From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Updated Systemwide Policies - Universal Card, Hospitality, Travel
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Updated Systemwide Policies - Universal Card, Hospitality, Travel

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Sent on behalf of: Accounts Payable, Travel, and Card Services

Hello PCBO!

Thank you for your flexibility and attentiveness to all the changes recently

With the launch of the Concur enhancement, the Chancellor's office published these new policies:

- **CSU Payment Card**: This will replace our current ProCard Manual and will apply to all Universal Card transactions
- **Hospitality Policy**: CSUSM will keep the campus Hospitality Guidelines in addition to this policy
- **Travel and Business Expense Payments**: CSUSM will keep the campus Travel Guidelines in addition to this policy

Although these policies apply to auxiliaries as well, we will use the legacy processes as needed for the next few weeks until CORP employees go live on April 6.

Thank you!
Accounts Payable, Travel, and Card Services