ACCOUNTS PAYABLE UPDATES
September 30, 2019

Travel

- The Attorney General Xavier Becerra announced that Iowa would be added to the list of banned travel states. The effective date of this ban is October 4, 2019.
  - The following states are currently subject to California’s ban on state-funded and state-sponsored travel:
    1. Alabama
    2. Kansas
    3. Kentucky
    4. Mississippi
    5. North Carolina
    6. South Dakota
    7. Tennessee
    8. Texas
    9. Oklahoma
   10. South Carolina
   11. Iowa

Reminder:

- Per the CSU Travel Policy, travel reimbursements must be submitted within 60 days after the travel end date to be eligible for reimbursement. After 60 days, an approved Exception to the Travel Policy must be submitted.
- Hospitality and non-travel related Business Reimbursements have 90 days.

DocuSign

- Effective October 15, 2019, DocuSign can be used for the following AP Document types:
  - Business Expense Reimbursement
  - Hospitality Reimbursement
  - Direct Payment – **Allowable** and **Pre-Approved** Transactions ONLY
    - Please use paper Direct Payment Request form for Post Transaction Request
- There are 2 templates for each document types. One for ORSP related expenses and the other one is for Non ORSP related expenses.

Should you have any questions, please contact David Chelliah at chelliah@sfsu.edu / 415-338-2367 or Courtney Cheng at clcheng@sfsu.edu / 415-405-3693.