

# AP / PROCUREMENT LUNCH & LEARN

**January 17, 2024**



# Introductions

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# AGENDA

- Purpose of Accounts Payable/Procurement Lunch and Learn
- CSU Travel Policy changes for Meals and Incidental Expenses (M&IE) per diem.
- Adding Meals & Incidentals – (Effective January 1, 2024)
- P-card Policy Updates (Effective January 1, 2024)
- Electric Vehicle Purchases Policy Upcoming
- Independent Contractor \*NEW\* Process
- Future Lunch & Learns
- Important Resources
- Questions



# Purpose of Lunch & Learn

- Create a forum to share important Accounts Payable and Procurement information, including, but not limited to:
  - Foster a culture of learning
    - Share expertise
    - Collaborate and learn
  - Policy review, understanding, updates
  - Review Procedures
  - Gather feedback



# CSU Travel Policy Changes for M&IE

Effective January 1, 2024, our campus will be implementing CSU travel policy changes for Meals and Incidental Expenses (M&IE) per diem. All employee travelers who submit an Expense Report within Concur or via “paper travel,” as well as all non-employee travelers who submit “paper travel” are impacted by the per diem changes. If you are traveling as part of official Group Travel and all meals are being covered by the group leader, no changes will be experienced.

## What Changes will I Experience?

Until now, per diem was utilized for international travel along with travel to Alaska, Hawaii, and US territories. Beginning 1/1/24, per diem is used for domestic locations but only for Meals & Incidental expenses (M&IE). Both international and domestic will now use per diem. Lodging is still available up to \$275/ night. There may be added restrictions within the departments or colleges.

## What do I do if I need help processing travel?

In-person Concur trainings will be available bi-monthly through the end of June. Schedule is posted on the main DH [Concur site](#).  
[concurtravel@csudh.edu](mailto:concurtravel@csudh.edu)

## Recommendation for quickest/easiest preparation of Expense Report:

- Book in Concur, and
- Pay for meals out-of-pocket rather than using a Travel Card



# Adding Meals & Incidentals, Effective January 1, 2024

Travelers submitting an Expense Report will process travel meals in the following ways:

- Employee

- Paper travel prior to 1/1/2024: no change
- Concur Travel prior to 1/1/2024: Select Expense Type for meals prior to 1-1-24



- Travel on or after 1/1/2024: See Meal instructions [here](#) under “Adding Expenses to the Report”

- Non-employee

- Travel prior to 1/1/2024: no change
- Travel on or after 1/1/2024: use new 2024 Travel Claim Worksheet ([forms](#))



# P-card Policy Updates, Effective January 1, 2024

1. The Conflict-of-Interest Form will be required upon request of a new P-card instead of annually.
2. Home Deliveries for supplies are only authorized through Staples for employees working remotely.
3. If cardholders use the P-card to make personal purchases, the cardholder will be required to reimburse the campus using personal funds within the same reconciliation period.
4. Policy Infractions
  - a. Cardholders will now be provided a 5-day grace period to submit missing reconciliation information before resulting in a policy infraction, except as listed in item “b” below.
  - b. A list of actions that will result in automatic infractions includes (*regardless of the 5-day grace period*):
    - Non-adherence to the p-card policy without prior approval from the Director of Procurement and Contracts or P-card Administrator.
    - Missing p-card reconciliation packet. **The employee’s P-card will be temporarily suspended until a complete reconciliation packet is received.**
    - Purchase of a Prohibited item (see Section XI).
    - Personal purchases must be reimbursed to the campus, see Section XII. **The cardholder will continue to receive a monthly infraction until the reimbursement is completed.**
    - Unallowed state expenditure must be reimbursed to the campus with Auxiliary funds. The cardholder will continue to receive a monthly infraction until the reimbursement is completed.
    - Employee Travel Expenses



# P-card Policy Updates, Effective January 1, 2024

1. Employee travel expenses are no longer authorized on the P-card.
2. The Authorized Purchase category has been expanded to include 1) Art and Paint Supplies and 2) Equipment Repairs under \$1,000 where shipment of equipment to vendor location is required (*if a signed agreement is required, it must be reviewed and approved by the P-card administrator prior to purchase*).
3. Restricted Purchases
  - a. For memberships, the request for member data and documentation requirements has been removed. The reconciliation packet will need to include billing details that reference the employee's name, and CSUDH address.
  - b. Grace Period for memberships removed.
  - c. Hazardous Materials, chemical hygiene plan, and appropriate personnel authorized to make purchases has been updated.
  - d. Paper Printing is now authorized on P-card (up to \$5,000.00), provided the new process is followed. This includes posters, brochures, banners/backdrops, booklets, and signage). Priority to University Printing Services will be required.





