

Concur Monthly Helpful Reminders

New! Travel Restrictions Lifted on all P-Cards

Beginning Wednesday, October 26, 2022 **all** State issued P-Cards will be available to use for Pre-Authorized Business Travel purposes with Travel Restrictions already lifted on all individual P-Cards.

Users will no longer need special eBusiness permissions, Q# issuances or proof of a granted "Exception" to allow travel accommodation transactions on all P-Cards going forward.

-- However, in accordance with Campus Travel Program policies, remember to attain your pre-authorized TR # **prior** to making any arrangements or charging any transactions.

A reminder that all other related travel meals, tips, and personal incurrence expenditures are not allowed on your P-Card. Please contact eBusiness@fullerton.edu or [Travel Operations](#) if you have any questions or concerns.

Best Regards and Safe Travels!

Billing Cycle Dates for FY 2022 - 2023

To view the billing cycle dates for fiscal year 2022 – 2023, please use this [Billing Cycle Dates Handout](#).

Blanket Travel Requests for FY 2022 - 2023

If you haven't already, please submit your blanket travel request for FY 2022-2023. A blanket travel request is to be used for travel within California and is only to be used for mileage and parking.

In addition, please remember to complete the [STD261 Authorization to Use Privately Owned Vehicles on State Business form](#). This form is retained with your department supervisor and must be renewed every fiscal year (July 1 – June 30). As a reminder, if the driver's license expiration date on your STD261 form has passed, you will need an updated STD261 form with the new expiration date.

Closing Travel Requests

After Travel Operations has reviewed and approved your final expense report, close and inactivate any open travel requests and blanket travel requests (FY 2021-2022) associated with that expense report.

For assistance with closing and inactivating an open travel request or blanket travel request, please review the [Close Request Guide](#).

Useful Dates and Deadlines

- October billing cycle dates are 09/27/2022 – 10/25/2022
- November billing cycle dates are 10/26/2022 – 11/25/2022
- P-Card reconciliation is always due the 10th of the month or the next business day if the 10th falls on a weekend or holiday

Delinquent Transactions

Division	Number of Individuals	Number of Transactions
IT	3	6
HRDI	1	1
AA	7	29
A&F	16	116
SA	19	342
UA	4	5

If you have not reconciled your past due transactions, your card is subject to suspension. Please note, this is the total number of transactions for the entire campus. It is not the number for a specific employee.

If you have any questions, please send an email to [eBusiness](#). Thank you!

Resources

- [Concur Website](#)
- [Travel Operations Website](#)
- [Contracts and Procurement Website](#)

Contact Information

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