

# ACCOUNTS PAYABLE & TRAVEL



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# All About Accounts Payable

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Accounts Payable is part of the Financial Services department within the Administration & Business Affairs (ABA) division. Accounts Payable provides administrative and fiscal support to the campus community and its suppliers in accordance with Destination 2010. Some of the services provided by the Accounts Payable staff include:

- Payment of invoices

- Direct Payment Requests

- Processing Payments in Advance

- Business Related Reimbursements – Employee/Non-Employee

- ProCard – GE Capital Credit Payment

- Travel

- Moving & Relocation Expense Claims

- Training offered by Accounts Payable

# Our Mission Statement

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**GOAL:** To consistently provide efficient and reliable service to all of our customers, including vendors, fellow employees, and the campus community.

## **STANDARDS:**

The customer always come first.

Staff is cross-trained on every job duty.

Invoices are paid in a timely manner.

Policies and procedures are updated in a timely manner.

Monthly staff meetings reinforce open communication & problem solving techniques.

Staff is updated with the latest technical information and given ongoing educational training.

# Accounts Payable Staff

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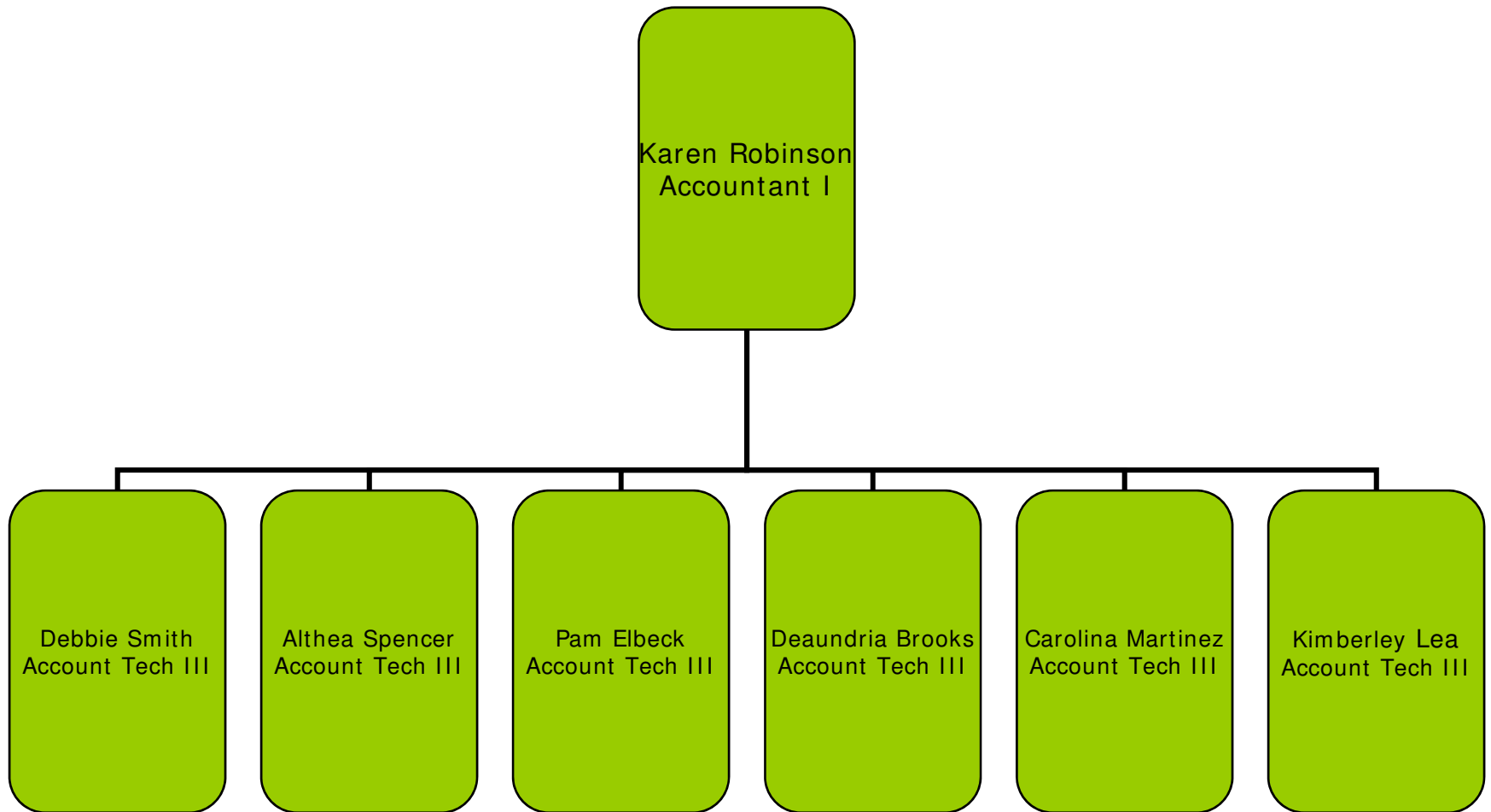
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# Susan L. Johnson

## Director of Accounts Payable & Travel

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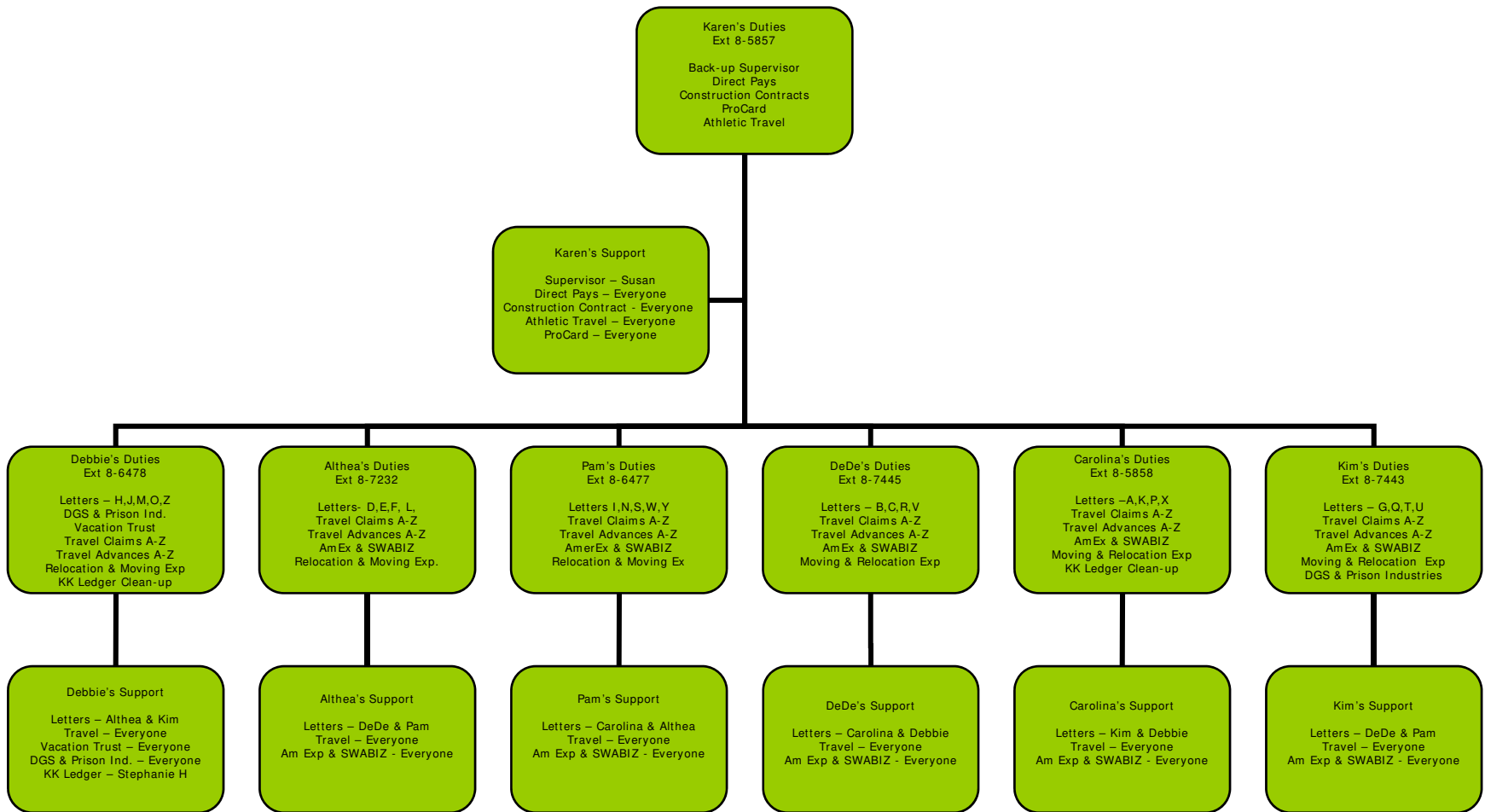
# Director's Responsibilities

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Susan L. Johnson

Manages Accounts Payable & Travel  
Policy & Procedures for Accounts Payable  
Upgrade for CMS 9.0  
Train Accounts Payable Staff & Student Worker  
Train Campus Users on the A/P Module  
Participates in Business Partner's Round Table  
1099 Process  
Travel Programs  
ProCard Program

# Staff's Responsibilities



# Functions of Accounts Payable

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## Payment of Invoices

From Requisition to Check

Payee Data Record Form (204 Form)

When to void a check

Researching a payment

What delays a payment

## Direct Payment Request (DPR's)

What is a Direct Pay Request (DPR)

When can I use a DPR

What form do I use & Where do I get it

What back-up paperwork is needed for a DPR

How long does a DPR take before it is paid

- Payment vs Reimbursement
- When can't I use DPR
- Do I need a Payee Date Record Form (204)
- Who is authorized to approve DPR's
- Top reasons why your DPR is not paid within two weeks

## Payments in Advance (PIA's)

### Reimbursements

### ProCard Program

Credit Card Payment

ProCard Calendar for 07/08 fiscal year

### DGS Blue Card

### Travel

American Express Business Travel Account (BTA)

American Express Business Credit Cards

Enterprise Rent A Car

SWABIZ – Southwest Business Travel

Travel Advances

Travel Expense Claims

Moving & Relocation Expense Claims



# Payment of Invoices

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From Requisition to Check  
Payee Data Record (204 Form)  
When to Void a Check  
Researching a Payment  
What Delays a Check

# From Requisition to Check

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## The life cycle of a Service or Purchase Order

The department determines if an order must be placed to purchase a commodity or service.

The department determines which vendor they wish to use to fill the order. If the vendor is not in the CMS vendor file, the department must inform Procurement Services. This information will be conveyed at the time the department enters the requisition.

The department enters a requisition into CMS.

For instructions on how to enter a requisition go to [www.csus.edu/cms](http://www.csus.edu/cms). Click on the "Training" link. Then click on "Training Manual" link for Finance 8.4.

The requisition is approved by an approving official in CMS.

The requisition is sourced to a service or purchase order by Procurement Services. The order is dispatched to the vendor. If the vendor is not in the CMS vendor file, Procurement Services will include a copy of the Payee Data Record form (Std. form 204) with the order. Payments will not be rendered until the Payee Data Record form is received by Procurement Services and is entered into CMS.

The vendor will fill the order and issue an invoice.

If the invoice is associated with a service:

The invoice submitted for payment must be approved for payment by the department upon satisfactory completion of service.

Services will be paid in arrears.

Receiving is not required for services.

If the invoice is associated with a purchase order:

The invoice submitted for payment doesn't require departmental approval prior to payment.

Receiving is required to be posted in CMS. If the vendor delivers the item to Central Receiving, they will post stock received. If the item is picked up by departmental personnel, delivered directly to the department, or delivered by UPS or US Postal Service, it is the department's responsibility to submit a signed stock received report to Central Receiving. The department may submit a packing slip or a copy of the purchase order with the received items identified, in lieu of a stock received report.

([http://www.csus.edu/proc/FULL\\_INFO.htm#stock](http://www.csus.edu/proc/FULL_INFO.htm#stock))

The order is complete when the check is issued to the vendor and mailed.

# Payee Data Record Form (204 Form)

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The Payee Data Record form is required for all non-governmental vendors. It is not required for employees, Federal, State, or local entities including school districts.

The form is provided by Procurement Services. It must be completed, returned, and entered into CMS by Procurement Services before payment can be rendered. It will be sent to all new vendors when the purchase/service order is dispatched.

The 204 form may also be requested by Accounts Payable or the department for the following reasons:

- To prevent the delay in payment to the vendor. If the 204 form is not entered into CMS, the check to the vendor will not print.

- The vendor has changed their name, address, or Federal Identification number (FIN).

- The vendor's business is now incorporated. They are no longer classified as an individual/sole proprietor or partnership.

- The vendor is new and the form is needed to process a requisition or Direct Payment Request.

- To verify or update address or tax ID number information from the vendor.

<http://www.csus.edu/aba/forms.htm>

# When to Void a Check

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If a vendor calls about a payment and the check has been issued, but never received, the check may be cancelled and reissued. Before a check can be reissued the following needs to be verified:

- The check was issued more than three weeks prior to the vendor calling.

- The check is not in Student Financial Services Center (Lassen Hall – Cashier’s Office) waiting to be picked up by the vendor/employee.

- The check has not been cashed.

If the check has been truly lost, email the Tech responsible for handling the vendor. Request a stop payment be placed on the check. The Tech will need to know the following information in order to initiate the stop payment: vendor’s name, PO number if applicable, check number, the name of the vendor’s contact person, vendor’s phone number, and fax number.

