

Summary of Policy Changes Effective July 1, 2019

Below are the significant changes associated with this policy change.

Request Required Before Expense Report Submission

Current Policy – Pre-trip authorization is required for anyone traveling on MSU business. Pre-trip does not need to be attached to travel expense report but must be retained by the unit.

New Policy – An approved Request (formerly pre-trip authorization) is required before submission of Expense Reports. Expense Reports must be attached to applicable Requests.

Late Expense Report Submission

Current Policy - If submitting a travel expense report 90 or more days after the trip return date, a business reason for the lateness and MAU or higher approval is required.

New Policy – Expense Reports for out of pocket expenses submitted more than 90 days after the trip return date will not be reimbursable.

Receipt Requirements

Current Policy – Some receipts under various dollar thresholds are not required, such as baggage \$25 or less or taxi's less than \$75. Meal per diem allowances do not require receipts.

New Policy - There are no thresholds for receipts. Due to the multitude of ways in which travelers may gather and submit receipts, all are now required. Concur will not allow submission of an Expense Report when receipts are not attached. Meal per diem allowances do not require receipts.

Per Diem 75% on First and Last Day of Travel

Current Policy – Various calculations required for per diem amounts dependent on type of travel and time entering and exiting travel status.

New Policy – 75% of locality per diem amount provided on first and last day of travel. This functionality is automatically built into the Concur System. Once an itinerary is created in an Expense Report, meal per diems, including 75% on first and last day of travel, are automatically calculated.

A per diem reduction may be used to reduce this amount if desired. Additionally, if a meal is provided on either of these days, checking the box for provided meals (see Travel Allowances) will automatically reduce the per diem.

Personal Days of Travel and Comparative Quotes

Current Policy – Comparative quotes for airfare are expected to be obtained at the time of booking when an indirect route for personal reasons is a part of the trip. The quote must be obtained via email from MSU's preferred travel agent.

New Policy – Comparative quotes for airfare must be obtained at the time of booking when an indirect flight for personal reasons is part of the trip. Additionally, a comparative quote must be obtained, at the time of booking, when personal days are added to an international business trip – irrespective of indirect routing. The quote may be obtained either via email from MSU's preferred travel agent or via a screen shot from the Concur booking tool.