



## Approved Travel Agencies: Changes in the State

When booking business travel involving airline and other common carrier tickets, the University of Colorado works with a subset of the travel agencies approved to do business with the State. Last year, the State of Colorado launched an RFP (Request for Proposal) to redefine the travel agencies under contract. The RFP process was completed last month and the travel agencies awarded contracts have been announced.

You probably have some questions about the new travel agencies, such as...

### Who's on the new list of University approved travel agencies?

The new list is simply a subset of the old list. In other words, you will be familiar with the travel agencies on the new list because you have worked with them in the past. We have updated our web site (go to [www.cu.edu/psc](http://www.cu.edu/psc) - click on Payable Services, Travel). See also the article in the next column for a list of approved travel agency names and locations.

**When do I have to start working with the new list?** February 22, 2005. We recommend that you begin to use the agencies on the new list immediately. However, if necessary, you can continue to work with the old list through February 21. This time-frame allows departments to complete ticketing that may already be in process. It also coincides with the US Bank VISA billing cycle, since the State Travel Card (ghost card) is used to purchase tickets from approved travel agencies. Beginning February 22, you should work only with the travel agencies on the new list and only those agencies will be able to charge tickets to the ghost card account.

**Can I still use the internet to purchase airline tickets?** Yes, you can continue to use the internet to obtain airline tickets as long as you follow the University's *Airfare Purchases Policy Statement* ([www.cu.edu/psc](http://www.cu.edu/psc) - click on Policies).

**What if, after this month, I have a credit on a ticket issued by a travel agency that is no longer on the approved list?** The travel agency that issued the ticket will continue to service any subsequent credits and reissues of that ticket. In addition, please note that Procurement Service Center Travel staff will be working with the former travel agencies to facilitate the completion of any pending credits or reissues.

## No "Opting Out" of Travel

*When the University opts out of the State Procurement Code on July 1, will we also opt out of the State's travel rules?*

No. We are still covered by the State of Colorado Fiscal Rules...including the rules on Travel.

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Campus Box F716 P.O. Box 6508  
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**Editor:** Normandy Roden  
(303) 724-0675  
[normandy.roden@uchsc.edu](mailto:normandy.roden@uchsc.edu)

## And the New Travel Agencies are...

The new list of CU approved travel agencies includes:

- o **Boulder Travel** (Boulder)
- o **Custom Travel** (Denver)
- o **CWT-Advance Travel** (Denver)
- o **Fare Deals Travel** (Greenwood Village)
- o **The Travel Society** (multiple locations-Boulder/Denver; also does business as Carefree Travel and Tomato Travel)

For complete contact information (local/toll-free/after hours phone numbers, e-mail/web addresses), go to [www.cu.edu/psc](http://www.cu.edu/psc) and click on Payable Services, Travel. There is a link to the list of approved travel agencies from the text on that page.

## Quick Reference Guide Reprinted!

It's new, it's **orchid** in color, and it's waiting to help you with your travel questions! To get the *Quick Reference Guide to University Travel* as a convenient fold-up card, e-mail [Travel.Office@uchsc.edu](mailto:Travel.Office@uchsc.edu) and indicate your name, department name, campus box, and number of copies needed. Anyone who travels or processes travel for CU should have this guide.

## Your Travel Voucher Questions...

A number of departments have recently contacted the PSC with very similar questions. We thought we'd share them for the benefit of all CU employees involved in the travel process.

**Does the traveler need to sign the Travel Voucher (TV) form?** Yes. You can e-mail/fax the completed TV to the traveler in order to obtain a signature on that form. The signed TV is then faxed/sent back to the department. The approver's signature must be an original one on that form. The traveler cannot sign any other document in place of the actual TV form.

**Do I need original itemized receipts for meal reimbursements?** That depends on the actual cost of the meals. You do not need to provide receipts if your actual cost for the day does not exceed the location's Meal Receipt Threshold for those meals for that day. If your actual cost exceeds the threshold (80% of the Maximum Meal Reimbursement amount), then you must provide *all original itemized meal receipts* for the day. Note: Maximum Meal Reimbursement amounts still apply.

**Do I have to provide an original itemized receipt for room service or minibar charges?** Yes, if you request reimbursement in excess of the location's Meal Receipt Threshold.

**How are airline meals handled now?** If you purchase food on the plane, save your *original itemized* receipt in case your total food cost exceeds the threshold that day. If airline food is provided to you at no cost, you can, if needed, buy a meal before/after that flight. (Usual receipt requirements apply there.)

**Would you fix some problems with the TV form?** You got it! The revised TV form (dated 01/2005) resolves issues with mileage rates, total amount calculations, and occasional wrap-over onto 2<sup>nd</sup> page. **Note:** You can use either the 12/2004 or the 01/2005 version of the TV form.