The Tech will mail or fax the vendor a “State Agency Trust Check Replacement Application.” This form must be completed and returned prior to reissuing the check. The replacement application requires an original signature and must be notarized if the vendor is an out-of-state vendor. Do not fax back the replacement application. The original documents need to be returned. (<http://www.csus.edu/aba/forms.htm>)

The stop payment process is initiated by Accounts Payable upon sending the replacement application to the vendor. The entire process may take a minimum of one to two weeks to complete. Any delay in receiving the completed application back from the vendor delays issuance of the replacement check.

Once the replacement application has been received and the stop payment has been confirmed, a new check will be issued and mailed to the vendor.

# Researching a Payment

To research a payment follow this navigation in CMS:

Accounts Payable> Vouchers> Entry> Regular Entry> Find an Existing Value.

PeopleSoft.

**Menu**

Search:

- ▷ My Favorites
- ▷ Vendors
- ▷ Purchasing
- ▽ Accounts Payable
  - ▽ Vouchers
    - ▽ Entry
      - Regular Entry
      - [Quick Invoice Entry](#)
      - [Complete Register Voucher](#)
    - ▷ Review and Correction
    - ▷ Approvals
    - ▷ Maintenance
  - ▷ Control Groups
  - ▷ Payments
  - ▷ Batch Processes
  - ▷ Review
  - ▷ Administration
  - ▷ Reports
  - [Accounts Payable Home Page](#)
- ▷ CSU Claims Processing
- ▷ Banking
- ▷ General Ledger
- ▷ CSU Manage CO/State Requirement
- ▷ CSU Administer Integration

## Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Add a New Value**

Business Unit:	=	▼	SACST	<input type="button" value="Q"/>
Voucher ID:	begins with	▼	<input type="text"/>	
Invoice Number:	begins with	▼	<input type="text"/>	
Short Vendor Name:	begins with	▼	<input type="text"/>	
Vendor ID:	begins with	▼	<input type="text"/>	<input type="button" value="Q"/>
Name 1:	begins with	▼	<input type="text"/>	
Voucher Style:	=	▼	<input type="text"/>	▼
Related Voucher:	begins with	▼	<input type="text"/>	
Entry Status:	=	▼	<input type="text"/>	▼

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

# Cont' Researching a Payment

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If you know the voucher # , you can enter it in the voucher ID field and click search or hit enter. When searching by voucher # , only that voucher will result from the search.

If searching by name, type the vendor's name in the short vendor name field. Click on search or hit enter. A list of vendors will appear on the bottom portion of the screen. Click on the voucher/payment in question and that voucher will be displayed starting with the invoice information screen.

If you know the vendor # , put the # in the vendor ID field, hit the home key, and press the zero until it stops. Click search or hit enter. When searching by vendor # , all payments made to this vendor will appear.

# Cont' Researching a Payment

You can sort the information from the search by any of the column headings. If you know the amount, sort by amount. If you know the invoice # , sort by invoice # . CMS will sort the column from ascending to descending order.

Click on the invoice # or amount you are researching and the screen will change to the invoice screen.

## Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Business Unit: = SACST

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with 0000000210

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

## Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.



[View All](#)

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher
SACST	00195110	F047451	450.5	450.5	09/30/2006	UNIV ENTER-001	0000000210	UNIVERSITY ENTERPRISES INC	Regular
SACST	00195069	F046843	991.87	991.87	05/31/2006	UNIV ENTER-001	0000000210	UNIVERSITY ENTERPRISES INC	Regular
SACST	00195067	F047449	1410.15	1410.15	09/30/2006	UNIV ENTER-001	0000000210	UNIVERSITY ENTERPRISES INC	Regular

# Cont' Researching A Payment

On this screen the information is from the invoice.

**Invoice Information** | Payments | Voucher Attributes | Accounting Information

Style: Regular    Entry Status: Postable    Match Manager    Comments     

Unit: SACST    Voucher ID: 00161463    Group: 000002062    Budget Status: Valid    Post Status: Posted



Copy from a Source Document

PO Unit: SACST    Purchase Order: 1200500177    Copy PO    Worksheet Copy Option: None

Vendor		Invoice	
Advanced Vendor Search		Invoice No:	F045272
Vendor:	0000000210	Invoice Date:	07/31/2005
Name:	UNIV ENTER-001	*Pay Terms:	NET
Location:	6000	Misc Amt:	
*Address:	1	Frght Amt:	
UNIVERSITY ENTERPRISES INC		Sales Tax:	
6000 J STREET		SUT Exempt <input checked="" type="checkbox"/> Use Tax:	
SACRAMENTO, CA 95819-6063		Total:	1,146.52 *Curr: USD
		Balance:	0.00

[Non Merchandise Summary](#)

**Invoice Lines**    Find | View All    First 1 of 1 Last

1 \*Dist by: Amt    SpeedChart     View PO/Receiver    Associate Receiver(s)  

Item	Description	Quantity	UOM	Unit Price	Extended Amt	SUT/VAT/Intrastat
	Provide special service to	1.0000	OTH	1146.52000	1,146.52	

Use One Asset ID

**Distribution Lines**    Customize | Find | View All | First 1 of 1 Last

MOC	Amount	Quantity	*GL Unit	Budget Date	Account	OpenItem	Fund	Department	Class	Finalize	PO Finalized
1	1,146.52	1.0000	SACST	08/29/2005	660003		G05DS	67000		<input checked="" type="checkbox"/>	Y



# Cont' Researching A Payment

Click the Payments tab. You will see the check#, the date the check was issued, the check amount, and the mailing address. Click the payment inquiry link.

Invoice Information **Payments** Voucher Attributes Accounting Information

Unit: SACST Voucher ID: 00161463 \*Pay Terms: NET Schedule Payment

Payment Information Find | View All First 1 of 1 Last

[Payment Inquiry](#) [Holiday/Currency Options](#) Express Payment [Vendor Banks](#) [Messages](#) Drafts

Comments

Payee

\*Remit to: 0000000210 UNIVERSITY ENTERPRISES INC  
6000 J STREET  
SACRAMENTO, CA 95819-6063

Location: 6000 J\$ \*Addr: 1

Payment Method	Payment Details	Payment Options
*Bank: STATE	Gross Amt: 1,146.52 USD	*Action: Schedule
*Account: DVP	Discount: 0.00 USD	Pay: [ ]
*Method: CHK Check	Net Due: 07/31/2005	Reference: 559881
Pay Group: VN	Discount Due: [ ]	L/C ID: [ ]
*Handling: VM	Scheduled Due: 08/29/2005	Paymt Date: 08/30/2005
*Netting: N	Acctg Date: 08/30/2005	
Hold Payment <input type="checkbox"/>		
Hold Reason: [ ]		
Separate Payment <input type="checkbox"/>		

# Cont' Researching A Payment

The Payment Inquiry page shows the check#, the amount, the check date, the reconciliation status, and the date the check was reconciled in CMS. This date is not the date it cleared the bank. If you need the date the check cleared the bank, click on the Payment Reference ID#.

Payment Inquiry

**Search Criteria**

Payment Reference ID:  Payment Status:  Payment Method:

Bank SetID:  Bank Code:

Bank Account:  Bank Account #:

Pay Cycle:  Pay Cycle Seq #:

Remit SetID:  Remit Vendor:

Vendor Name:  Vendor Location:

\*Amount Rule:  Amount:  Currency:

From Date:  To Date:

**Sorting Criteria**

\*1st sort:  \*Sort Type:

\*2nd sort:  \*Sort Type:

**Payment Inquiry Result**

Payment Details [Additional Info](#) [Vendor Details](#)

Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
559881	Check	2,939.49	USD	08/30/2005	08/30/2005	Paid	Recon	10/31/2005

# Cont' Researching A Payment

On this screen, you can see when the check was cleared by the bank.

[Back to Payment Inquiry](#)

Bank Name:	State Treasury	Pymnt Ref ID:	559881
Bank Account #:	232	Accounting Date:	08/30/2005
Pay Cycle:	DAILY	Seq Num:	622
Vendor Name:	UNIVERSITY ENTERPRISES INC.	Payment Date:	08/30/2005
Address:	6000 J STREET	Days Outstanding:	3
		Payment Clear Date:	<span style="border: 1px solid red; padding: 2px;">09/02/2005</span>
		Reconcile Date:	10/31/2005
	SACRAMENTO	CA	95819
		USA	
Payment Amount:	2,939.49	USD	Payment Method: CHK
Description:	<input type="text"/>		

<u>Business Unit</u>	<u>Voucher ID</u>	<u>Advice Seg</u>	<u>Advice Date</u>	<u>Invoice Number</u>	<u>Gross Paid Amount</u>	<u>Paid Amount</u>	<u>Currency</u>	<u>Discount Taken</u>
SACST	<a href="#">00161463</a>	1	07/31/2005	F045272	1,146.52	1,146.52	USD	
SACST	<a href="#">00161460</a>	1	06/30/2005	M033524	50.00	50.00	USD	
SACST	<a href="#">00161459</a>	1	06/30/2005	M033473	1,742.97	1,742.97	USD	

# What Delays a Payment

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A payment is not issued to a vendor for several reasons:

The invoice was not received by Accounts Payable.

All invoices should be mailed directly to the Accounts Payable office. Many departments mistakenly have the vendor mail the invoice to them. This action will delay payment due to invoices not being forwarded to Accounts Payable because they have been either lost or forgotten.

Stock Received is not posted in CMS.

Whenever any commodity is purchase by the University, receiving must be posted in CMS. If the vendor delivers the item to Central Receiving, they will post stock received. If the item is picked up by departmental personnel, is delivered directly to the department, or is delivered by UPS or US Postal Service, it is the department's responsibility to submit a stock received report to Central Receiving. The department may submit a packing slip or a copy of the purchase order with the received items identified, in lieu of a stock received report. ([http://www.csus.edu/proc/FULL\\_INFO.htm#stock](http://www.csus.edu/proc/FULL_INFO.htm#stock))

The purchase/service order needs to be amended. There are several reasons why an order will need to be amended:

The description on the order doesn't match the invoice description.

The quantity invoiced is greater than the quantity ordered.

The invoice amount is greater than the purchase order amount.

Sales tax or freight is not on the order and the amount of sales tax or freight is greater than the \$100.00 leeway allowed by Procurement Services.

Freight is on the order, but the amount invoiced is greater than the \$100.00 leeway allowed by Procurement Services.

Vendor is invoicing for an item or service that is not listed on the order.

Vendor is invoicing for greater than accepted quoted amount. AP will need the department and Procurement's permission to pay more than the quoted amount.

The Payee Data Record form (204 form) has not been received.

Before any payment can be rendered to the vendor, a completed 204 must be received and entered into CMS by Procurement Services. (<http://www.csus.edu/aba/forms.htm>)

Items or services are purchased from vendors without a purchase order.

Whenever commodities are purchased or services are rendered without a purchase/service order, payment will be delayed. A requisition will need to be entered into CMS, after the fact. The department will be required to write a justification for expending University funds without the knowledge of Procurement Services.

# Direct Payment Request (DPR)

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What is a Direct Pay Request (DPR)?

Payment vs Reimbursement

When can I use a DPR?

When can't I use a DPR?

What form do I use and where do I get it?

Do I need a Payee Data Request (204 Form)?

What back-up paperwork is needed for a DPR?

Who is authorized to approve DPR's?

How long does a DPR take before it is paid?

Top reasons why your DPR is not paid within two weeks.

# What is a Direct Payment Request?

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The Direct Payment Request (DPR) is a vehicle to be used to submit payment directly to a vendor without a purchase order. Payments to vendors and reimbursements to employees or individuals may be processed via the Direct Payment process when there is no "added value" to obtaining a purchase order or if it does not fall under the CSU Policy guidelines for Contracting & Procurement.

(<http://www.csus.edu/aba/forms/dvp%20form.xls>)

The Direct Payment process is for fast turn around in payments. Payments usually take two weeks or less to be processed from the time the DPR is received by Accounts Payable.

A completed Payee Data Record form (Std. form 204) must be on file in CMS prior to submitting the DPR to Accounts Payable. (<http://www.csus.edu/aba/forms.htm> )

An employee can not request and approve a payment for themselves. Each DPR must have an authorized signature. The authority to approve and sign a DPR must be delegated in writing by an employee's Program Center Administrator. All approving signatures on the DPR will be verified for approving authority. Any DPR without a proper signature will be returned to the department.

([http://www.csus.edu/cms/security/CMS\\_FIN\\_Request.pdf](http://www.csus.edu/cms/security/CMS_FIN_Request.pdf))

What can be paid by the Direct Payment process?

**Accreditation:** Payments to an Accrediting body or individual and any expense, not including office supplies, associated with an individual as part of the accreditation process. A copy of the invoice and any associated receipts must be attached to the DPR when it is submitted.

**Books and Publications:** Payment for books, magazines, publications, various testing material, recorded audio and visual tapes, CD's and diskettes.

When ordering a book, magazine, or publication, submit an extra order form. One order form will be sent to the vendor with the payment.

**Campus Community Relations:** Reimbursement to an employee for hospitality expenses incurred to better foster relationships between the campus and the community. Each food purchase must follow the Business Hospitality Guidelines and must have a justification for the purchase and a list of attendee attached.

([http://www.csus.edu/acpy/Bus\\_Hosp\\_Exp\\_Policy.pdf](http://www.csus.edu/acpy/Bus_Hosp_Exp_Policy.pdf))

# What is a Direct Pay Request? Con't

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**Food, non-catered events (> \$50.00):** Payment to a vendor or reimbursement to an employee for food purchased. Each purchase must follow the Business Hospitality Guidelines and must have a justification for the purchase and a list of attendees attached. Only one reimbursement on DPR per fiscal year.

