

Approved Travel Agency Service Fees

As most of you know, the University's approved travel agencies are authorized to charge CU departments a service fee for issuing common carrier tickets. The State of Colorado allows the approved agencies to set their own service fee amount, as long as that fee does not exceed \$26. You will see this charge reflected on your monthly financial statements as a single entry (combining both the ticket cost and the service fee). The Journal ID for this entry will begin **HATVTV-** and the Journal Source Code will be **PTC** (Procurement-Travel Card).

Ticket purchase policies apply to all common carrier tickets, including airline, Greyhound Bus, and Amtrak train tickets.

If you work with representatives of Boulder Travel, please note that this agency is increasing its service fee amount from \$19 to \$22 effective next month. If you are wondering what other approved agencies charge for their services, please refer to the chart below.

Effective April 1, 2006, the service fees for tickets issued by approved travel agencies will be:

Approved Agency Name	Service Fee Amount
Advance Travel	\$25
Boulder Travel	\$22
Custom Travel	\$26
Fare Deals Travel	\$25
Travel Society	\$26

Additional fees may apply for ticket changes or cancellations and/or for ticket delivery. For example, issuing a paper ticket – as opposed to the usual electronic ticket – typically adds approximately \$20 to the cost. Furthermore, whereas E-tickets require no delivery, paper tickets must be delivered to the requesting department. An approved travel agency can charge up to \$10 to deliver these tickets.

PSC Holiday Closing Reminder

The Procurement Service Center will be closed on Friday, March 31, 2006, for Spring Break Day. (CU System offices observing this holiday remained open during other campus holidays, earlier this semester.)

The PSC will reopen on Monday, April 3.

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US Bank VISA...Online

If you travel for CU, you need the State Travel Card (US Bank VISA). The application form is on the PSC web site: www.cu.edu/psc – click on Forms. Once you have the card, access account info online at <https://access.usbank.com>: click *Register On-line* and enter Company Short Name *stofco*.

Note that US Bank VISA Customer Service recommends use of Internet Explorer to access your account statement online.

New Travel Cards Arriving

Have you checked the expiration date on your US Bank VISA card lately? Many travelers have contacted us recently because they noticed that their cards will expire next month.

If *your* card expires in April 2006, note that new cards will be mailed directly to the cardholders beginning this week.

You Want to Travel Right...

Who is affected by University travel policies? Anyone who travels for CU. Our policies apply to CU employees, CU students, and non-employees (including recruits and job candidates). Employees of our affiliates (National Jewish, Children's Hospital, UPI, etc.) and military science department personnel are considered CU employees when they travel for CU.

You asked about meal breakdowns for international trips... So check out our link to the State web site, which now notes percentage breakdowns for foreign travel meal amounts. On www.cu.edu/psc/payable/travel/ click *Meal (Per Diem) Rates*.

How do you pay for conference registration fees? Use the Procurement Card or Payment Voucher to pay the vendor directly. Or use the Travel Voucher (*after* the conference) to request reimbursement if you paid personally.

Can you submit a credit card receipt or hotel bill to document meal expenses? No. We need *itemized* receipts if you request more than 80% of the day's maximum meal amount.

How many quotes do you need in order to buy an airline ticket on the internet? Before you book your trip, you'll need *one* comparison quote from an approved travel agency. (Be sure to reference that quote on your Travel Voucher.)

When do you need the Official Function (OF) form? If you will host an official function during your trip, you'll need the OF form to request reimbursement for a meal over \$100. You'll need the Alcohol Authorization form *instead of the OF* if you purchase alcohol for that function.

Can you use your US Bank VISA card for personal purchases? No, but it's great for business because of insurance benefits, ATM cash advances, and an extended payment cycle.

How to attach receipts? Tape small ones to a piece of paper. Only one staple, please - to hold all documentation together.

What is most often missing from the TV? Complete contact information, business purpose of trip, and a valid Speedtype!

