



POLICIES AND PROCEDURES

GRANTS AND CONTRACTS

Subject: Concur Travel Procedures

Policy No.:

Orig. Date: 03/01/2019

Last Revision Date: 03/02/2022

Revision: 1

A. General Information / Staff

B. Reimbursement of Grants and Contracts Travel Expenditures using Concur Travel System

A. General Information / Staff

If you have any questions regarding the *Concur Travel System* for Foundation Grant and Contract Accounts, please contact:

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Manager, Grants and Contracts

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E-Mail: lmaciell@cpp.edu



B. Reimbursement of Grants and Contracts Travel Expenditures using Concur Travel System

For Enterprise Foundation Accounts Numbers Beginning with 00XXXX and 06XXXX

The *Concur Travel System* must be used to document and charge all travel related expenditures for Foundation Grant and Contract accounts. The **Foundation Grants and Contracts Policy** must be used to begin the reimbursement process in the *Concur Travel System* for all account that begin with 00XXXX and 06XXXX.

A traveler is eligible to claim all the appropriate travel expenses for each day of travel. With the exception of per diem meals and incidentals, all items of expense must be properly accounted for and accompanied by itemized receipts. Items claimed which do not have itemized receipts will not be reimbursed and the travel claim will be rejected.

All travel claims are required to be completed in the *Concur Travel System* within sixty (60) days after the traveler returns, whether or not any balance of monies is due the traveler. If your grant project expires is less than 60 days, the process must be completed as soon as possible to assure it can be expensed to the grant account before the account is closed. Keep in mind, all expenditures must be recorded to the grant account 30 days after the ending date of the project. If the travel claim is received after the account is closed, it cannot be approved and will be rejected.



POLICIES AND PROCEDURES

All travel expenditures must be included on the *Concur Travel System* expense claim relating to the particular trip. This includes all items paid via a Foundation issued P card (credit card) and out of pocket expenses.

All Foundation P Card transactions must be included in the travel expense claim with the ***Payment Type*** classified as a ***Foundation PCard Paid*** in the *Concur Travel System*. **Again, all travel expenditures for a particular trip including Foundation P Card Paid and Out of Pocket transactions must be included on the travel claim in the *Concur Travel System*.**

As a reminder, all travel reimbursements involving a CSU/Cal Poly students must have a completed and signed Student Release of Liability Form uploaded into the *Concur Travel System* for each student who attended the trip. This form, number FS06105F, can be found on the Foundation's website at: <http://www.foundation.cpp.edu/financial/forms.aspx>



POLICIES AND PROCEDURES

Some important points to remember when requesting travel reimbursement include the following:

Under the ***Trip Name Field***, please indicate the name of the trip. For instance, if you are traveling to an AAS Conference, please indicate this under the ***Trip Name*** Field. Please indicate this same information under the ***Purpose of the Trip*** Field.

The screenshot shows the SAP Concur Expense Center interface. The top navigation bar includes 'Requests', 'Travel', 'Expense', and 'App Center'. The 'Expense' tab is active. The main heading is 'Create a New Expense Report'. Below this is the 'Report Header' section with the following fields:

- Policy: *TEST CPP-Foundation Grants
- Report/Trip Name: AAS Conference
- Report/Trip Start Date: 03/11/2019
- Report/Trip End Date: 03/13/2019
- Report/Trip Purpose: Conference Attendee
- Purpose of the Trip: AAS Conference
- Traveler Type: Faculty
- Trip Type: Foundation Grants & Contracts
- Division: (empty)
- Does this trip include personal travel?: No
- Personal Travel Dates: (empty)
- Comment: (empty)
- Project: (009999) GRANTS IN PROCESS
- Foundation Vendor ID: (empty)

At the bottom right, there are 'Next >>' and 'Cancel' buttons.

If a conference was attended, the cost of the conference should be documented under ***Registration Fees*** where the conference itemized invoice and agenda must be uploaded into the system.