Payment for food, non-catered events (< \$50.00) may be reimbursed via the Petty Cash Reimbursement Process.

(<http://www.csus.edu/aba/finserv/CSUS%20BMSS%20Petty%20Cash.pdf>)

([http://www.csus.edu/aba/Forms/Dis\\_PettyCash.pdf](http://www.csus.edu/aba/Forms/Dis_PettyCash.pdf))

**Event Fees:** Payment to a vendor or reimbursement to an employee for the cost of a chair or table at an awards banquet or Gala. The event must be a direct benefit to the University.

**Game Officials:** To be used by Intercollegiate Athletics only for payments to game officials and not for rental of facilities or for payments to coaches. Request for payment in arrears of the service must have an invoice attached to the DPR.

**Guest lecturers/ Honorariums:** Payments or honorariums to Guest Speakers or reimbursements of travel expenses in lieu of honorariums.

**Interview expenses:** Payment for travel expenses incurred to participate in the interview process.

**Membership dues/ Subscriptions:** Payments for magazine subscriptions and membership/association dues.

When paying for subscription or membership dues, submit 2 copies of the order form/invoice. One copy will be sent to the vendor along with the payment. Do not send an extra copy of the DPR.

**Recruitment Cost:** Payments associated with the cost of recruiting student athletes.

**Student Grants/ Stipends:** Payments for student grants/stipends with the approval of Academic Affairs. An award letter must be attached to the DPR.

([http://www.csus.edu/acaf/forms/sadp\\_app.stm](http://www.csus.edu/acaf/forms/sadp_app.stm))

**Uniform Allowances:** To be used by UTAPS and the Student Health Center for uniform reimbursements.

**Internal Use only:** To be used for payments of Chancellor's Office invoices, Utilities, and University postage meter (does not include stamps).

# Payment vs Reimbursement

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A payment is made directly to a vendor.

A reimbursement is made directly to an employee or an individual who has already paid for the items in accordance with the Direct Payment Request policy and the Business Hospitality guidelines.



# WHEN CAN I USE A DPR?

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The DPR process may be used for purchasing or reimbursing the following:

Accreditation Fees (Does not include office supplies purchased for Accreditation)

Books/Publications (NO PRINTING)

Campus Community Relations – No office supplies

Food (Non catered) more than \$50.00

Event Fees

Game Officials – Athletics only

Guest Lecturers/Honorariums

Interview Expense

Membership/Dues/Subscriptions

Recruitment Cost – Athletics only

Student Grants/Stipends

Student Travel – Mileage

Uniform Stipends/Allowances

Internal Uses Only – Facilities & Budget Depts.

# WHEN CAN'T I USE A DPR?

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Monthly or other services including repairs  
Food (Non Catered) less than \$50.00 (use the Petty Cash process)  
Communication Devices (Land lines, Pagers, Cell Phones, DSL)  
Postage Stamps  
Shipping (FedEx, DHL, UPS, USPS)  
Amounts over \$5000.00 (Unless approved by Director of Accounts Payable)  
Employee Travel Expenses (Parking or Tickets)  
CSUS Employees performing services (Contact Jan Berger in H/R)  
Office Supplies – Use stockless office supply program by OfficeMax  
Printing – Contact Procurement Services for requirements  
Toner Cartridges

# WHAT FORM DO I USE AND WHERE DO I GET IT?

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The “DIRECT PAYMENT REQUEST” form can be downloaded at <http://www.csus.edu/aba/forms.htm>. Only the current authorized DPR form, with revision date 07/2007, will be accepted. Any other forms will be returned to the department where it originated.

DPR procedures can be found at [http://www.csus.edu/acpy/direct\\_pay.htm](http://www.csus.edu/acpy/direct_pay.htm).

# DO I NEED A PAYEE DATA RECORD REQUEST (204 FORM)?

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A completed Payee Data Record (PDR) form, formally known as Vendor Data Request form, is needed when doing business with the State of California. The University is required to have the vendor tax ID information on file for all vendors before a payment can be made.

This form is located at <http://www.csus.edu/aba/forms.htm>.

# HOW LONG DOES A DPR TAKE BEFORE IT IS PAID?

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After the DPR is date stamped “Received” in Accounts Payable, payments normally take up to two weeks or less to be issued to the vendor.

Checks are available after 2:00pm daily in the Cashier’s office in Lassen Hall.

# TOP REASONS WHY YOUR DPR WAS NOT PAID WITHIN TWO WEEKS.

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There is no Payee Data Record form on file in Procurement or the CMS vendor file.

Reimbursement is not allowed on DPR.

Missing receipts and/or attendees list.

Information on form is incorrect or missing.

Approval signatures are missing.

Approver is not authorized to expend funds from Dept ID listed on DPR form.

# Payment in Advance (PIA)

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- A Payment in Advance (PIA) is a payment to the vendor before the service is performed or the commodity is received.
- Examples of PIA's are: services, hotel deposits, catering services, and payments to guest lecturers. (See requirement for paying a guest lecturer/honorarium.)
- PIA's must be requested through Procurement Services. The request for a PIA must be noted on the requisition. Please contact Procurement Services for any questions regarding PIA's.
- Upon issuing a PIA, a disbursement voucher will be issued to the vendor. The vendor must sign the disbursement voucher and return it Accounts Payable. The disbursement voucher is issued in lieu of an invoice.
- All PIA's must be received in Account Payable before 3:00 p.m. the day before the request date. Any PIA's received in Accounts Payable after 3:00 p.m. will not be processed until the following day, regardless of the request date. This will delay issuing the check for 1 business day.
- PIA's that were requested to be picked up will be available after 2:00 p.m. of the request date at the Student Financial Services Center in Lassen Hall.

# Reimbursements

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A reimbursement is made directly to an employee or individual who has already paid for the items in accordance with the Direct Payment Request policy and the [Business Hospitality guidelines](#). If the individual being reimbursed is not in the CMS vendor file, submit a completed Payee Data Record form (204 form) to Procurement for processing.

**Direct Pay Reimbursements** (Books, Subscriptions, Memberships, Interview Expenses, and Food over \$50.00)

Complete a Direct Payment Request with all receipts, attendees list, justification for the reimbursement, and send it to the Accounts Payable office for processing a payment.

**Purchase Order Reimbursements** (All others)

Enter a requisition for reimbursement.

<http://www.csus.edu/cms/training/finance84/manuals/CMS-Requisitions-User-Guide.pdf>

Submit a copy of receipts along with a copy of the requisition to Procurement.

The individual being reimbursed must invoice the University. If the individual does not have an invoice, a generic invoice can be downloaded from Accounts Payable's website at <http://www.csus.edu/aba/forms.htm>. The invoice must include the following:

- Original receipts
- Purchase order number
- Signature of individual
- Department approval signature
- Description of reimbursement
- Amount of reimbursement

Submit the approved invoice to Accounts Payable.

Requisitions/purchase orders will not be accepted in lieu of an invoice.



# Business Hospitality

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**Policy:** *It is the policy of CSU, Sacramento to use University funds for qualified business related hospitality expenses in accordance with Executive Order 761, [www.calstate.edu/eo/EO-761.pdf](http://www.calstate.edu/eo/EO-761.pdf).*

**Approving Authority:** Those that can approve the use of University funds for the purchase of commodities and services are also delegated the authority to approve the payment for and reimbursement of business related hospitality expenses.

Those delegated this authority cannot approve transactions reimbursing themselves; this is required to ensure the independence of the approving process. The supervisor or other manager above the person being reimbursed must approve these expenses.

It is the responsibility of the approving authority to ensure these expenses serve a clear University business related purpose. It is also the responsibility of the approving authority to ensure the employee who made the purchase or is being reimbursed derived no personal benefit.

**Allowable Expenses:** *Allowable expenses must be directly related to the conduct of official University business.* The approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.

Business related hospitality expenses include:

- Meals and light refreshments

- Travel expenses associated with University events

- Promotional materials, gifts, and awards\*

Gifts are something of value given to an individual, group, or entity with the expectation of benefit accruing to the University.\* Promotional materials are gifts that are distributed to promote the name or image of the University.

# Business Hospitality

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\* Gifts and awards of \$25 or more must conform to all IRS and Franchise Tax Board regulations. A record of such financial assistance—student awards, cash, and gift cards—will be forwarded in a timely basis to the Financial Aid office and be documented in the student financial aid recipient records kept in that office. (Education Code Title 5, Section 42500D)

The following are examples of occasions when the provision for allowable business related hospitality expense is permitted:

- When the University host official guests. These include people invited by an University representative to attend an University event and does not include University employees. See Executive Order 761, [www.calstate.edu/eo/EO-761.pdf](http://www.calstate.edu/eo/EO-761.pdf), for additional information.
- When the University is the host or sponsor of a meeting of a learned society or professional organization.
- When the University is the host or sponsor of meetings of an administrative nature that is directly related to the welfare of the University. In these instances, the hospitality must be a necessary and integral part of the business meeting and not a solely matter of personal convenience.
- When the University host receptions held in connection with conferences, meetings of learned societies or professional organizations, fund raising events, meetings of student organizations, student events such as commencement exercises, and meetings of other University related groups such as alumni organizations and advisory boards.
- When the University host receptions for the benefit of employee morale, employee recognition, or length of service awards and retirement receptions.

An University employee may be reimbursed up to \$50.00 for the expense of purchasing a plant, flowers, and card in the event of the death of an University employee or the employee's immediate family member (spouse, father, mother, brother, sister, or child). The use of CSU operating fund is prohibited; however, there are Special Funds or Auxiliary Funds that are allowable.

# Business Hospitality

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**Funding Sources:** There are three types of funds available for the payment of business related hospitality expenses. These include the CSU Operating Funds, Special Enterprise Funds, and Auxiliary Organization Funds.

- **CSU Operating Funds** are appropriated by the State Legislature to the campus (i.e., University General Fund allocations). Hospitality expenses to be charged against CSU operating funds should be submitted to the University's Accounts Payable department with the necessary documentation and approvals.
- **Special Funds** include funds held in the Continuing Education Revenue Fund, the Lottery Education Fund, the Parking Fund, the Dormitory Revenue Fund, many of the Department Trust Funds, and the Special Projects Fund. Hospitality expenses to be charged against Special Funds should be submitted to the University's Accounts Payable department with the necessary documentation and approvals.
- **Auxiliary Organization Funds** include those funds deposited with University Enterprises Incorporated, The University Foundation at Sacramento State, Associated Students Incorporated, the University Union, Capital Public Radio, and the University Enterprises Incorporated Development Group. The use of Auxiliary Organization Funds is governed by the policies of the relevant governing board. Hospitality expenses to be charged against Auxiliary Organization Funds should be submitted to the *Auxiliary's* Accounts Payable department with the necessary documentation and approvals.

Qualifying expenses paid from any or all of these funding sources are subject to governing restrictions of the funds and the following guidelines.

# Business Hospitality

## Business Related Hospitality Expenses

TYPE of EXPENSE	CSU OPERATING FUNDS	SPECIAL FUNDS	AUXILIARY ORGANIZATION FUNDS
Alcoholic beverages, including tax gratuity and service charges	NO	YES	YES
Food purchased for meetings attended by University guest(s).	YES	YES	YES
Food purchased for meeting attended by employees from the same work location only (meeting was held during normal work hours)	NO	YES	YES
Food purchased during meeting with University Donors for Donor Cultivation	YES	YES	YES
Food purchased for student meeting or student recognition events	YES	YES	YES
Third party events (awards banquets, recognition dinners where the dinner is not hosted by the University)	NO	YES	YES
Food purchased during interview process with interview candidate	YES	YES	YES
Light refreshments such as coffee, soft drinks, candy, if available to the public	YES	YES	YES
Bereavement expenditure – Flowers, Plant, and card	NO	YES	YES
Gifts	NO	YES	YES
Awards	NO	YES	YES
Promotional Items	YES	YES	YES
Interview expenses – Travel, Lodging, and Airline Ticket	YES	YES	YES
Official Guest expenses (Guest traveling for University business)	YES	YES	YES
Recruitment interviews	YES	YES	YES

# Business Hospitality

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**Documentation:** A brief statement justifying how the expense fulfills these guidelines must accompany the purchase requisition or authorization for payment or reimbursement. This statement must include a list of those who attended the event. For large groups of attendees, list the name of the group. Those expenses related to an employee while that employee is on travel status are separately addressed in the current CSUS Travel Manual and the CSU Travel Policy ([www.csus.edu/acpy/](http://www.csus.edu/acpy/)).

**Audit of Activity:** Accounts Payable is responsible for reviewing business related hospitality expense transactions and ensuring that all transactions are appropriately documented and approved. Additionally, Auditing Services will periodically evaluate activities to determine if transactions are qualified and charged to appropriate funding sources.

The University Policy Manual can be found at <http://www.csus.edu/umannual/>.

Executive Order 761 can be found at <http://www.calstate.edu/EO/>.

If you have any **questions** about Hospitality and Business Expenses, please contact an **University Accounts Payable representative at (916) 278-6476, [sjohns@csus.edu](mailto:sjohns@csus.edu)**.

*Questions or comments about Accounts Payable service should be directed to:*

*Director of Accounts Payable and Travel, **Susan Johnson**, 916/278-6476, [sjohns@csus.edu](mailto:sjohns@csus.edu)*

*University Controller, **Justine Heartt**, 916/278-7440, [hearttj@csus.edu](mailto:hearttj@csus.edu)*

*Associate Vice President, Financial Services, **Suzanne Green**, 916/278-5992, [sgreen@csus.edu](mailto:sgreen@csus.edu)*

# ProCard Program

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The Procurement Card Program is a service offered by Procurement & Contracting Services. It is another means of purchasing good and services without a purchase order. The program is jointly administered by both Procurement and Contract Services and Accounts Payable. It is available to authorized employees, with the approval of Procurement and Contract Services.