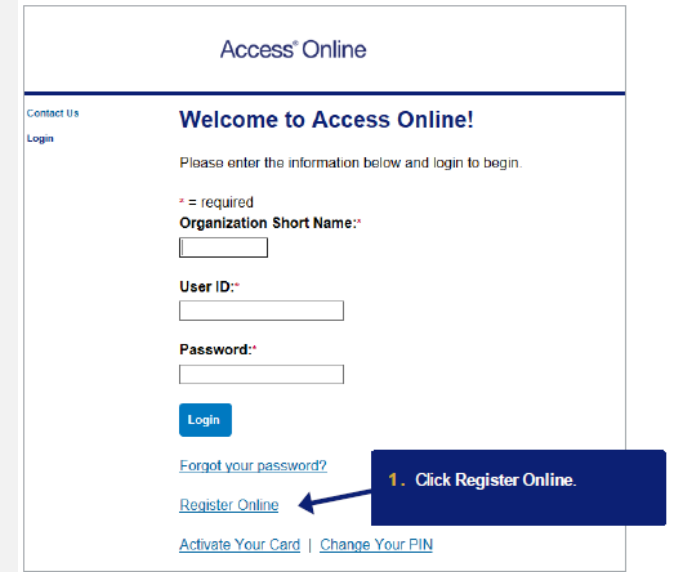
# P-card Online Access \*New\*

## Benefits of online access:

- View posted transactions
- Keep track of upcoming charges for P-card Reconciliation
- Run Reports

## How to Register:

- Visit USBank at <https://www.access.usbank.com/>
- Click Register Online
- Enter Organization Short Name: CSUCA
- Enter Your Account Number (16-digit Card Number)
- Enter Card Expiration Date
- Click Send Code, and you will receive an email
- Enter Code, and Accept to Licensing Agreement
- Create Account User Name, Password, and Account Information
- Click Confirm



The screenshot shows the 'Access Online' login page. At the top, it says 'Access Online'. Below that, there's a 'Welcome to Access Online!' message. The page prompts the user to enter information to login. There are three input fields: 'Organization Short Name:\*', 'User ID:\*', and 'Password:\*'. A 'Login' button is present. Below the login button, there are links for 'Forgot your password?', 'Register Online', 'Activate Your Card', and 'Change Your PIN'. A blue callout box with the text '1. Click Register Online.' and an arrow points to the 'Register Online' link.



# Electric Vehicle Purchasing Policy

## Notice to Campus of upcoming policies and procedures changes/updates

**Policy:** Powered Carts Purchasing Guidelines

**Type of Change:** New Guidelines

**Purpose:** The Procurement and Contracts office has seen an increase in electric powered carts purchases, and as a result of the limited charging infrastructure and campus interior parking, our office is implementing purchasing guidelines. These guidelines will assist the campus with:

1. Fleet management
2. Selection process
3. Quality control
4. Competitive procurement process

**Timeline:** Approx. 1 month, campus will be notified via email announcement.



# Independent Contractor \*New\* Process

IT Service Portal

How can we help?



How can we help?

## CATEGORIES

- Accounts & Access
- Business Applications & Reporting
- Hardware & Software
- I.T. Communication & Collaboration
- Network
- Procurement & Contracts
- Security
- Teaching & Learning
- TV & Media Production
- University Communications & Marketing
- University Printing Services

## Procurement & Contracts

Independent Contractor Request



# Independent Contractor \*New\* Process

## IT Service Portal

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### Independent Contractor Request

**IMPORTANT!** Before proceeding with the form, contact the potential Independent Contractor(IC) and obtain the information from Section 1 through 4. This information will be required to determine IC applicability.

The information provided below will assist the University in determining whether an individual will be classified as an employee of the University or as an IC for Federal, State and local tax purposes. An IC is an individual (or non-corporate business entity) that provides personal services to the entity in such a manner as to be free from entity control over performance. Please see [Independent Contractor Request Procedures](#) for more information.

\*\*\* ALL REQUESTS MUST BE APPROVED BY PROCUREMENT AND HR PRIOR TO WORK COMMENCEMENT \*\*\*

\* Indicates required

#### Section 1: Entity Type

\*Please select one:

-- None --



#### Section 2: Relationship to the University

\*Does the worker currently work for the University, CSU, or any other State of California agency as an employee?

Yes  No

Join us on January 19, 2024,  
at 10:00 am for Training

CSU Learn Registration





# Important Resources

- [Procurement and Contracts](#)
  - Access Recorded Training Sessions
- [Procurement Card](#)
- [CSU Contracts and Procurement Policy](#)
- [Accounts Payable](#)



# Questions?



# Contact Information

Thank You!

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