Per diem meals and ***incidental per diem*** can only be claimed when there is an overnight hotel stay. **If there was no overnight stay, no per diem meals and incidental may be claimed.**

The domestic daily per diem meal and incidental allowance is \$62.00 and is broken down as follows:

| | |
|---------------------|---------|
| Breakfast Per Diem | \$11.00 |
| Lunch Per Diem | \$17.00 |
| Dinner Per Diem | \$27.00 |
| Incidental Per Diem | \$7.00 |

If there were no conference provided meals, you can claim 100 percent of the amounts above based on each day of an overnight stay.



POLICIES AND PROCEDURES

If the conference provided any meals, you cannot claim the meal per diem relating to that provided meal. In the *Concur Travel System*, please indicate the number of days of travel and each breakfast/lunch/dinner per diem meal and incidental per diem that can be claimed as a ***Payment Type, Out of Pocket***.

In the event the employee must forgo the provided conference meal that was paid with the conference fee, please provide sufficient explanation/documentation (i.e. for health reasons) and a detailed itemized receipt for the meal that was purchased. The purchased meal will be reimbursed up to the per diem daily meal allowance above based on the meal purchased. You will need to attach the itemized meal receipt, the detailed explanation, and include the transaction in the *Concur Travel System* as an ***Individual Meals within Municipality***, transaction. If it was paid by a Foundation P Card, please indicate ***Foundation PCard Paid*** under the ***Payment Type***. Otherwise, indicate ***Out of Pocket*** under ***Payment Type***.

Foundation Hotel charges can be claimed as one total amount paid in the *Concur Travel System*. However, please do not include room services meals, mini bar charges, or other non-room charges in this amount. The grant account will not reimburse for these charges.

Personal Car Mileage will be reimbursed on actual miles driven at the current mileage rate indicated in the *Concur Travel System*. Please use the *Concur Travel System* mileage calculator when calculating miles.

Airfare will be reimbursed as one total amount paid. First-class airfares are not allowed and will not be reimbursed.

Airline Fees including Airline baggage fees can also be claimed. Please enter each baggage fee as a separate entry.

As a reminder, when traveling internationally on a Federal grant/contract program, you must fly a US Flag Carrier to the furthest destination as possible. If a US Flag Carrier is not available to the ultimate destination, a memo from the travel agency must be uploaded to the *Concur Travel System* for the reimbursement of the airline tickets certifying that there are no US Flag Carriers that fly into that destination.

If the trip included ***Business Meals***, an itemized invoice/receipt for the expense, detailed meeting agenda, and a listing of all individuals must be uploaded into the *Concur Travel System*. Please review pages 9 of this manual for additional requirements for the allowability of this expense. Just a reminder, alcohol will not be reimbursed.

Taxi can include all Uber and Lyft expenditures relating to your trip with an itemized receipt attached.



POLICIES AND PROCEDURES

Cal Poly Pomona Foundation, Inc.

"Quality Service Supporting Quality Education"

Office of Grants and Contracts

MEMORANDUM

DATE: December 1 2016

TO: Grant and Contract Account Holders

FROM: Debbie Schroeder-Linthicum

RE: Foreign Airline Travel on Federal Grants and Contracts



The Fly American Act is a federal regulation which requires that all Federal grant and contract accounts must travel on U.S. flag air carriers when traveling abroad. U.S. flag air carrier service must be used even if: (1) comparable or a different kind of service can be provided at less cost by a foreign-flag air carrier; and (2) foreign-flag air carrier service is preferred by, or is more convenient for, the agency and/or traveler.

In determining availability of a U.S. flag air carrier, the following scheduling principles shall be followed unless their application would result in the last or first leg of travel to or from the United States being performed by a foreign-flag air carrier:

- (1) U.S. flag air carrier service available at point of origin shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route;
- (2) When an origin or interchange point is not served by a U.S. flag air carrier, foreign-flag air carrier service shall be used only to the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service;
- (3) When a U.S. flag air carrier involuntarily reroutes the traveler via a foreign-flag air carrier, the foreign-flag air carrier may be used notwithstanding the availability of alternative U.S.-flag air carrier service.

The easiest way to ensure that you are flying on a U.S. flag carrier is to book your travel directly through the U.S. flag air carrier. Using a travel website such as Expedia, Travelocity, etc. can cause confusion as those websites are designed to find the lowest fares and not intended to find the U.S. flag carrier flights.

