PSC COMMUNICATOR
University of Colorado System
Procurement Service Center
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Traveling in 2005…?

New University travel policies take effect on **January 1, 2005:**

- If you travel internationally on CU business, you will need approval for the trip from a *dean, vice chancellor, chancellor, vice president, or president*.
- If you request reimbursement of meal expenses incurred on an international trip, you will need to include the completed *Meal Diary form* with your Travel Voucher.
- If you request meal reimbursements exceeding *80 percent* of per diem (maximum rate of reimbursement) for in-state or out-of-state locations, you will need to supply original itemized *receipts* and proof of payment. (Per diem limits will still apply.)
- If you submit Travel Voucher (TV) forms, you will need to use the most current version of the TV: the version now on the web, dated *11/2004* in the upper left corner. **Out-of-date versions of the TV form that are received in the PSC beginning January 1 will be returned to the department, unprocessed.**
- If you want to be prepared for these changes in travel rules, you should sign up for a *Travel Training session* (see below).

Sign up for *Travel Training*

Get ready for the new (effective January 1, 2005) University rules on travel. Register for a Travel Training session by e-mailing your name, department name, phone number, and the session you want to attend to: PSCHelpDesk@uchsc.edu.

Colorado Springs:
10:00 a.m.–noon, Thurs., December 2
Room 116A University Center

UCD-HSC Denver Campus:
1:30–3:30 p.m., Fri., December 3
Room 470 CU Denver Bldg.

Boulder:
9:00–11:00 a.m. & 1:30–3:30 p.m., Wed., December 8
Rooms 382-386 UMC

UCD-HSC 9th & Colorado Campus:
9:00–11:00 a.m., Thurs., December 9
Sabin Auditorium (Room 1646 SOM)

UCD-HSC Fitzsimons Campus:
1:30–3:30 p.m., Thurs., December 9
HP Research Auditorium, RC-1

PSC Closed on Dec. 6, a.m.

The Procurement Service Center will be closed for an all-staff event on Monday morning, December 6. *This includes the PSC Help Desk.*

PSC NEWSLETTER

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Payment Voucher Revisions

If your department uses the **Payment Voucher (PV) form** to pay for items, please note that it has recently been revised and re-published on the PSC web site: www.cu.edu/psc.

The new version of the form – which shows an effective date of **12/2004** in the upper left corner – includes a revised certification statement that applies to all individuals requesting reimbursements. The full statement reads as follows:

I certify that the items described above were for official University of Colorado business. If this is a personal reimbursement, I further certify that payment of the amounts claimed herein has not and will not be reimbursed to me from any other source and that I have paid the above expenses for which reimbursement is claimed.

The individual requesting the reimbursement must sign the PV form in the Requestor Signature area in the lower left corner.

The revised **Payment Voucher Usage policy statement** discusses the required signatures on the form. The policy notes that if it is not possible or practical to obtain a signature from an individual requesting reimbursement, the campus controller can waive that signature requirement. *Note that the Department Authorizing Signature will still be required.*

Be sure to use only the most current version of the PV: the version now on the web, dated *12/2004* in the upper left corner. **Out-of-date versions of the PV form that are received in the PSC beginning January 1 will be returned to the department, unprocessed.**

We Need those Receipts

To be reimbursed on the Payment Voucher, you must provide original itemized receipts and proof of payment.

What if you do not have the original itemized receipt? You should obtain a duplicate itemized receipt from the vendor. Be sure to explain why you are submitting the duplicate (e.g., "lost original") on the PV form. Note that the duplicate receipt must be issued by the vendor. If you made a photocopy of a receipt and then lost the original, you would still need to obtain a duplicate itemized receipt directly from the vendor. You would not submit the photocopy.

What if you can't obtain a duplicate itemized receipt from the vendor? You can submit the Undocumented Reimbursement (UR) form with your PV. The UR form must be signed by the approving authority and campus controller. *Repeated use of the UR form may result in denial of future reimbursement requests.*

Just Say NO to Phone Taxes

Departments are reminded that the University of Colorado is a tax-exempt organization. If you are paying a bill for *telephone service* provided directly to the University, please ensure that federal, state, and local taxes have not been added to the invoice. (A surcharge *is* allowed.) If taxes are included, please contact the vendor to correct. Our tax exempt certificates are at www.cusys.edu/psc/purchasing/vendor/exemption.html.