracle Analytics Cloud (OAC) version. The upgraded data warehouse will go-live on Wednesday, November 16th .

Once the upgrade is completed, the CSUMB dashboard Finance Data Warehouse link will be replaced with the new upgraded link. All user defaults and saved customizations will copy over to the upgraded version. We will update the campus with more information when the change has been completed.

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Finance Data Warehouse
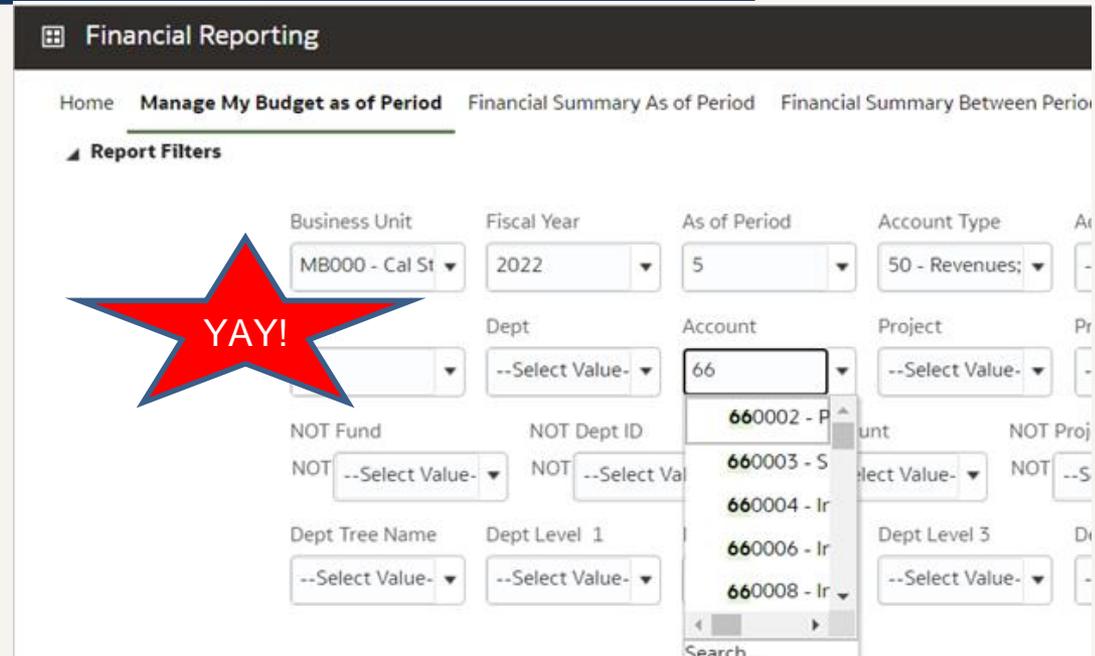## Look and feel is slightly changing

Finance Data Warehouse
Search Feature Enhanced

The Search feature on the filters has changed.

You can also start a search by typing in the report filter

Finance Data Warehouse
Ignore the new "Apply" Button

Finance Data Warehouse
New Home Page Dashboard

Finance Data Warehouse

Resources

1. CSU website
2. Refer OSI Website
3. Contact OSI Team at osi@csumb.edu

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Meet Team OSI

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Department Email
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Questions??

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Next BOF

01/18/2023

Finance Office Hours

Accounting
- **Weekly on Fridays (11/18) at 10:30 a.m.**
- **https://csumb.zoom.us/j/89857533776**

Budget
- **Bi-weekly on Wednesdays (11/30) at 8:30 a.m.**
- **https://csumb.zoom.us/j/83223800714**

BSS
- **Bi-weekly on Thursdays (11/24) at 11:00 a.m.**
- **meet.google.com/jbt-vrps-ofz**

Please contact bof@csumb.edu for details.

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Questions??

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