Keep in mind, the Fly American Act applies to travel from one foreign county to another foreign location. For instance, if there is travel to London for a collaborating meeting then travel to Paris for a conference, US Air carriers would still need to be utilized if being paid from federal grant funds.

There is an exception to the Fly American Act involving a foreign airline which has code share flights with a U.S. airline. Some U.S. flag carriers have arrangements to provide passenger service for international air transportation on foreign air carriers under "code share" arrangements. Federal regulations state that in most cases "code share



POLICIES AND PROCEDURES

flights” qualify as U.S. certificated service complying with the Fly American Act which can be paid from a Federal grant project.

How do you distinguish a code share flight? The traveler would purchase the airline ticket from a U.S. flag carrier but actually fly with another airline which might be a foreign airline. To meet code share restrictions, service from the foreign carrier must be offered as coming from a U.S. carrier (in particular, it has a U.S. flight number such as NW67 or Northwest Flight Number 67 per the listing below) and the ticket must be issued and validated under the U.S. carrier’s name and code number per the list below. If the code share flight and ticket meets this criteria, then it is considered a U.S. flag carrier service.

A detailed list of U.S. flag carriers and their airlines codes are as follows:

- Airtran Airways (FL)
- Alaska Airlines (AS)
- American West Airlines (HP)
- American Airlines (AA)
- American Trans Air (TZ)
- Delta Airlines (DL)
- Frontier Airlines (F9)
- Hawaiian Airlines (HA)
- Midwest Express (YX)
- Southwest Airlines (WN)
- Spirit Airlines (NK)
- United Airlines (UA)
- U.S. Airways (US)
- Virgin American (VX)

Detailed below is an example of a code share flight with United Airlines as the original airline booked, but has a code share agreement with Air New Zealand. Since this flight has a code share agreement and the ticket was purchased through United, this would be an allowable airline ticket for a federal grant project:

- Los Angeles, CA, US (LAX) to Auckland, NZ (AKL)
- 8:55 pm - 6:40 am (12h 45m)
- **UA 6751** | Boeing 777-300
- Operated By Air New Zealand

Although domestic and foreign airlines have alliances and partnerships with one another, it does not necessary mean that they have a code sharing relationship. The documentation must state a code share relationship and indicate which U.S. airline was used or it cannot be approved to be paid from federal grant funds per the regulations.

You can search for any airline and see the country associated with that company per the following website: <http://www.tvlon.com/resources/airlinecodes.htm> This website shows a listing of all U.S. airlines and some foreign flag air carriers. These can also be found at this website: <http://www.airlinecodes.co.uk/airlcode/search.asp>

As a reminder, Federal grant and contract accounts have a maximum amount allowable for both hotel and per diem meal costs for international travel. The most



POLICIES AND PROCEDURES

current international per diem list, published by the U.S. State Department, can be found at https://aoprals.state.gov/web920/per_diem.asp and will be used to determine the maximum amounts for lodging and meal per diem rates for international travel.

If you have any questions regarding these regulations, please give me a call at x2961.



POLICIES AND PROCEDURES

Cal Poly Pomona Foundation, Inc.

"Quality Service Supporting Quality Education"

Office of Grants and Contracts

MEMORANDUM

DATE: August 1, 2013

TO: Grant and Contract Account Holders

FROM: Debbie Schroeder-Linthicum
Director, Grants and Contracts

RE: Student Travel Requirements



Out-of-classroom learning experiences bring with them certain risks. It is impossible to eliminate all risks entirely. However, the resources below have been developed to help minimize these risks and exposures for students, University, and Foundation.

Notice to Students: Release, Hold Harmless and Informed Consent Provisions

A student participating in programs which require air and/or ground transportation involves risks and could result in damage to property, injury to persons, and death. Please be informed that neither the University nor the Foundation assumes any liability for damage, injury, and death which may occur during air and/or ground travel required by University or Foundation programs. The student needs to be informed that their participation in the program is voluntary and they participate at their own risk.

Per CSU Executive Order 1041, students participating in CSU-affiliated programs, including Foundation, which require travel do so on a voluntary basis and participate at their own risk. Travel involves risks to personal safety which could result in damage to property, injury or death.