Procurement and Contract Services is responsible for the issuance of the card, training, and the maintenance of all accounts.

Accounts Payable is responsible for downloading the monthly bank file into CMS, auditing all statements for appropriate charges, calculating use tax, and the monthly payment process.

Once a month, the bank produces a monthly file for all charges. Accounts Payable downloads the bank file into CMS. An email is sent out to all card holders that are on the procurement card list server, notifying them that their statement is available for reconciliation in CMS. The email includes these important dates:

- Date the transactions are available

- Last date the card holder have to complete their reconciliations/adjustments

- Date the statements is due in Accounts Payable

The card holder is able to print their statement from CMS. The statement must to be signed by the card holder and approving official then forwarded to Accounts Payable, at campus zip 6004. The statement must have all receipts and backup documentation attached. Any purchase of food must include a list of attendees and a statement of justification.

Card holders may also review vouchers created and the procurement card history.

For more information regarding the Procurement card and process, refer to the manual at <http://www.csus.edu/proc/Pro%20Card%20Manual%202006.pdf>. The manual includes the following information and more:

- How to make adjustments to current month statement

- How to print current/past ProCard statement

- Obtain an understanding of the program and its processes

- Obtain an understanding of how to run inquiries and reports for transaction history

# General Services Blue Charge Card

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The General Services Blue Charge Card is a payment mechanism used while in the conduct of official state business. The Charge Card is used for the following:

Leasing vehicles for a short or long-term assignment and purchasing fuel from Office of Fleet Administration (OFA) state garage facilities at Fresno, Los Angeles, Oakland, Sacramento, and San Diego.

(<http://www.documents.dgs.ca.gov/ofa/handbook.pdf>)

Reservations can be made on the internet at: <http://www.ofa.dgs.ca.gov/VehicleResv/default.htm>

Rental rates can be found at: <http://www.ofs.dgs.ca.gov/Price+Book/A/autorent.htm>

Must be current Sacramento State employee

Must have a current California driver's license

Must have taken the Defense Driver's Training course through Sacramento State

(<http://www.rms.csus.edu/riskmanagement/drivingonbusiness.html>)

Preventive maintenance service at OFA state garages.

Taxi service in Sacramento.

Charge Cards are issued by Accounts Payable, using the following process:

The department chair or Program Center administrator authorizes the issuance of a Charge Card via memo. The recipient of the Charge Card cannot be the one to issue the memo (i.e. if a department chair is the recipient, his/her Dean would be the person issuing the memo).

The memo should include the chartstring being authorized for the Charge Card purchases.

Bring the original memo to Accounts Payable when picking up your card. The original memo stays in Accounts Payable. Please make a copy for your department file.

The employee requesting the card must be the one picking up and signing for the card.

The employee picking up the card must, also, provide a copy of their defense driving course card.

Upon return of the card, the approval form will be signed and dated again as proof that the card was returned.

# Travel

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American Express Business Travel Account (BTA) or Cards  
Enterprise Rent A Car  
SWABIZ (Southwest Business Travel Program)  
Moving & Relocation Policy and Procedures  
Travel Faculty  
Travel Staff  
Frequent Traveler Requirements  
Accounts Receivable Letters for Outstanding Advances past  
30 days  
Benefit Reporting:  
    Less than 24-Hour meals (1Day Trips)  
    Moving & Relocation expense reporting



# American Express Programs

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There are two American Express Programs that are available at Sacramento State.

American Express Business Travel Account (BTA) Ghost Account – Available to the University for department's business travel. A chartstring must be provided in order to properly charge the travel. This account can also be used for interviewees and any business related travel.

American Express Credit Card for individual business travel expenses – Available to all employees of CSUS only. This card is their own personal card, but used only for CSUS business travel. With this card, they will receive state rate airfares, hotel, and rental cars. The state rates are for **business** travel only. It is against CSUS Travel policy and Department of General Services Travel policy to use the state rates for personal trips. They may use their Frequent Flier miles or Rapid Rewards points as they please.

To apply for a American Express Credit Card, go to the travel section at <http://www.csus.edu/acpy/>. Click on forms and then on American Express Government Card on-line application.

Click on the  for American Express Government Card online application.

## ABA Forms

### Accounting

Accounts Payable  
Administrative Services  
Auditing Services  
Budget Planning & Administration  
Business Affairs  
Business Information Services  
Business Operations





### Common Management Systems

Facilities Services  
Financial Services  
Mail Services  
OneCard Center  
Photocopy  
Procurement & Contracts  
Property

### Public Safety








Reprographics  
Risk Management Services  
Strategic Planning & Quality Improvements  
Student Financial Service Center  
Transportation & Parking  
Travel

### Accounting

Title	MS	PDF	Web
Expenditure Transfer			
Trust Endowment			
Trust Expenditure			
Trust Scholarship			

[Back to top](#)

### Accounts Payable

Title	MS	PDF	Web
Direct Payment Request			
Payee Data Record			
Hotel/Motel Transient Occupancy Tax Waiver Exemption Certificate for State Agencies STD 236			
Travel Expense Claim			
Travel Planner			
Unfunded Traveler			
American Express Government Card online application			

Type in the Access Key (7s1m06se) and click next.




## AMERICAN EXPRESS @ WORK

### SUBMIT A CARD APPLICATION - STEP 1 OF 3:

This functionality is designed to assist large and mid-sized clients in streamlining the application process for Corporate Cards, Corporate Purchasing Cards, and Corporate Defined Expense Program Cards. It is provided to Corporations enrolled in Online Program Management, which is available through American Express @ Work<sup>®</sup>. If you wish to apply for a Corporate Card, Corporate Purchasing Card, or Corporate Defined Expense Program and do not have an access key, please contact your Corporation's Program Administrator.

#### Step 1: Enter the Access Key and click NEXT.

Note: Fields in error are indicated by an  image.

**Access Key** [\(Help\)](#)

7s1m06se

NEXT

Applications submitted via this site have an average processing time of 24 hours. Approved applicants will receive their cards in the mail within 7 to 10 business days. For RUSH applications, there is a \$10 charge for online submission, \$25 for fax or mail. Rush application charges are applied to the account issued, once approved.

Click [here](#) for more information on this form.

Fill in all pertinent information.



## AMERICAN EXPRESS @ WORK

### SUBMIT A CARD APPLICATION - STEP 2 OF 3:

Complete the following fields. Then click SUBMIT.

Note: Fields in error are indicated by an **×** image. A **bold label** indicates a required field.

#### **Product** [\(Help\)](#)

Corporate T&E Card

#### **Corporate Name**

CA STATE UNIV SACTO

#### **Applicant Name** [\(Help\)](#)

Prefix

**First Name**

Middle Name

**Last Name**

Suffix

**Full Name to Appear on Card**

**Social Security Number**

#### **Billing Address** [\(Help\)](#)

**Street Address**

This is My:  Home Address  Office Address

**City/APO**

**State/Province**

**Zip Code**

**Country**

UNITED STATES

Fill in your email address.

Country

UNITED STATES

Current US Home Address (if different than billing address) [\(Help\)](#)

Street Address

City

State

ZIP

Country

UNITED STATES

Additional Information [\(Help\)](#)

Either a office or a home phone must be provided.

Office Phone & Extension

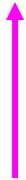
Home Phone

Email Address

E-Mail address is optional and will be used to send status updates to the applicant regarding the card application.

---

**By submitting this application, Applicant certifies that s/he has read, met and agreed to all of the [terms, conditions and disclosures](#) linked to this application. Date: 04/10/2007.**



Click submit.

Review the information one last time and click Submit For Processing.

---

### REVIEW CARD APPLICATION - STEP 2 OF 2:

Please review this application and then click:

"Make Corrections" to modify this application,  
OR, "Submit for processing" to have it processed.

**Control Account Number: 3782-706328-31007**

Card Type:	[REDACTED]	State Government
Billing Address: (Home)	[REDACTED]	Corporate Name: CA STATE UNIV SACTO
SACRAMENTO CA 95864 UNITED STATES	Full Name to Appear on Card: [REDACTED] SSN: [REDACTED] Email Address: Bus. Phone: (916)278-[REDACTED] Home Phone:	

Make Corrections

Submit For Processing

Make a copy of the submitted application for your record.

---

## AMERICAN EXPRESS @ WORK

[@ Work Home](#) [Program Maintenance](#) [Account Maintenance](#) [Reporting](#) [Reconciliation](#) [Other Solu](#)

**Thank you. Your request has been successfully submitted on 03/22/2007. Print out this page for your records.**

Please note this tracking number: **9950134.**

You can check the status of this or any tracking number in the [Status Tracking Area](#).

**Control Account Number: 3782-706328-31007**

Card Type:	[REDACTED]	State Government
Billing Address: (Home)	[REDACTED]	Corporate Name: CA STATE UNIV SACTO
SACRAMENTO CA	[REDACTED]	Full Name to Appear on Card: [REDACTED]
95864	[REDACTED]	SSN: [REDACTED]
UNITED STATES	[REDACTED]	Email Address: [REDACTED]
	[REDACTED]	Bus. Phone: (916)278-[REDACTED]
	[REDACTED]	Home Phone: [REDACTED]

Go back to ['Review Card Applications'](#) main page  
Click [here](#) for more information on this form.



# Enterprise Rent A Car

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## Booking State of California Business Travel Reservations Online CSU Sacramento

Enterprise Rent-A-Car is excited to be named the State of California's primary Rental Car Vendor. It is fast and easy to make arrangements for your Department's car rental needs nationwide with Enterprise Rent-A-Car. Just follow the steps below to make your own reservations using the State's new travel account with Enterprise online at our web site or by phone:

### **On Line**

Log on to Enterprise Rent-A-Car's Web Site at

[http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=002&cust=DBCA105](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=DBCA105).

Pick the Enterprise location where you would like to pick up your rental vehicle.

You can use the airport link to choose one of our airport locations; or

Enter the Zip Code, City or State you are looking for.

Enter the Dates and Times of your desired reservation.

Enter your new State of CA Account Number: **DBCA105** in the "Optional: Corporate Account or Customer Number" Box.

You will be prompted to enter the first 3 Characters of your Company's Name, please enter **CSU** in this box.

Choose the rental location most convenient for you.

If you entered a specific location or airport, you will then be directed to that location.

If you entered a zip code, city or state, you will be given a list of Enterprise Rent-A-Car locations in the area you have requested from which to choose.

At the next screen you can select your vehicle.

Next, you will be prompted to enter your Name (First & Last), your home phone number, and an email address.

You will be given a confirmation number for your reservation and the option to have a confirmation emailed to you.

# Enterprise Rent A Car Cont'

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You will need to have a valid Driver's License, Ordering Department Name, and Reservation Number to pick up the vehicle.

## **By Phone**

Contact your local Enterprise Rent-A-Car rental branch or dial 1-800-RENT-A-CAR to be connected to the closest branch to you.

Give the rental branch your department specific CRBTA account number:

**DBCA105.**

The rental branch will set up a reservation that fits your needs and provide you with a reservation number.

At the time of rental, please provide the branch with your Ordering Department Name for billing identification purposes.

You will only need to have a valid Driver's License and a reservation to pick up the vehicle.

If at any time you have any questions you can contact the State of California Account Department at (916) 787-4500.

# Enterprise Rent A Car

---

Enterprise Rent A Car Pocket reference card.

Fill in the information needed on the card.

Print this card for all your department travelers to carry with them all the time.

The information on the card is what tells Enterprise where to make the charges to, so make sure you are using the right chartstring.

## Car Rental through Enterprise with CRBTA

CRBTA # DBCA105    Begin of Department Name: CSU

Date \_\_\_\_\_

Location \_\_\_\_\_

Confirm # \_\_\_\_\_

CMS Code \_\_\_\_\_  
*FUND - DEPT ID - CLASS*

## Car Rental through Enterprise with CRBTA

CRBTA # DBCA105    Begin of Department Name: CSU

At the time of rental, please provide the branch with your Cost Code for billing identification purposes:

CMS Code

\_\_\_\_\_ *FUND - DEPT ID - CLASS*

# SWABIZ

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The Southwest Airlines contract with the State of California (Discounted fares formerly known as YCAL fares) can now ONLY be accessed online through individual Traveler Accounts. Accounts are easy to set up, but must be done in advance of the trip reservation process. Print the following documents from the Accounts Payable website at <http://www.csus.edu/acpy/travel.htm>.

BMSS – SWABIZ

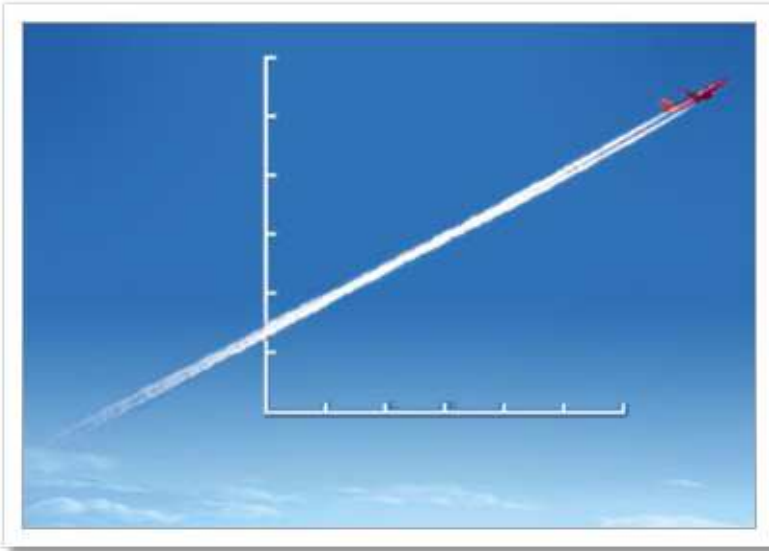
SWABIZ Account Info Existing

SWABIZ Account Info NEW

SWABIZ Reservation Info

Setting up credit card accounts in SWABIZ

Setting up Internal Reference Number (IRN)



### What can SWABIZ do for your bottom line?

A few thousand dollars saved is a few thousand dollars earned. SWABIZ, Southwest Airlines online corporate booking tool, can save you a bundle. SWABIZ makes tracking travel easy and efficient. And of course, you get Southwest Airlines' famous low fares.



