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To: pcbodist@covote.csusm.edu
Subject: [Pcbodist] Travel Reminders and Updates on Airfare
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Attachments: [ATT00001.txt](#)



Partners in Campus Business Operations

Travel Reminders and Updates on Airfare

Sent On behalf of: CSUSM Travel Office

Hello PCBO Community,

Please see below for updates and reminders.

Airfare Update

Concur will now offer Southwest **Wanna Get Away Plus** fare, which is a new fare that is similar to Wanna Get Away but is slightly more expensive and allows travelers to transfer flights to other employees. Although CSUSM typically does not allow any type of upgraded airfare, Southwest Wanna Get Away Plus is allowed and reimbursable. You are not required to purchase this fare, but it is an option for those that want to utilize it.

Airfare Credit Reminder

At the beginning of the pandemic, CSUSM reimbursed travelers for cancelled airfare that could not be refunded, with the expectation that the credit would be used for future business travel. **Please make sure you are using your airline credits for CSUSM business before they expire.** If you are unable to use it for yourself, please call the airline and ask if it can be transferred to someone else in your department or college. If you would like to use it for personal use, you may refund the university for the amount you were reimbursed.

Year-End Reminder

Please submit all travel expense reports to be paid out of this fiscal year by June 17, 2022.

Anything not submitted by this date, that needs to be paid out of this fiscal year must be accrued

through Accounting by emailing accounting@csusm.edu.

Registration Reminder

Registration MUST go on ProCard. The Travel Office can no longer reimburse individuals for registration on a travel expense report. Please ensure that your travelers know not to purchase registration themselves but instead work with their department to use the AC's ProCard.

Please email traveloffice@csusm.edu with any questions.

Thank you!
CSUSM Travel Office