

Lodging Guidelines

The PSC web site has recently been expanded to offer guidance to departments in determining the cost of *reasonable* accommodations for their travelers.

The new guidelines present a number of issues for consideration, including state and federal lodging contracts, general cost of accommodations in the destination area, relevant conference/convention rates, and individual traveler/trip-related business needs. They further note that: ***The need for accommodations costing substantially more than those found using the above guidelines should be explained on the Travel Voucher, or other procurement document, and considered by the Approving Authority.***

It is the Approving Authority who makes the determination that the traveler's lodging costs are reasonable.

To see the **Lodging Guidelines for University Travel**, go to www.cu.edu/psc and click on Payable Services, Travel. The link is in the grey box in the upper right corner of this page.

Travel Voucher Date Information

When you complete the **Traveler Expenses to be Reimbursed** section of the Travel Voucher (TV) form, you begin with date information, noting when the expense was incurred. We are often asked if you can enter a *range of dates* in this field.

The answer is *Yes*. Please use slashes instead of hyphens and the formatted **Date** field will understand what you want to say:

| Date | Description |
|------------|---------------------------|
| 7/1/05 | Drive to DIA |
| 7/1-7/4/05 | Lodging / dinner each day |

Reimbursable Mileage Reminder

As we noted in our April (# 3) newsletter, and in accordance with IRS regulations, reimbursable mileage is limited to the number of miles driven *in excess of* the number of miles involved in the individual's daily round-trip commute for work. Please note that:

- This calculation *does* apply even in cases where the individual does not normally drive to the usual work place: e.g., he or she typically uses public transit for the round-trip commute.

- This calculation *does not* apply if the individual drives to a place other than the usual work site on a non-normal workday.

We have revised our web site to include some examples of mileage calculations (and an updated [Travel Voucher Usage Policy Statement](#)). Go to www.cu.edu/psc and click on *Payable Services, Travel*. Click on **Reimbursable Mileage**, in the grey box in the upper right corner.

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Sensitive Expenditures Policy Revised

It's time for all departments to revisit one of the most important policies available to guide them in their purchasing at the University of Colorado: the Sensitive Expenditures Policy. The policy statement recently underwent a comprehensive review and now offers new information and instructions on allowability for many additional items. Please visit our web site at www.cu.edu/psc and click on *Policies* to find the link.

In particular, note the additional guidance pertaining to:

- employee appreciation events and gifts;
- flowers;
- passport fees; and,
- retirement gifts.

Official Function Highlights

Earlier this spring, the Official Function Authorization Policy Statement was revised to require the signature of an officer of the University who is the appropriate campus oversight manager for the official or training function if that function will cost **more than \$50 per person OR will cost more than \$4,500 in total**. Previously, the amount that required an officer's approval and signature was more than \$75 per person or more than \$4,500 total. ***The current version of the OF form (dated 2/2005) identifies the dollar amounts and their signature requirements. Be sure to use it, since out-of-date versions of the OF form will be returned to departments.***

Restaurant Meals need Receipts: Payment Voucher Reminders

Please remember that effective July 1, the Payment Voucher Usage policy requires submission of **original itemized receipts** for reimbursement of a restaurant meal. *This applies whether you need the Official Function form for that meal or not.* Previously, these reimbursements on the Payment Voucher did not require a vendor's itemized receipt. (Note that proof of payment continues to be required as well.)

Got Form?

Are you using the most current versions of all PSC forms? We recommend that you go to the web when you need to complete one of our forms, but if you are using a saved, downloaded version just be sure it's the correct one. Effective **August 1, 2005**, the PSC Accounts Payable and Travel staff will return Payment Voucher and Travel Voucher forms if they are not the current – June (“**Revised 6/2005**”) – versions.

FedEx DirectLink & 8 Digits

Important reminder: If you use FedEx DirectLink, you must put your 8-digit speedtype as the FIRST piece of information in the Internal Billing Reference field.