Check In Online



Check Flight Status



Travel Managers



View Route Map

#### What's New

- Book by March 29 and save on **April Travel** !
- We are currently accepting air reservations through August 24, 2007.
- **Southwest Wins BTN Annual Airline Survey!**

#### Contact us to get started today!

Enter your company zip code below to get contact information for a dedicated SWABIZ Team Member near you.

Zip Code:

**VIEW CONTACT**

**To create a Traveler Account in SWABIZ with an Existing Rapid Rewards Account Number:**

Logon to [www.swabiz.com](http://www.swabiz.com). Click on Book Travel.

SEARCH



GO

## Company Travel Reservation

Welcome to the company travel reservation area.

We are currently accepting reservations through August 24, 2007.

### Company ID

Please enter your company ID to access Southwest Airlines reservations.

Company ID

Continue >>

### Traveler Accounts

Traveler Accounts are a new, optional feature on SWABIZ. Traveler Account

[Create a Traveler Account](#)

[Login to an existing Traveler Account](#)

Click on Login to an existing Traveler Account.

If you do NOT have a Rapid Rewards number, please print-out and follow the "SWABIZ Account Info NEW" instructions at <http://www.csus.edu/acpy>.

---

Key in Company ID, your  
Rapid Reward Number, and  
your password.  
Click Login.

your account and  
number, please

### Traveler Account Login

Company ID

Account Number  
(you may omit leading zeroes)

Password

Remember my company ID and account number for future login.

#### Password Help

[Forgot your password?](#)

[Request password](#)

#### Create an Account

If you do not already have an Account Number, you may [Create an Account and enroll in Rapid Rewards](#) now.

# MY ACCOUNT

## ACCOUNT SNAPSHOT

### ITINERARIES

### FREQUENT TRIPS

### RAPID REWARDS CREDIT DETAIL

### AWARDS

### REISSUE AWARDS

### COMPANION PASS

### ACCOUNT DETAILS

## Account Snapshot

CA State University Sacramento [REDACTED]

[\(Logout\)](#)

### Next Scheduled Flight

(Purchases made while logged in to my account.)

Confirmation Number	Date	Depart	Arrive	Flight
-none-				

View upcoming [Air, Car, and Hotel Itineraries](#)

### My Frequent Trips

Select Frequent Trip:

- none -

[Add Frequent Trip](#)

### My Flight History

Date	Depart	Arrive	Flight
12/11/06	IAD	SMF	0971
12/02/06	SMF	IAD	2891
10/24/06	LAX	SMF	0392
10/22/06	SMF	LAX	0265
04/11/06	SNA	SMF	0728

View more [Flight History](#)

Rewards are closer in a world without miles. Fly just eight (8) roundtrips in 24 consecutive months and we'll give you a roundtrip Award valid to any of more than 60 destinations Southwest serves. Rapid Rewards—where flying is what counts.



### My Rapid Rewards Credit Summary

March 26, 2005 - March 26, 2007

Credits earned 03/26/2005 - 03/26/2007:	12
Credits needed to earn my next award:	4
My 16th credit must be earned by:	09/20/2008

View [Credit Detail](#)

### My Account and Travel Preferences

[View/Add Car and Hotel Preferences](#)

[View/Add Stored Credit Cards](#)

[View/Edit E-mail Preferences](#)

[Update Contact Information](#)

[Change Password](#)

[Companion Qualification Status](#)

Your Account Snapshot will appear on the screen. Please click on Account Details to update information on the following pages.



# Edit Member Contact Information

CA State University Sacramento | [REDACTED]

\* Denotes required field.

**Account Number** (Rapid Rewards Membership Number):

00000 [REDACTED]

**Name:**

[REDACTED]

Date of Birth: On File

Age Verified: No

Social Security Number: On File

**Contact Information:**

Home  Business

[REDACTED]  
[REDACTED]

\*Street

[REDACTED] [REDACTED]  
Apt/Ste/etc Number

[REDACTED] [REDACTED]

\*City

California [REDACTED]

\*State

95688 - 9262

\*Zip

**If Outside the U.S.:**

[REDACTED] [REDACTED]  
State/Province/Region Postal Code

UNITED STATES OF AMERICA [REDACTED]

\*Country

Update your Contact Info as needed. For ease, you may want to use your credit card billing Address and Phone Number.

## Billing Information

Internal Reference Number (IRN)

Set as Default

48100101 - Accounts Payable

Other IRN<sup>3</sup>

(not listed above)

Description

(i.e. Department Name)

<sup>3</sup> Up to 30 characters. Letters and numbers only. Please omit punctuation, special characters, and spaces. An internal reference number is a unique number used for your company's internal reporting purposes. This number may be cost center, billing number, etc.

## Drink Coupons Preference

I want to receive drink coupons with my Awards (must be at least 21 years old).

I do not want to receive drink coupons with my Awards.

Save

Cancel

Under Billing Information - Other IRN, type in your 8-digit CMS CCR SpeedType Number and Description. Please check with your department or run the CMS Query "SAC8ALL\_CCR\_SPEEDTYPE\_LOOKUP."  
Select your Drink Coupons Preference before Saving.

## MY ACCOUNT

ACCOUNT SNAPSHOT

ITINERARIES

FREQUENT TRIPS

RAPID REWARDS  
CREDIT DETAIL

AWARDS

REISSUE AWARDS

COMPANION PASS

ACCOUNT DETAILS

CONTACT  
INFORMATION

**E-MAIL PREFERENCES**

CREDIT CARDS

CAR/HOTEL  
PREFERENCES

CHANGE PASSWORD

PRINT  
MEMBERSHIP CARD

## Edit E-mail Preferences

CA State University Sacramento | [REDACTED]

<sup>\*</sup> Denotes required field.

Account E-mail Address	E-mail Communications	
	Click 'n Save® E-mail Updates	Rapid Rewards E-mail Updates
<b>Note:</b> This e-mail address will be used to send you secure account information only, and will not be used for e-mail marketing purposes. Designate an e-mail address that is not shared with others.		
[REDACTED]@csus.edu <sup>*</sup> Account E-mail Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]@csus.edu <sup>*</sup> Re-enter E-mail Address		

### E-mail Communications

You may receive e-mail communications to multiple addresses. Select which communications you would like for each e-mail address entered below.

- **Click 'n Save E-mail Updates:** Weekly e-mails containing great travel specials, including our lowest fares.
- **Rapid Rewards E-mail Updates:** Occasional e-mails containing special offers, information and program news important for you.

(View our [Privacy Policy](#))

Additional E-mail Addresses	Click 'n Save® E-mail Updates	Rapid Rewards E-mail Updates
[REDACTED]@excite.com	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>

Save

Cancel

Navigate to “E-Mail Preferences” to edit your Email Preferences and provide any Additional Email Addresses you desire before Saving.

## MY ACCOUNT

ACCOUNT SNAPSHOT

ITINERARIES

FREQUENT TRIPS

RAPID REWARDS  
CREDIT DETAIL

AWARDS

REISSUE AWARDS

COMPANION PASS

ACCOUNT DETAILS

CONTACT  
INFORMATION

E-MAIL PREFERENCES

**CREDIT CARDS**

CAR/HOTEL  
PREFERENCES

CHANGE PASSWORD

PRINT  
MEMBERSHIP CARD

## Credit Cards

CA State University Sacramento

### Available Credit Cards

Available Credit Cards				Set as Default
XXXXXXXXXX	Visa	XXXXXXXXXX	Expiration Date: 11 / 2008	<a href="#">Edit</a> <a href="#">Delete</a> <input type="radio"/>

[Add More Credit Cards](#)



[Apply](#) for the new Southwest Airlines Rapid Rewards Visa Signature card and receive a roundtrip Award even faster. Receive 8 bonus credits after your Plus, receive Double Reward Dollars on all Southwest Airlines purchases.

Navigate on the left to "Credit Cards."  
Add your American Express Government Credit Card or other Credit Card  
by clicking on "Add More Credit Cards."

# MY ACCOUNT

ACCOUNT SNAPSHOT

ITINERARIES

FREQUENT TRIPS

RAPID REWARDS  
CREDIT DETAIL

AWARDS

REISSUE AWARDS

COMPANION PASS

ACCOUNT DETAILS

CONTACT  
INFORMATION

E-MAIL PREFERENCES

**CREDIT CARDS**

CAR/HOTEL  
PREFERENCES

CHANGE PASSWORD

PRINT  
MEMBERSHIP CARD

## Add Credit Card

CA State University Sacramento

### Saved Credit Cards

Visa

XXXXXXXXXXXX

Expiration Date: 11 / 2008

\* Denotes required field (if Credit Card data is being entered).

### Credit Card Information

American Express

\*Card Description (i.e. My Visa)

American Express

\*Card Type

12654616486415979

\*Card Number

6 - June

\*Expiration Date

2011

### Card Holder Name

\*First Name

\*Last Name

### Billing Address

Same as account address:  
CSU, SACRAMENTO

Other: (enter below)

\*Street

Apt/Ste/etc Number

\*City

Select Your State

\*State

\*Zip

If Outside the U.S.:

State/Province/Region

Postal Code

Select Your Country

\*Country

Add More

Save

This is not a real account number

Add your American Express Government Credit Card or other Credit Card and click the "Next Step" button at bottom of page.

## Save Frequent Trip



## CA State University Sacramento | ██████████

- Step 1. Account Information
- Step 2. Additional Information
- Step 3. Add Credit Card (optional)
- Step 4. Add Rental Car/Hotel Preferences (optional)
- Step 5. Save Frequent Trips (optional)**

\* Denotes required field (if Frequent Trip data is being entered).

## Frequent Trip

## Airport Preference

Sacramento, CA - SMF 

Home Airport

## Trip Details

LAX Finance Meeting 

\*Trip Name (i.e. Dallas Trip)

Trip Description (Please limit description to 110 characters or less.)

Sacramento, CA - SMF 

\*Origin

Los Angeles, CA - LAX 

\*Destination

 One-Way  Round TripAnytime 

Outbound Time

Anytime 

Return Time

## Billing Information

My Am Exp Gov 

Form of Payment

47800101 - Accounting Services Reimb 

Internal Reference Number

Optional – Navigate to “Frequent Trips” to create. Remember to select your credit card and CMS CCR SpeedType Number. Click on Save.

# Important Final Step

---

Once your Traveler Account has been updated with Sac State's Company ID in SWABIZ, you must contact Accounts Payable to activate your account in order to book reservations with the Department of General Services (DGS) State Discount.

Accounts Payable Main Line, at 86476 or email us at [sactravel@csus.edu](mailto:sactravel@csus.edu)

OR the Director of Accounts Payable & Travel  
Susan Johnson, [sjohns@csus.edu](mailto:sjohns@csus.edu), at 86476

**SEARCH****GO**

## Company Travel Reservation

Welcome to the company travel reservation area.

We are currently accepting reservations through August 24, 2007.

### Company ID

Please enter your company ID to access Southwest Airlines reservations.

Company ID

Continue >>

### Traveler Accounts

Traveler Accounts are a new, optional feature on SWABIZ. Traveler Accounts all

[Create a Traveler Account](#)

[Login to an existing Traveler Account](#)

**To create a NEW Traveler Account and  
Rapid Rewards Account in SWABIZ:**

Logon to [www.swabiz.com](http://www.swabiz.com) and click on Book Travel.



https://www.swabiz.com/cgi-bin/travelerAccountLogin - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.swabiz.com/cgi-bin/travelerAccountLogin>

Links [Customize Links](#) [Microsoft Download Center](#) [Microsoft Office Tools](#) [Capitol Records](#) [Free Hotmail](#) [RealOne Player](#) [RealPlayer](#) [SnagIt](#)

Adobe Y! Search Web Mail My Yahoo! Answers Games Local Music Personals Sign In

**SWABIZ** RESERVATIONS SCHEDULES SPECIAL OFFERS TRAVEL CENTER RAPID REWARDS ABOUT SWA

SEARCH

GO

**SOUTHWEST SWABIZ**

### Traveler Accounts

If you are a Rapid Rewards Member, you already have an account number. To access your account and update your travel preferences, login to the right. If you do not have your Company ID number, please contact your Company Travel Manager.

#### Convenient Features just for you.

- View travel itineraries
- Quick reservations based on travel preferences and stored trips
- Store credit card preferences for added convenience
- View your Rapid Rewards account activity and Awards
- Verify/change your account information
- Change your password

### Traveler Account Login

99044680  
Company ID

Account Number  
(you may omit leading zeroes)

Password

Remember my company ID and account number for future login.

Login

**Password Help**  
[Forgot your password?](#)  
[Request password](#)

**Create an Account**  
If you do not already have an Account Number, you may [Create an Account and enroll in Rapid Rewards](#) now.

Enter Sacramento State's SWABIZ Company ID # (99044680), and click on "Create an Account and Enroll in Rapid Rewards" link.

