PSC COMMUNICATOR

University of Colorado System

PSC Procurement Service Center

September 30, 2005

SEPTEMBER 2005 Issue # 2

TRAVEL NEWS!

To Help you Travel Well

- Do you travel on University business…in the State of Colorado or beyond?
- Do you make travel arrangements (request Travel Authorization #s, book airline tickets, prepare Travel Vouchers)…for yourself or for others?
- Do you review and approve travel reimbursement requests?

If you do, you should participate in one of the Procurement Service Center's ***Travel News!*** training sessions.

Get up to date on University travel policies and procedures. This will help ensure that your organizational unit's trips are correctly arranged. It will also help assure prompt and complete processing of your travelers' trip reimbursements.

In order to have adequate seating and handouts, we ask that you register for the session of your choice. To register, email your name, phone number, and your preferred session to **PSCHelpDesk@cu.edu**.

***Questions?* Please contact the PSC Help Desk at 303.724.4772 or 303.315.2846.**

Downtown Denver Campus
CU Denver Bldg., Room 150
Wednesday, October 5, 2005
9:00 – 11:00 a.m.

9th & Colorado Campus
School of Medicine, Sabin Auditorium (Room 1646)
Wednesday, October 19, 2005
9:00 – 11:00 a.m.

Boulder Campus
Rec Center, Rooms 2, 3, 4
Monday, October 17, 2005
9:00 – 11:00 a.m.
or
1:00 – 3:00 p.m.

Fitzsimons Campus
Location to be determined
Day and time to be determined

Colorado Springs Campus
University Center Theater (Room 302)
Friday, October 21, 2005
9:00 – 11:00 a.m.
or
1:00 – 3:00 p.m.

Travel News

You Need to Know

Among the topics covered in the upcoming ***Travel News!*** training sessions…

- **New Blackboard course on How to Travel!**
- International travel approvals, passport/visa fee processing
- Determining reasonable costs of lodging
- Mileage calculations for reimbursements
- Maximum Meal Reimbursement amounts (per diem)
- New car rental agency options
- Insurance
- The importance of noting *when* you leave home and *when* you return home from a trip
- Filling out the Travel Voucher form to facilitate prompt, complete reimbursements
- TAP email printouts
- Signatures

PSC Closed Friday, 9/30/05

The PSC will be closed this afternoon beginning at 2:00 p.m. for a staff event. Our office will reopen Monday, October 3, 2005.

PSC NEWSLETTER

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Airfare Purchases, Revisited

University policy on the purchase of airline tickets defines several distinct situations and their corresponding procedures. To comply with rules and regulations – and ensure reimbursement, if relevant – travelers need to be familiar with the PSC's **Airfare Purchases** policy (www.cu.edu/psc - click on Policies).

- In general, the University purchases airline tickets directly for employees/students. This is accomplished by giving the Travel Authorization number (TA #) to an approved travel agency.
- If employees/students believe a better price is available on the Internet, they must ascertain the true cost (*without* booking the ticket) and provide that information to an approved travel agency. If the approved agency quote is greater they can proceed with the Internet purchase, using their State Travel Card (US Bank VISA) to buy the ticket personally. To be reimbursed after the trip, they must provide the original itemized proof of expenditure plus proof of payment and reference the comparison quote on their Travel Voucher.
- Organizational units can create TA #s for non-employees and buy their tickets through an approved travel agency. Non-employees also have the option of purchasing their own tickets directly and seeking reimbursement (coach fare only)…in which case, they do *not* need comparison quotes *or* TA #s.