From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Travel Accrual Reminders
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Attachments: ATT00001.txt

Partners in Campus Business Operations

Travel Accrual Reminders

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Sent on behalf of: Accounting and CSUSM Travel Office

Dear PCBO Community,

Please see below for important information about year-end travel accruals.

As a reminder, only travel that has occurred by **June 30** can be accrued. This will happen via a travel accrual form or transactions that are assigned within Concur.

- **All travel completed by June 6 must be submitted and in the Travel Office's approving queue by June 13.**

- For travel occurring between **June 7 and June 30**, continue to submit expense reports after June 13. However, there is no guarantee that the expense reports will be approved by June 30. If not approved in time, the expenses will need to be accrued in one of two ways:

    - *If purchase is made on a Concur card*, the Concur card transactions must be assigned to an expense report by the end of day June 27.
    - *If purchase is made on a personal card*, a travel accrual form must be emailed to Accounting by the end of day June 27.

- For travel occurring after **June 30**, your budget analyst can determine if carry forward is an option for your area's budget.

If you have questions about what can or cannot be accrued, the travel accrual process, or the travel accrual form, please email **accounting@csusm.edu**.

If you have questions about submitting expense reports or Concur card questions, please email **traveloffice@csusm.edu**.

Thank you!
Accounting and Travel Office