If you have a Rapid Rewards number, please print-out the "SWABIZ Account Info Existing" instructions at <http://www.csus.edu/acpy>.

## Rapid Rewards Online Enrollment



### Step 1. Account Information

Step 2. Additional Information

Step 3. Add Credit Card (optional)

Step 4. Add Rental Car/Hotel Preferences (optional)

Step 5. Save Frequent Trips (optional)

**Note:** If you already have an account number and password, you may [log in now](#) to take advantage of all the convenient features.

\* Denotes required field.

### Company ID

If you do not know your Company ID number, please contact your Company Travel Manager.

\*Company ID

### Account Information

#### Name:

(First name must not contain initials and it must match government-issued photo identification.)

<input type="text" value="IM"/>	<input type="text" value="A"/>	<input type="text" value="Hornet"/>	<input type="text"/>
---------------------------------	--------------------------------	-------------------------------------	----------------------

Prefix \*First Name M.I. \*Last Name Suffix

Enter Sac State's SWABIZ Company ID # (99044680). Enter your name as you wish it to appear on travel reservations.

**Contact Information:**

Home  Business

123 Main Street

\*Address

Apt/Ste/etc Number

Sacramento

\*City

California  95819

\*State

\*Zip

**If Outside the U.S.:**

State/Province/Region

Postal Code

UNITED STATES OF AMERICA

\*Country

(916) 278-1234

\* Phone

Company Name (Required for business address.)

Enter your complete address. For ease, you may want to match your credit card billing address.

---

**Account E-mail Address:**

**Note:** This e-mail address will be used to send you secure account information only, and will not be used for e-mail marketing purposes. Please designate an e-mail address that is not shared with others.

\*Account E-mail Address

\*Re-enter E-mail Address

**Set Password:**

The password must be between 6 and 12 characters. (Example: test123 )

Please make note of the password as it will not be redisplayed and for security purposes we are unable to provide the password if you contact us via telephone.

\*Enter Password

\*Re-enter Password

Enter your email address and  
create a Rapid Rewards password.

## Account Setup



CA State University Sacramento | IM A HORNET

Step 1. Account Information

**Step 2. Additional Information**

Step 3. Add Credit Card (optional)

Step 4. Add Rental Car/Hotel Preferences (optional)

Step 5. Save Frequent Trips (optional)

\* Denotes required field.

02/03/1951

\*Date of Birth  
(MM/DD/YYYY)

9876

Last 4 digits of Social Security Number - optional  
(6789)

### College Information:

I am a college student between the ages of 18 and 23.

School Name

(Required for college student enrollment.)

Complete the required fields of  
Additional Information.

### E-mail Preferences

Select which e-mail communications you would like for each e-mail address entered below.

- **Click 'n Save E-mail Updates:** Weekly e-mails containing great travel specials, including our lowest fares.
- **Rapid Rewards E-mail Updates:** Occasional e-mails containing special offers, information and program news important for you.

(View our [Privacy Policy](#))

E-mail Addresses	Click 'n Save® E-mail Updates	Rapid Rewards E-mail Updates
hometi@csus.edu	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Billing Information

Internal Reference Number (IRN)		Set as Default
Select Company IRN <input type="text"/>		<input type="radio"/>
Other IRN <sup>1</sup> (not listed above)	Description (i.e. department name)	
<input type="text" value="47800101"/>	<input type="text" value="Accounting Services Reimb"/>	<input checked="" type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="radio"/>
<input type="text"/>	<input type="text"/>	<input type="radio"/>

<sup>1</sup> Up to 17 characters. Letters and numbers only. Please omit punctuation, special characters, and spaces. An internal reference number is a unique number used for your company's internal reporting purposes. This number may be cost center, billing number, etc.

### Rapid Rewards - Drink Coupons Preference

**Receive Free Drink Coupons.** For each Award received, we'll send you Drink Coupons good for beer, wine, or mixed drinks onboard Southwest Airlines flights (if you are 21 years of age or older).

- I want to receive drink coupons with my Awards (must be at least 21 years old).
- I do not want to receive drink coupons with my Awards.

Select your Email Preferences. Under Billing Information - Other IRN, type in your 8-digit CMS CCR SpeedType Number and Description. Please check with your Department or run the CMS Query "SAC8ALL\_CCR\_SPEEDTYPE\_LOOKUP." Choose your Drink Coupons Preference and click "Submit."

Create an Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address <https://www.swabiz.com/cgi-bin/createTravelerAccount>

Links Customize Links Microsoft Download Center Microsoft Office Tools Capitol Records Free Hotmail RealOne Player RealPlayer SnagIt

Adobe Yahoo! Search Web Mail My Yahoo! Answers Games Local Music Personals Sign In

**SWABIZ**

**My ACCOUNT**  
HELP

**CA State University Sacramento** | IM A HORNET

### Rapid Rewards Enrollment Complete

Your account number is: **00000249589955**



Please print this page for your reference.

Make note of your password as it will not be redisplayed and for security purposes we are unable to provide the password if you contact us via telephone.

Take advantage of faster and easier booking by saving your travel preferences now.

Finish Now

**Print your Rapid Rewards Enrollment card and save this number for your records. Click on "Add Travel Preferences."**

**SWABIZ**

**MY ACCOUNT**  
HELP

## Save Credit Card

CA State University Sacramento | IM A HORNET

Step 1. Account Information  
Step 2. Additional Information  
**Step 3. Add Credit Card (optional)**  
Step 4. Add Rental Car/Hotel Preferences (optional)  
Step 5. Save Frequent Trips (optional)

\* Denotes required field (if Credit Card data is being entered).

### Credit Card

**My Credit Card Information**

My Am Ex Gov

\*Card Description (i.e. My VISA)

American Express  
\*Card Type

123456789012345  
\*Card Number

6 - June 2009  
\*Expiration Date

**Card Holder Name**

Im Hornet  
\*First Name \*Last Name

**Billing Address**

Same as account address:  
123 MAIN STREET  
SACRAMENTO, CA 95819

Other: (enter below)

Street

Apt/Ste/etc Number

City

Select Your State State Zip

**If Outside the U.S.:**

State/Province/Region Postal Code

Select Your Country Country

Finish Now Add Another Card **Next Step >>**

Add your American Express Government Credit Card or other Credit Card and click the "Next Step" button at bottom of page.



## Add Rental Car and Hotel Preferences



CA State University Sacramento | IM A HORNET

- Step 1. Account Information  
Step 2. Additional Information  
Step 3. Add Credit Card (optional)  
**Step 4. Add Rental Car/Hotel Preferences (optional)**  
Step 5. Save Frequent Trips (optional)

\* Denotes required field (if Travel Preference data is being entered).

## Preferred Rental Car Agencies

## Rental Car Preferences

Select Agency 

\*Rental Car Company

Mid-size 

Vehicle Type

## Rental Car Codes/Numbers

Frequent Renter Number

Corporate ID/Rate

## Preferred Hotels

## Hotel Preferences

Select Hotel 

\*Hotel Name

 Stay Near Downtown of Arrival City Stay Near Arrival Airport No Preference

Frequent Guest Number

Finish Now

Add More Car/Hotel Preferences

Next Step &gt;&gt;

Skip the Rental Car and Hotel section (not available) and click "Next Step" on bottom of page.

## Save Frequent Trip



CA State University Sacramento | IM A HORNET

- Step 1. Account Information
- Step 2. Additional Information
- Step 3. Add Credit Card (optional)
- Step 4. Add Rental Car/Hotel Preferences (optional)
- Step 5. Save Frequent Trips (optional)**

\* Denotes required field (if Frequent Trip data is being entered).

## Frequent Trip

## Airport Preference

Sacramento, CA - SMF

Home Airport

## Trip Details

LAX Finance Meeting

\*Trip Name (i.e. Dallas Trip)

Trip Description (Please limit description to 110 characters or less.)

Sacramento, CA - SMF

\*Origin

Los Angeles, CA - LAX

\*Destination

 One-Way  Round Trip

Anytime

Outbound Time

Anytime

Return Time

## Billing Information

My Am Exp Gov

Form of Payment

47800101 - Accounting Services Reimb

Internal Reference Number

Add Another Frequent Trip

Finished &gt;&gt;

Enter your home airport and create frequent trips if desired. Remember to select your credit card and CMS CCR SpeedType Number. Click on Finished.

# Important Final Step

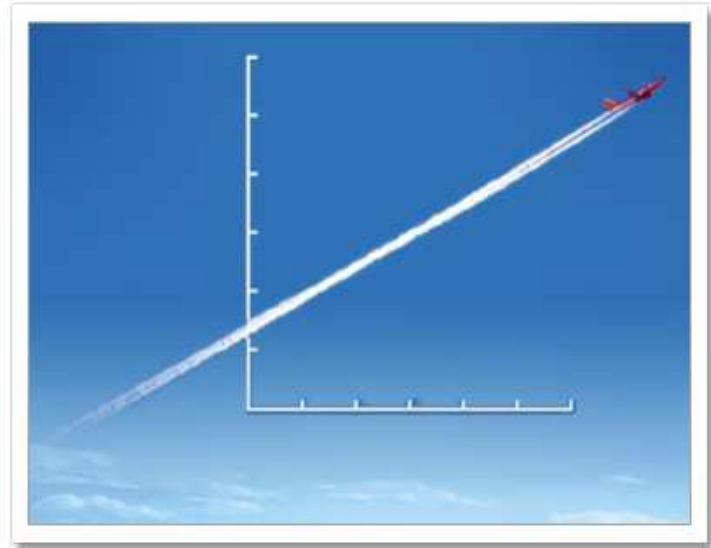
---

Once you have set-up your SWABIZ Traveler Account, you must contact Accounts Payable to activate your account in order to book reservations.

Accounts Payable Main Line at 86476 or email us at [sactravel@csus.edu](mailto:sactravel@csus.edu)

OR the Director of Accounts Payable & Travel  
Susan Johnson, [sjohns@csus.edu](mailto:sjohns@csus.edu), at 86476

http://www.swabiz.com/



### What can SWABIZ do for your bottom line?

A few thousand dollars saved is a few thousand dollars earned. SWABIZ, Southwest Airlines online corporate booking tool, can save you a bundle. SWABIZ makes tracking travel easy and efficient. And



Check In Online



Check Flight Status



Travel Managers



View Route Map

### What's New

- Book by March 29 and save on **April Travel** !
- We are currently accepting air reservations through August 24, 2007.
- **Southwest Wins BTN Annual Airline Survey!**

### Contact us to get started today!

Enter your company zip code below to get contact information for a dedicated SWABIZ Team Member near you.

Zip Code:

VIEW CONTACT

To make reservations: Go to [www.swabiz.com](http://www.swabiz.com) and click on Book Travel.

SEARCH

GO

## Company Travel Reservation

Welcome to the company travel reservation area.

We are currently accepting reservations through August 24, 2007.

### Company ID

Please enter your company ID to access Southwest Airlines reservations.

Company ID

Continue >>

### Traveler Accounts

Traveler Accounts are a new, optional feature on SWABIZ. Traveler Account

[Create a Traveler Account](#)

[Login to an existing Traveler Account](#)

Click on Login to an existing Traveler Account.

SEARCH



## Traveler Accounts

If you are a Rapid Rewards Member, you already have an account number. To access your account and update your travel preferences, login to the right. If you do not have your Company ID number, please contact your Company Travel Manager.

### Convenient Features just for you.

- View travel itineraries
- Quick reservations based on travel preferences and stored trips
- Store credit card preferences for added convenience
- View your Rapid Rewards account activity and Awards
- Verify/change your account information
- Change your password

### Traveler Account Login

99044680

Company ID

00000

Account Number

(you may omit leading zeroes)

••••••

Password



Remember my company ID and account number for future login.

Login

#### Password Help

[Forgot your password?](#)

[Request password](#)

At the Traveler Accounts screen, enter Sac State's Company ID # (99044680), your personal Rapid Rewards # and your Rapid Rewards Password. Click on "Login." If you like, you can check the box so it will remember your company ID and acct. # for future login. You will just need to remember your password in the future.

**MY ACCOUNT**

ACCOUNT SNAPSHOT

ITINERARIES

FREQUENT TRIPS

RAPID REWARDS  
CREDIT DETAIL

AWARDS

REISSUE AWARDS

COMPANION PASS

ACCOUNT DETAILS

**Account Snapshot**

CA State University Sacramento | [REDACTED]

**Next Scheduled Flight**  
(Purchases made while logged in to my account.)

Confirmation Number	Date	Depart	Arrive
-none-			

View upcoming [Air, Car, and Hotel Itineraries](#)

**My Frequent Trips**

Select Frequent Trip:

- none - [v]

Book this Trip

Click on Book Travel.

## Standard Reservation

Additional Options: [Rapid Rewards Awards Reservations](#) [Rapid Rewards Companion Pass Reservations](#)

### Where are you traveling?

(See a [map](#) of cities Southwest Airlines serves.)

<b>Depart:</b>	<b>Arrive:</b>	<b>Return:</b>
Raleigh/Durham, NC - RDU Reno/Tahoe, NV - RNO Sacramento, CA - SMF Salt Lake City, UT - SLC San Antonio, TX - SAT	Los Angeles, CA - LAX Ontario, CA - ONT Orange County, CA - SNA Louisville, KY - SDF Lubbock, TX - LBB	None Depart City/Round Trip Albany, NY - ALB Albuquerque, NM - ABQ Amarillo, TX - AMA

### When are you traveling?

(We are currently accepting reservations through March 07, 2008.)

