Travel Updates and Certify Training

- Presented by Accounts Payable Team
Effective Jan 2024
Agenda

01  Travel
   Travel Policy changes

02  GSA per Diem Rates
   Presentation of the GSA per diem rates in Certify

03  Create Claim
   Demo on how to create a claim in Certify using the GSA per diem

04  Hospitality Form
   Presentation of the Hospitality Form process, and creating a Certify expense line
Travel Policy Changes

Daily meals and incidental expenses (M&IE) now reported as a Per Diem based on location for all employees. Students & Non-employees use per diem on next slide.

All tips for meals, baggage handlers & hotel staff are now part of M&IE and will not be reimbursed separately. Tips for ground transportation and parking are reported as part of the transportation and parking expenses.

Additional approval no longer required for prearranged conference rates exceeding $275/night at the approved conference hotel.

New Mileage Rates as of 1/1/24
- Business travel 0.67¢ cents/mile
- Moving & Relocation 0.21¢ cents/mile
**Travel Policy Changes Continued...**

*Meals and Incidental Expenses for Student and Non-employee Travel*  
*All Domestic Locations*

<table>
<thead>
<tr>
<th>M&amp;IE Total</th>
<th>Continental Breakfast/ Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Incidental Expenses</th>
<th>First &amp; Last Day of Travel</th>
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</thead>
<tbody>
<tr>
<td>$59</td>
<td>$13</td>
<td>$15</td>
<td>$26</td>
<td>$5</td>
<td>$44.25</td>
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U.S. General Services Administration (GSA)
Per Diem (Domestic within the Continental US)

606001 Travel-In State / 606002 Travel-Out of State

One expense line per day to claim full per diem;
Or up to three expense lines per day for meal adjustments

Per Diem is allowed on travel days outbound and inbound flights @75% of the per diem rate

Incidentals are included in the total amount of the per diem
Conference Days

If meal(s) provided by the conference, only claim the meal amount(s) not provided by the conference on a daily basis.

If conference provided breakfast, add the following expenses to the claim:
1) GSA Lunch; 2) GSA Dinner; and 3) GSA Incidental

If conference provided lunch, add the following expenses to the claim:
1) GSA Breakfast; 2) GSA Dinner; and 3) GSA Incidental

If conference provided dinner, add the following expenses to the claim:
1) GSA Breakfast; 2) GSA Lunch; and 3) GSA Incidental
Meal(s) on First Day of Travel

Travel-In State: GSA First Day of Travel (Up to 75%); or
Travel-Out of State: GSA First Day of Travel (Up to 75%)
Conference Days
(meals not provided by conference)

Travel-In State: GSA Full Day Per Diem; or
Travel-Out of State: GSA Full Day Per Diem

<table>
<thead>
<tr>
<th>Expense</th>
<th>Date</th>
<th>Department</th>
<th>Category</th>
<th>Details</th>
<th>Amount</th>
<th>Reim.</th>
<th>Reim. Amount</th>
<th>Billable</th>
<th>Receipt</th>
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<tbody>
<tr>
<td></td>
<td>1/2/2024</td>
<td>13852 Accounts Payable</td>
<td>605002 Travel-Out State: GSA Full Day Per Diem</td>
<td>Meets policy. Destination: IL - Chicago - Cook / Lake. Rate: $79.00. Location: chicago. Attendee: ME. Business Unit: Cal State East Bay. Fund: E8001</td>
<td>79.00</td>
<td>Yes</td>
<td>79.00</td>
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### Meal(s) on Last Day of Travel

**Travel-In State:** GSA Last Day of Travel (Up to 75%); or
**Travel-Out of State:** GSA Last Day of Travel (Up to 75%)

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#### Inbound Flight

<table>
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<th>Reim. Amount</th>
<th>Billable</th>
<th>Receipt</th>
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<tbody>
<tr>
<td>1/3/2024</td>
<td>13852 Accounts Payable</td>
<td>606002 Travel-Out State: GSA Last Day of Travel (Up to 75%)</td>
<td>Meets policy: Destination: IL - Chicago - Cook / Lake</td>
<td>$9.25</td>
<td>Yes</td>
<td>$9.25</td>
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Demo
Hospitality Updates

All hospitality expenses will require a Hospitality Justification Form:

All Hospitality Justification Forms should include:

Your department may require pre-approval prior to incurring hospitality related expenses
Hospitality Updates

All hospitality expenses will require a Hospitality Justification Form:

- Hospitality Claims in Certify
- Check Request / PO Invoices
- Pcard Reports
- Chartwells Orders
- Student Claim (if hospitality related)
Hospitality Updates

All Hospitality Justification Forms should include:

- Itemized Receipt
- List of attendees/Event flyer
- All required signatures (Including VP, if applicable)
- Adobe Sign final audit report page
Adobe Sign Homepage

Welcome,

Send a document for signature
Request e-signatures on a new agreement, or start from your library of templates and workflows.

Request e-signatures  Start from library

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- Create a reusable template
- Manage and track all agreements
- Enhance your account

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Adobe Sign Workflow

**Start from library**

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<tr>
<td>Workflows</td>
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</table>

Click on **Workflows**

- CEAS Hospitality Pre-Approval Form 11/17/2023
- AP - Hospitality Justification Form 10/23/2023

Search **Hospitality**
Adobe Sign Hospitality Justification Form

Enter your email as the **Preparer**

Enter the email of the **Claimant**

Enter all appropriate **Approvers**

See the form for instructions on how to fill it out.
Adobe Sign Hospitality Justification Form

- Enter the document name.
- Add your ITEMIZED RECEIPT and list of attendees/Event flyer by either dragging and dropping from your computer folder or by clicking on “Add File” link and searching your folders for the documentation.
Creating an expense line in Certify

- Create a separate expense line using the "111111 Additional Attachments" category from the drop-down menu.
- Enter $0.00 as your amount.
- Enter remaining appropriate fields.
- Attach your completed and signed hospitality form as your receipt.
Resources

**U.S. Department of State**
Per Diem for International Locations
https://aoprals.state.gov/content.asp?content_id=184&menu_id=78

**U.S. General Services Administration (GSA)**
Per Diem Meal/Incidental Breakdown for travel in the Continental U.S.
https://www.gsa.gov/node/86696/mie-breakdown

**Defense Travel Management Office**
Per Diem Rate Lookup - CONUS (Contiguous United States - 48 US States and District of Columbia)
https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/