Students participating in such travel are required to sign a "Release, Hold-Harmless and Informed Consent" statement.

Effective immediately, for all travel involving a Cal Poly Pomona/CSU student that will be reimbursed from a Foundation account, the Student Release of Liability Form must be completed, signed and dated by the student, and attached to all Travel Authorization Forms submitted for reimbursement. This form, number FS06105F, can be found on the Foundation's website at:

<http://www.foundation.cpp.edu/financial/forms.aspx>



POLICIES AND PROCEDURES

RELEASE OF LIABILITY. PROMISE NOT TO SUE. ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

PLEASE PRINT TWO-SIDED.

Activity(ies) _____

Activity Date(s) and Time(s) _____

Activity Location(s), Premises or Facility (ies) _____

In consideration for being allowed to participate in this Activity(ies) and/or use of the Premises or Facility, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California; the Trustees of The California State University; Cal Poly Pomona; and their employees, officers, directors, volunteers and agents (collectively "University") and Cal Poly Pomona Foundation, Inc.; Cal Poly Pomona Associated Students Inc.; and their employees, officers, directors, volunteers and agents (collectively "Auxiliaries") from any and all claims, **including claims of the University's and/or Auxiliaries' negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, property damage, or economic or emotional loss I may suffer because of my participation in this Activity(ies), including travel to, from and during the Activity.

I am voluntarily participating in this Activity(ies). I am aware of the risks associated with traveling to/from and participating in this Activity(ies), which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, death and/or property damage. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity(ies), including travel to, from and during the Activity.**

I agree to **hold** the University and/or Auxiliaries **harmless** from any and all claims, including attorney's fees or damage to my personal property that may occur as a result of my participation in this Activity(ies), including travel to, from and during the Activity. If the University and/or Auxiliaries incur any of these types of expenses, I agree to reimburse the University and/or Auxiliaries. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University and/or Auxiliaries from all liability, (b) promising not to sue the University and/or Auxiliaries, (c) and assuming all risks of participating in this Activity(ies), including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Signature: _____

Participant Name (print): _____

Date: _____



POLICIES AND PROCEDURES

Cal Poly Pomona Foundation, Inc.

"Quality Service Supporting Quality Education"

Office of Grants and Contracts

MEMORANDUM

DATE: June 1 2016

TO: Grant and Contract Account Holders

FROM: Debbie Schroeder-Linthicum
Director, Grants and Contracts

RE: Business Meal Reimbursement Costs Relating to Grant/Contract Projects

Per the new compliance regulations 2 CFR 200 which went into effect on December 26, 2014, meal expenditures are normally **not allowable** for grants and contracts unless the proposal narrative addresses these activities as an integral part of the program or approval is obtained by the funding entity via the approved budget.

However, in certain instances, food purchases representing prepared meals may be allowed as part of the approved project expenditure for a grant project. An example of allowable meal expenditures would be a professional meeting or conference that runs over several hours, whose primary purpose is the dissemination of technical information, and is necessary and reasonable for successful performance of the project. In this case, a meal may be offered to the participants in order to maintain continuity of the meeting.

An example of an unallowable meal expenditure includes the costs of entertainment, amusement, diversion and social activities, and any costs directly associated with such activities. In addition, no funds may be requested for meals or coffee breaks for regular department meetings that are not specific to the grant project.

As a result of these regulations, documentation relating to meal costs is critical. Each meal reimbursement request must have sufficient background and documentation in order for an auditor reviewing a specific expenditure understands the relevance of the event or activity to the grant project.

The following documentation is required when submitting requests for all prepared meal reimbursement including information that must be submitted with IDT forms and credit card transactions:



POLICIES AND PROCEDURES

- A full description of the purpose of the activity that addresses how the activity is an integral part of the grant and describes the benefit of the project. (One-line explanations cannot be accepted.)
- Date, time, and location of the activity and a detailed meeting agenda.
- Original itemized receipts or invoices regardless of the form of payment.
- Identification of all participants in attendance including a sign-in sheet for a workshop that lists the names of every individual who participated in the meal.

All business meal reimbursements that do not have the proper documentation attached cannot be processed for a Foundation grant account.