<b>Depart Date:</b>	<b>Depart Time:</b>	<b>Return Date:</b>	<b>Return Time:</b>
October 13 November 14 December 15 January 16 February 17 March 18	<input type="radio"/> Before Noon <input type="radio"/> Noon - 6pm <input type="radio"/> After 6pm <input checked="" type="radio"/> Anytime	October 15 November 16 December 17 January 18 February 19 March 20	<input type="radio"/> Before Noon <input type="radio"/> Noon - 6pm <input type="radio"/> After 6pm <input checked="" type="radio"/> Anytime

### How many are traveling?

(Maximum 8 passengers per reservation.)

Adult(s) (age 2+):

Senior(s) (age 65+):

Southwest Policies:

[Seniors](#)

[Children Under 12 Traveling Alone](#)

[Baby on Board](#)

### Do you have a promotion code? (Optional)

(If you have a Southwest Airlines code for discount off of air fare, please enter below.)

Promotion Code:

**Please Note:** When entering a promotion code, the fares displayed on the following page will only include those fares that are valid with your promotion code. To see all fares available for the cities and travel dates selected, please use the "Check Fares from..." link at the top of that page.

### Ready to go?

[Go To Next Step - Select Flight >>](#)

Need [help booking travel?](#)

Enter your travel information and click "Go to next Step – select flight" at bottom of screen.



**Modify Selections**

Depart Date:  Return Date:

Depart: Sacramento, CA - SMF Return: Los Angeles Area

Update Flight Search >>

SOUTHWEST **Shortcut**™ Flexible with your travel dates?  
 TO LOW FARES Use [Southwest Shortcut to Low Fares](#)

**Select Departing Flight**  
 Sacramento, CA to Los Angeles, CA (Wednesday, November 14 2007)

[Fares do not include government fees and taxes.](#) More →

Flight	Depart	Arrive	Stops	Travel Time (hh:mm)	Refundable Anytime \$124	Restricted Fares \$106	Advance Purchase \$96	Discount Fares \$76	Promotional Fares \$59 - \$69	Internet One-way \$59
133	6:20am	7:40am	N/S	1:20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2635	8:00am	9:20am	N/S	1:20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unavailable	Unavailable
1668	9:40am	11:00am	N/S	1:20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Select Returning Flight**  
 Los Angeles, CA to Sacramento, CA (Sunday, November 18 2007)

[Fares do not include government fees and taxes.](#) More →

Flight	Depart	Arrive	Stops	Travel Time (hh:mm)	Refundable Anytime \$124	Restricted Fares \$106	Advance Purchase \$96	Discount Fares \$76	Promotional Fares \$59 - \$69	Internet One-way
337	8:10am	9:30am	N/S	1:20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unavailable
1486	9:00am	10:20am	N/S	1:20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Unavailable

[Go To Next Step - Price >>](#)

There are **no** CA State contracted fares. Select your flight by clicking on button next to desired flight and click "Go To Next Step – Price >>."

## Southwest Airlines Air Itinerary and Pricing

### Air Itinerary

Trip	Date	Day	Stops	Routing	Flight	Routing Details
Depart	Nov 14	Wed	N/S	SMF-LAX	133	Depart Sacramento (SMF) at 6:20 AM Arrive in Los Angeles (LAX) at 7:40 AM
Return	Nov 18	Sun	N/S	LAX-SMF	1486	Depart Los Angeles (LAX) at 9:00 AM Arrive in Sacramento (SMF) at 10:20 AM

### Pricing

Passenger Type	Trip	Routing	Type of Fare	Base Fare	U.S. Taxes	PFC	Security Fee <sup>1</sup>	Passenger(s)	Total
Adult	Depart	SMF-LAX	<a href="#">Promotional Any Time</a>	\$54.88	\$7.52	\$4.50	\$2.50	1	\$69.40
	Return	LAX-SMF	<a href="#">Promotional Any Time</a>	\$54.88	\$7.52	\$4.50	\$2.50	1	\$69.40
Total				\$109.76	\$15.04	\$9.00	\$5.00		\$138.80

<sup>1</sup> Security Fee is the government-imposed September 11th Security Fee.

**I accept the conditions of travel for Fare Types listed above and want to complete this purchase.**

(Note: Please click on each Fare Type link individually to view associated rules, as the restrictions for each fare may vary slightly.)

Go To Next Step - Purchase >>

Click on “Go to Next Step – Purchase” at bottom of screen.

## Who is Traveling?

Adult

Passenger 1: **First Name:** SUSAN **Last Name:** JOHNSON **Suffix:**  **Rapid Rewards Account Number:<sup>1</sup>**

[Add/Edit Disability Assistance Options](#)

<sup>1</sup> Enter your Rapid Rewards Account number to ensure your Rapid Rewards credits will post to your account within seven to ten days after completion of your flight. You may omit the spaces and leading zeros. Rapid Rewards is our frequent flyer program.

## Apply Travel Funds

If you have funds from an unused or cancelled reservation, **southwestgiftcards™**, or Southwest Luv Vouchers you may apply them toward the purchase of this reservation.

Apply Travel Funds

## Enter Payment Information...

Susan L. Johnson  (Only credit cards that have been stored under your account preferences will be shown here.)

Credit Card       

Card Holder Information








**Credit Card:** American Express  **Number:** 1234567890123456 **Expiration Date:** 11 - November  2020

Account # is not real

Verify all information is correct including your Credit Card payment information.

### Enter Payment Information...

Susan L. Johnson (Only credit cards that have been stored under your account preferences will be shown here.)

Credit Card       

**Card Holder Information**

**Credit Card:** American Express **Number:** 1234567890123456 **Expiration Date:** 11 - November 2020

**First Name:** Susan **Last Name:** Johnson

**Address:**  
6000 J Street  
Sequoia Hall, Room 311

**City:** Sacramento

**If within the U.S.:**  
**State:** California  
**Zip Code:** 95819 - 6004

**If outside the U.S.:**  
**State/Province/Region:**  
**Postal Code:**

**Country:** UNITED STATES OF AMERICA - (US)

**Address Type:**  
 Home  Business  Other

Add this credit card to MySouthwest account

**Card Description (i.e. My Visa)**

### Enter Contact Information...

**If within the U.S.:**  
**Phone Number:** 916 - 278 - 7444

**If outside the U.S.:**  
**Phone Number:** 011 - -

### Enter Internal Reference Number...

Select existing IRN: 48100101 - Accounts Payable  or Input Alternate IRN: 2

2 Up to 30 characters. Letters and numbers only. Please omit punctuation, special characters, and spaces. An internal reference number is a unique number used for your company's internal reporting purposes. This number may be cost center, billing number, etc.

Make sure Name and Address match Credit Card Billing information. Select or manually enter your Internal Reference Number (CMS CCR SpeedType).

## Send confirmation via...

Please select how you would like to receive your Ticketless Travel receipt.  
(Note: Receipts contain confidential billing information. You must select e-mail as your preferred receipt delivery option in order to enroll in Click 'n Save® E-mail Updates.)

E-mail to  or Enter Alternate E-mail Address

I would like a free subscription to Click 'n Save® E-mail Updates for advance notice of southwest.com specials. (A confirmation of enrollment will be sent via email)

Fax to  -  -

Ticketless Travel Itineraries can be sent to U.S. fax numbers only. If you reside outside the U.S. and cannot provide a U.S. fax number, please provide a valid e-mail address for your Ticketless Travel Itinerary receipt.

## Let them know you are on your way...

### E-mail Itinerary

Send a copy of your travel itinerary to as many as four e-mail addresses.  
(Note: Itineraries do not contain confidential billing information)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## Purchase Summary

Item	Description	Due Now
Air	Total amount, including tax, that will be charged to your credit card.	\$ 138.80

Before completing your purchase, please verify your [Passenger Names](#) are correct. Changes to Passenger Names after selecting the "I Want To Purchase This Air Travel" button could result in a fare increase.

[Start Over](#)

Need [help booking travel?](#)

Enter or update email addresses for emailed receipts and itineraries. Click on "I want to Purchase this Air Travel."

# Questions or Problems?

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Please contact Accounts Payable at

Accounts Payable Main Line at 86476 or email us at [sactravel@csus.edu](mailto:sactravel@csus.edu)

OR the Director of Accounts Payable & Travel  
Susan Johnson, 86476, [sjohns@csus.edu](mailto:sjohns@csus.edu)

# Moving & Relocation

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How to bill the University directly for moving and relocation expenses for new Faculty or Staff:

Employee selects a moving company from the approved moving companies list. Once the employee decides what company they are going to use, they need to notify their department with the moving company's name.

The department will submit a requisition in CMS in the **Employee's** name. There should be two lines on the requisition. One line for the employee's total estimated expenses and the second line for the moving company. When the requisition is sourced to a purchase order, the department needs to tell the employee what the purchase order number is. The employee gives the company the purchase order number to bill the University directly.

Employee needs to tell the company to put the purchase order number on the invoice.

The invoice must be approved for payment before it can be paid. AP will send the invoice to the department for approval.

If the invoice from the moving company is more than what is allowed for the move, the remaining balance is the responsibility of the employee.

The rest of the moving expenses are put on a travel expense claim and submitted to the AP for payment. Moving and Relocation expenses are paid within 2-3 days barring **no** problems with the claim.

More detail of processing moving and relocation expenses available at [http://www.csus.edu/acpy/relocation\\_travel.htm](http://www.csus.edu/acpy/relocation_travel.htm).

# Moving & Relocation Cont.

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Scope

Definitions

Reimbursement Expenses for Moving and Relocation

Procedure for Payment of Claims

Reimbursement for Sale of Residence

Settlement of a Lease

Temporary Relocation Allowance

Appointing Authority for Reimbursement

Repayment of Moving & Relocation Expenses Reimbursements

Institution Responsibility

Effect of Memorandum of Understanding on Internal Procedures

Qualified Moving Expenses

Non-Qualified Moving Expenses



# Moving & Relocation Cont.

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## Reference:

Policy & Regulations Governing Travel -

[http://www.csus.edu/acpy/relocation\\_travel.htm](http://www.csus.edu/acpy/relocation_travel.htm)

Internal Revenue Service Publications 521 - Moving Expenses

<http://www.irs.gov/pub/irs-pdf/p521.pdf>

## Purpose:

To set forth policy and procedures governing the payment of moving and relocation expenses for non-exclusively represented employees at the twenty-three campuses and the Office of the President. ABA's goal is to guide the Campus Community in complying with the Trustees' and Campus Procedures governing moving and relocation expenses to assist them in ensuring that only appropriate expenditures are being incurred. Policy & Regulations governing moving and relocation HR 2006-25 <http://www.calstate.edu/HRAdm/pdf2007/TL-BEN2007-18.pdf>.

# Moving & Relocation Cont.

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## Scope:

- A. Current employees. Whenever a current CSU employee is required by the current appointing authority to change his/her place of residence because of a change in assignment, promotion, or other reason related to the employee's duties deemed to be in the best interests of the CSU, such employee shall receive reimbursement for his/her actual, necessary, and reasonable moving and relocation expenses. To qualify for reimbursement, the new primary job location must be at least 50 miles farther from the employee's former home than the old primary job location. The appointing authority may authorize exceptions to this requirement in cases where it creates unusual and unavoidable hardship for employees.
  
- B. Initial appointments. An individual who has been offered a position within the CSU by an appointing authority and has accepted such appointment, may receive reimbursement for his/her actual, necessary, and reasonable moving and relocation expenses. This provision applies to an employee of a CSU campus who accepts an ongoing assignment at another CSU campus. Every appointee will not be authorized moving and relocation expense reimbursements. The determination of who is to receive such reimbursements and the amount of such reimbursements shall be made by the appointing authority.

# Moving & Relocation Cont.

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- C. Temporary appointments. A current CSU employee who accepts a long-term temporary assignment offered by a CSU appointing authority, other than his/her current appointing authority, may receive a temporary relocation allowance. To receive consideration for this allowance, the employee's temporary job location must be at least 50 miles farther from the employee's permanent residence than the former job location. (The appointing authority for the temporary assignment may authorize exceptions to this requirement in cases where it creates unusual and unavoidable hardship for temporary employees.) The temporary employee must also maintain a permanent residence in the vicinity of the former job location for the duration of the temporary appointment.

Temporary relocation allowances will not be automatically authorized for every temporary appointee meeting the requirements identified above. The determination of who is to receive such an allowance, and the amount of any such allowance, shall be made by the temporary appointing authority subject to the requirements of these procedures.

- D. Reimbursement of relocation expenses shall be payable from monies made available for such purpose by the appointing authority. In addition, relocation expenses incurred by newly-appointed Presidents shall be reimbursed by the appropriate campus.

# Moving & Relocation Cont.

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## Definitions

For the purpose of these procedures, the following definitions will apply:

- A. "Appointing authority" shall mean the Chancellor or campus President, as appropriate.
- B. "Chancellor" and "President" shall include designees.
- C. "Campus" shall include the headquarters office as well as any one of the campuses of the CSU.
- D. "Household goods" means personal effects and items used or to be used in the employee's residence necessary for the maintenance of a household.
- E. "Long term temporary assignment" shall normally mean an assignment period of six months or more.
- F. "Employee" refers to either a current CSU employee or an individual who has been offered a position within the CSU by an authorized authority and has accepted such offer.

# Moving & Relocation Cont.

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## Reimbursement Expenses for Moving and Relocation.

Full or partial reimbursement, within budgetary constraints, may be allowed for the actual and necessary expenses incurred for packing, insurance, transportation, storage in transit (not to exceed 60 calendar days), and unpacking and installation of the employee's household goods at the new residence, when properly documented by invoices and receipts. Should employees elect to move themselves, reimbursement for such moves may not exceed the costs that would have been incurred had a commercial firm been used.

