

Questions & Answers

Questions	Answers
1. Why isn't the GSA lodging being used?	The GSA lodging rate is more restrictive for the campuses, and therefore not utilized.
2. With the Travel Corp Cardholders, receipts are required for all purchases regardless of the amount, how does the policy impact those travel card holders (i.e., Athletics)?	Travel card rules are covered within the CSU Contracts and Procurement Policy within the F. Procurement Cards section. Follow any additional guidelines defined by the campus.
3. Are these GSA meal rates mandated for the auxiliary operations?	This is a CSU policy that is not specific to auxiliary organizations. Some auxiliary organizations do follow CSU policies (including the travel policy), and some campuses require their auxiliary organizations to follow all campus policies. The current practice of your auxiliary organization will determine if the travel policy applies.
4. Does the worksheet adjust for travel advances?	Yes, there is a column for travel advances.
5. Are tips for meals separate from the daily per diem?	Tips for meals are included in the Meals & Incidental Expense (M&IE) per diem.
6. I thought I read, perhaps in the Travel and Business Expense Payments, that tips for meals are separate than incidentals for hotel staff?	Tips for meals and hotels are included in the Meals & Incidental Expense (M&IE) per diem. Other tips, such as for ground transportation, are included with ground transportation.
7. Did you already try a vlookup in the worksheet so when they enter the state it would pick the rate for them?	Since the Dept of State and Dept of Defense update entries monthly, we have chosen not to support that type of lookup. Campuses can choose to maintain a more robust solution using GSA APIs and access Department of State to subscribe or review their the per diem data.
8. Are exceptions allowed for the less than 24 hours - no reimbursement?	Please refer to the "Travel of less than 24 hours" section of the Travel Policy.
9. What is the logic of deducting the full amount on the first day for meals provided rather than at 75% deduction of the value of the meal?	The CSU is following the federal guideline which defines the first day and last day is set to 75% of the per diem value.
10. How do you determine which rate to use when on a multi-state trip?	The location where the traveler spends the night determines which rate to use. Refer to Appendix H of the new policy.
11. Will the updated version of the policy be redlined so we can clearly see any new additions made?	Yes, you can view the redlined policy here: https://calstate.policystat.com/policy/14626378?showchanges=true
12. When can we share the updated policy with our campus - do we need to wait until it's published?	We recommend communicating the highlights of the new policy and explaining they take effect 1/1/24. Also sharing any "need to know" information about location based per diem as well as the campus decision for non-employees. Sharing a full draft of the policy is ultimately at the discretion of the campus since the campus will be fielding the questions from users.

Questions & Answers

Questions	Answers
13. Can we elect to use the GSA hotel rate?	The CSU policy states lodging is not per diem. If a campus elects to use per diem for hotel, then the modification would need to be vetted through the appropriate unions at the campus level.
14. Per the Incidentals - in Concur systemwide instance, will there no longer be a separate expense type for Incidentals?	Domestic incidentals would be similar to what we are currently doing with international M&IE.
15. What are the significant other changes should we share - other than location based per diem, 75% (first and last day), and no receipts?	The information you need to share with the campus community is contained in the presentation. You may also want to consider encouraging all users to submit their travel claims before calendar year end.
16. Meals should not be charged to a travel card since per diem is given.	While that statement is generally true, if the amounts are placed on travel cards, the value of the meal is reduced during the claim process and the employee receives the balance of the per diem (if applicable) or will pay an amount due prior to claim submission. Use of travel cards is at the discretion of the campus.
17. Is lunch and dinner reimbursable for one day trip if it is reportable?	Meals are only reimbursable if they have met the sleep or rest rule (refer to "Travel of Less than 24 Hours."). The IRS Fringe Benefit Guide states that in order for the reimbursement of M&IE to be excludable from a traveler's income, the individual must be "away from home" in the pursuit of business on a temporary basis. Merely working overtime or at a great distance from an employee's residence does not create excludable reimbursements for travel expenses if the employee returns home without spending the night or stopping for substantial "sleep or rest."
18. How about for student group travel (field trip) all day (one day) and faculty would like to provide a per diem for students. Will this be an exception?	If the students pay a fee for the class allocated for purchase of food, then it is allowable. If the student has not paid a fee and neither the Hospitality or Athletics Group Travel Policy is applicable, then no per diem may be applied.
19. Do group subsistence expenses apply with less than 24 hour travel?	Meals & incidental expenses are only covered if the "sleep or rest rule" has been met, unless they are covered by another policy such as Hospitality or Athletic Group Travel Policy . This is covered within section "Payment of Group Subsistence Expenses."
20. CSUEB Athletic Coaches charges all meals to the travel corp card for group travel with their respective teams.	Please reference the Athletic Group Travel policy. Athletic Group Travel rules have not changed.
21. Wouldn't group travel for student athletes follow NCAA rules?	Yes, please refer to the Athletic Group Travel policy which complies with the NCAA rules.

Questions & Answers

Questions	Answers
22. Any implications for student staff - do we simply follow the same travel plans?	Students fit into the nonemployee section of the policy or the Student Travel Policy unless they are part of an Athletic Group Travel or another sponsored group.
23. How in Concur request do they project the M&IE? Can request not mirror expense and allow for the amount per location?	On the request it will auto calculate M&IE based on the destination and the travel dates. It also will automatically reduce for the first & last day of travel to 75% of the per diem value. Concur Expense offers the same options.
24. Will incidentals be a column of it's own on the itinerary?	Incidentals are calculated into the per diem within Concur.
25. When we do the itinerary for international trips, it brings the lodging allowance as well. Do we need to do a separate configuration so that it does not bring the lodging amount for domestic trips?	No separate configuration is required. The lodging allowance will still show under the Reimbursable Allowance Summary on all trips, but the system will not apply the allowance to Domestic lodging.
26. For the travel card, the meal paid by the travel card reduces the overall per diem amount that gets paid to the employee?	Correct.
27. For group travel, will the per diem rates be pulled in for the total amount allowable based on the number in the group for the destination?	In the shared instance, reports are created for each traveler. Each traveler is eligible for the campus specified per diem amount unless all meals have been covered by the group and are being claimed by a single person. The Athletic Group Travel Policy is for athletic team travel as it follows NCAA rules. In this case, one report for the group can be created expensing all the meals.
28. For non-employee meals (example high school students in pre-college programs, participant support) where meal is allowed by grant funding for day trip (no overnight stay), what is the process of tracking amounts dispersed to custodian to provide to students as far as tax implications for the student (non-employee)?	For auxiliary funded travel, please reference the appropriate campus travel policy as some auxiliaries may follow state processed travel and some may not. This part of the policy has not been modified.
29. Who determines if a meal is provided? Will pastries put out by coffee count as breakfast?	This is based on the conference itinerary and campus discretion.
30. With regards to the first day of travel of 75%, does that also include incidentals? And should we be allowing it?	Yes meals & incidental expenses are included.
31. Is a conference itinerary required in Concur so that we can see what meals were included?	While a conference itinerary/agenda is not specified in the policy, itemized receipts are required. Providing an agenda is the supporting document that will likely be helpful in determining which meals were provided as part of the event.