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Sent on Behalf of: CSUSM Travel Office

Hello PCBO Community,

The Travel Office would like to remind/bring attention to a few important travel items.

1. As a reminder, **effective January 1, 2024, Meal and Incidental Expenses (M&IE) per diem will be used for domestic locations instead of actuals.**
2. We will be hosting a training session on the new per diem process and hosting three drop-in sessions. See below for dates and zoom links.
3. We have uploaded the new Adobe Sign travel request/expense report form (for non-Concur users) on our [Forms](#) page. We have also uploaded per diem rate links (under Resources) and guides on the per diem process (under Training) for both Concur and Adobe Sign on our [Training and Resources](#) page.
4. Effective January 1, 2024, the IRS increased the mileage rate to .67 cents per mile. Both Concur and the new Adobe Sign expense report have already been updated to reflect this rate.

Per Diem Training	January 11, 11-12 pm	https://csusm.zoom.us/j/84067746465
Drop-In Session 1	January 16, 9-10 am	https://csusm.zoom.us/j/89465892323
Drop-In Session 2	January 24, 10-11 am	https://csusm.zoom.us/j/88615045584
Drop-In Session 3	January 31, 2-3 pm	https://csusm.zoom.us/j/82797526028

Travel Office is also happy to attend one of your department meetings to present the changes. Email traveloffice@csusm.edu if you would like to set something up.

We hope to see you soon!

CSUSM Travel Office