An employee and spouse or domestic partner may be reimbursed for relocation travel (defined as a one-way trip from the former residence to the general area of the new campus or other primary job location) in accordance with the CSU Internal Procedures Governing Travel Expenses and Allowances. (When authorized, travel expenses for spouses or domestic partners will be reimbursed on the same basis as travel expenses for employees.)

# Moving & Relocation Cont.

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An employee and spouse or domestic partner may be reimbursed for actual lodging expenses, supported by a voucher, plus meal and incidental expenses in accordance with Section 105 of the CSU Internal Procedures Governing Travel Expenses and Allowances; Rates for Housing and Lodging. When authorized, lodging, meal, and incidental expenses for spouses or domestic partners will be reimbursed on the same basis as subsistence expenses for employees.

- A. This allowance shall not be paid for more than 60 days unless the appointing authority has determined in advance that the search for a new residence will result in unusual and unavoidable hardship for an employee and spouse or domestic partner and, therefore, has granted an exception.
- B. This allowance shall terminate immediately upon establishment of a permanent residence.

# Moving & Relocation Cont.

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## Procedure for Payment of Claims.

Receipts or invoices verifying the actual costs of a move shall be submitted directly by the employee to his/her appropriate appointing authority or designee.

If reimbursement is approved by the appointing authority, appropriate claim forms shall be sent to the State Controller's Office. The State Controller's Office shall reimburse the employee directly or pay the carrier directly upon receipt of the claim forms.

The appointing authority may contract directly with a carrier for moving and relocation services.

# Moving & Relocation Cont.

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## Reimbursement for Sale of Residence.

Whenever an employee is required to change assignment and designated place of work which requires the sale of a residence, the employee may be reimbursed for actual and necessary selling costs as determined by prevailing practices within the area of sale. Claims for reimbursement must be substantiated by the seller's closing escrow statement and other pertinent supportive documents. Actual and necessary selling costs may include:

- A. Brokerage commission
- B. Title insurance
- C. Escrow fees
- D. Prepayment penalties
- E. Taxes, charges and fees fixed by local authority required to consummate the sale of the residence
- F. Miscellaneous seller's costs customary to the area may be reimbursed if determined appropriate by the appointing authority



# Moving & Relocation Cont.

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Actual and necessary selling costs will be reimbursed for that portion of the dwelling the employee actually occupies if the employee owns and resides in a multi-family dwelling.

Claims for the sale of a residence must be submitted within one year following the date the employee reports to the new work location designated by the appointing authority. An extension may be granted by the appointing authority upon receipt of evidence warranting such extension.

Reimbursement for sale of a residence that does not conform to these procedures may be granted when the appointing authority has determined that reimbursement is reasonable in light of the individual circumstance and that the employee will otherwise be subject to hardship by reason of the change of residence.

# Moving & Relocation Cont.

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## Settlement of a Lease.

Whenever an employee is required to change an officially designated place of work and such change requires the settlement of a lease on the employee's former residence, the employee may receive the actual and necessary cost of settlement of the unexpired lease for a maximum of one year. Claims for settlement of a lease shall be documented and itemized and submitted to the appointing authority within six months following the new reporting date; however, the appointing authority may grant an extension upon receipt of evidence warranting such extension prior to the expiration of the six-month period. Reimbursement shall not be allowed if the appointing authority determines that the employee knew or reasonably should have known that relocation was imminent before entering into a lease agreement.

# Moving & Relocation Cont.

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## Temporary Relocation Allowance.

A temporary relocation allowance to defer the cost of housing may be authorized for the duration of a temporary appointment as described in Section 200C. The allowance may be negotiated at any rate up to and including 75% of the current long-term in-state travel subsistence allowance (see Section 105A of the CSU Internal Procedures Governing Reimbursement for Travel Expenses and Allowances; Rates for Housing and Lodging). The full temporary relocation allowance paid to an employee as reimbursement must be supported by a voucher, lease agreement, or other documentation reflecting actual housing expenses. Reimbursement may be claimed by the employee, via the submission of appropriate receipts, no more frequently than once per month. Housing expenses for long-term temporary employees may also be paid directly by the temporary appointing authority up to the maximum reimbursement level noted above.

# Moving & Relocation Cont.

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## Appointing Authority for Reimbursements.

The Chancellor or campus President shall approve, deny, or grant exceptions for all moving and relocation reimbursements. The Chancellor or President may also authorize reimbursement for actual, necessary, and reasonable relocation expenditures not identified in these procedures. Any such reimbursement shall be documented and paid in accordance with established accounting practices.

Authorization from the Chancellor or President may not be delegated to a person in a position lower than the principal business officer.

# Moving & Relocation Cont.

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## Repayment of Moving and Relocation Expenses Reimbursements.

If an employee whose moving or relocation expenses have been reimbursed does not continue his/her employment with the CSU for a period of at least two years (unless discontinuance of the employment was the result of death, disability, or other similar unexpected cause beyond the control of the employee as determined by the appointing authority), the employee or appropriate representative shall repay the following percentage of the amount received for reimbursement for such moving and relocation expenses:

- A. 100% if employed less than 6 months.
- B. 75% if employed at least 6 months but less than 12 months.
- C. 50% if employed at least 12 months but less than 18 months.
- D. 25% if employed at least 18 months but less than 24 months.

This provision does not apply to temporary relocation allowances as described in Section 206.

# Moving & Relocation Cont.

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## Institution Responsibility.

The campus shall ensure that a copy of these procedures is given to the employee upon notice to the employee of an impending move.

## Effect of Memorandum of Understanding on Internal Procedures.

Notwithstanding any other provision of these Internal Procedures, if a Memorandum of Understanding entered into pursuant to the Higher Education Employer-Employee Relations Act is in conflict with these provisions, the terms of the Memorandum of Understanding and not the provisions of the Internal Procedures shall govern as to those employees covered by the Memorandum of Understanding.

# Moving & Relocation Cont.

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## Tax Treatment of Moving Expenses:

Nontaxable Expenses – Under Internal Revenue Service (IRS) regulations, nontaxable (i.e., deductible) moving expenses reimbursed by an employer, or paid to a third party on behalf of an employee, are excludable from an employee's gross income provided that the move is closely related to the start of work and meets both the time and distance tests. If the requirements of all three tests are not met, any payments made for moving expenses will be taxable and must be reported.

## Responsibilities:

It is the responsibility of the department head to approve the payment of moving expenses.

Accounts Payable is responsible for reviewing all supporting documentation to verify that the amounts claimed are allowable and that the documents were properly approved prior to making the payment or that adequate post audit reviews are performed.

# Moving & Relocation Cont.

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Qualified moving expenses are reasonable expenses of moving household goods and personal effects from the former to the new residence as well as travel and lodging expenses incurred in the related move. Qualified moving expenses are not taxable income if all the following criteria are met:

- ◆ The federal time test is satisfied. To meet the federal time requirement, an employee must work full-time for 39 weeks during the 12 months immediately following the move.
- ◆ The federal distance test is satisfied. To meet the distance test, the employee's new headquarter must be at least 50 miles farther from the employee's former residence compared to the distance between the former residence and the old headquarter.
- ◆ The Internal Revenue Service requirements of an accountable plan are satisfied. To meet account plan requirements, the employer's reimbursement plan must meet three requirements: 1) business connection, 2) substantiation, and 3) return of excess, unsubstantiated advance amounts within reasonable time frames. The CSU's current procedures meet the accountable plan requirements.



# Moving & Relocation Cont.

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Nonqualified moving expenses are the expenses that do not meet the Internal Revenue Service's definition of qualified expenses and, therefore, are reportable and taxable as income. The following moving and relocation expenses incurred will be reportable as taxable income:

- ◆ Meals connected with the move
- ◆ Pre-move house hunting trips
- ◆ Temporary living expenses
- ◆ Sales or purchase of a residence
- ◆ Leases, unexpired or new
- ◆ Storage more than 30 days after moving into residence
- ◆ Mileage reimbursement in excess of the federal moving expense mileage rate
- ◆ Moving expenses that do not meet the time or distance tests

# Accounts Receivable Letters 30 Days

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All travel advances must be substantiated by a travel expense claim (including required receipts) within 30 days of the return date. Any amount advances in excess of actual expenses is to be repaid to the University within 30 days upon completion of the trip. Any money outstanding longer than 30 days is considered income to the traveler and will be reported to the Internal Revenue Service.

The Accounting Services Department follows these steps to collect any travel advances not cleared within 30 days of the return date:

A collection letter is sent to the traveler giving them two weeks to repay the advance in full. At the end of the two weeks, Accounting Services will refer all uncollectible accounts the Student Financial Services Center (SFSC) supervisor.

# Accounts Receivable Letter

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Date: April 13, 2007

To:

Dept:

From: Darnell Cooper  
Accountant I, Accounting Services  
Phone: 278-2877  
[dcooper@csus.edu](mailto:dcooper@csus.edu)

Re: Travel Order Number: 9200600

Our records indicate that an outstanding travel advance for \$00.00 date 00/00/00 is 30 days past due. As per CSU regulations, travel advances not cleared within 30 days of the return of your trip are forwarded to the Student Financial Services Center for the collections process to begin. In order to avoid further action, please clear this advance by 00/00/00. Additional travel advances or reimbursements will not be issued to you until this advance has been cleared. Thank you for your cooperation and feel free to contact me if you have any questions or comments.

In order to clear your records, you must either:

Submit an approved travel expense claim (including receipts) to the Accounts Payable Department (mail stop 6004)

Pay the outstanding balance indicated at the Student Financial Services Center (mail stop 6052) located in Lassen Hall. **Please make your check payable to CSUS and include this letter with your remittance.**

Cc:

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## For Cashier's Use Only

Please apply this check to:

Check #:

Empl ID:

Account: 107001 Fund:

*Please mail copy of the receipt to the Accounts Payable Department, 6004.*

# Benefit Reporting

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Moving relocation expenses and overtime meals are reportable income per the Payroll Procedures Manual and Payroll Letter 93-35 which states that form 676 must be completed and returned to the W-2 Unit of the State Controller's Office the first payroll period following the receipt of the benefit. (Payroll Letter 96-002 announced the elimination of form 676 and the implementation of form 676P.)

CSUS reports relocation expenses and overtime meals by the 10th day of the month, following the issuing of a moving expense check or an overtime meal check to a staff member.

New faculty and staff are advised of all rules related to moving expenses during their interview at CSUS. Also, this information is clearly stated in the Travel Manual under Moving Expenses.

The following steps are taken by the Accounting Services Office to complete form 676P, Non-UPS Adjustment Request-Payment:

## **Overtime Meals**

1. When overtime meals are paid through the travel process, an Accounts Payable technician will attach a note on the travel claim. The person responsible for the daily checks will attach a copy of that note to the reimbursement check. The specified amount on the note is reportable and subject to withholding taxes.
2. The name, social security number, and the agency/unit number will be verified with the Payroll Office before the 676P form is completed.
3. Before the 10th day of the month, all overtime meals paid in the previous month will be reported to the State Controller's Office.
4. The completed 676P form is mailed to the State Controller's Office at the address below. One copy is kept in the Accounts Payable office and another copy is sent to Payroll.

State Controller's Office B-8  
Personnel/Payroll Services Division  
W-2 Unit  
3301 C Street, Suite 400  
Sacramento CA 94250-5878

# Benefit Reporting

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## **Relocation Expenses**

1. When relocation expenses are paid through the travel process, the AP technician responsible for the claim will attach a memo explaining the amounts subject and not subject to withholding taxes.
2. The original memo is mailed out with the reimbursement check and a copy is kept in the Accounts Payable office.
3. The name, social security number, and the agency/unit number will be verified with the Payroll Office before the 676P form is completed.
4. Before the 10th day of the month, all relocation expenses paid in the previous month will be reported to the State Controller's Office.
5. The completed 676P form is mailed to the State Controller's Office at the address below. One copy is kept in the Accounts Payable office and another copy is sent to Payroll.

State Controller's Office B-8  
Personnel/Payroll Services Division  
W-2 Unit  
3301 C Street, Suite 400  
Sacramento CA 94250-5878

# Training offered by Accounts Payable

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## **A/ P BASICS**

- Invoice Payments – From Requisition to Check Payment
- Direct Pay Request (DPR) – Policies & Procedures
- Request for CMS Financial User Access
- Payment in Advance (PIA's) – Policies & Procedures
- Reimbursements (Employee's or Non- Employee's) – Policies & Procedures
- Guest Lecturer / Honorarium Payments - (Non- Resident Aliens)
- Petty Cash
- Business Hospitality – When is it used?
- Vendors and 204 Form – Name on the check and who gets the form

## **A/ P PROGRAMS**

- ProCard Statements – CMS Process & 07/08 Calendar
- Frequently Asked Questions
- Travel
- Travel Programs – Am Exp Card or BTA & SWABIZ
- Advances
- Claims
- Moving & Relocation
- Benefit Reporting
- Policies & Procedures
- Hands on Accounts Payable Navigations

# Accounts Payable Forms

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Direct Pay Request (DPR)

Payee Date Record (204 Form)

Unfunded Traveler

American Express Government Card Online Application

Authorization to use Privately Own Vehicle to State Bus.  
STD 261

Hotel/Motel Transient Occupancy Tax Waiver Exemption  
Certification for State Agencies STD 236

Travel Expense Claim

Travel Planner

Generic Invoice Form

# Other Resources

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State Administrative Manual

Procurement & Contracts

Auditing Services

Business Matters @ Sac State

CMS Navigation Lookup

CA Department of General Services

Foreign Exchange Rates

Travel Warnings & Consular Information Sheets

Map Quest