



December 20, 2007

Mileage Reimbursement Rate Change

Effective January 1, 2008, new mileage reimbursement rates will take effect for business travel. If you use a personal vehicle for university business, your reimbursable miles can be calculated at a rate of \$0.46/mile. If road conditions require a 4-wheel drive vehicle, your reimbursable miles can be calculated at a rate of \$0.48/mile.

Travel that begins before January 1 and ends after January 1 will need the mileage broken out between the two different rates. The Travel Voucher (TV) form will be revised on January 1 to calculate the new mileage rate.

Remember: Reimbursable mileage is still calculated as the number of miles you had to drive for business purposes in excess of your usual round-trip commute. Additional information and examples of how to calculate reimbursable mileage are available on the [PSC Website](#).

Questions about the new rates? Contact [FinProHelp](#) at 303.315.2846.

Home Internet No Longer Covered

Effective January 1, 2008, the University will not pay for the costs of internet service at an *employee's* home location. The PSC Procedural Statement (PPS) [Sensitive Expenses](#) will be updated next month to reflect this change.

Note that the revised PPS will allow the Vice President/Vice Chancellor for Finance - or a designee - to approve exceptions on a temporary basis. As an example: temporary reimbursement for home internet costs may be approved as an exception based on changes in the *employee's* job requirements or personal status (e.g., access from remote location while on sabbatical). Note that reimbursement of home internet expenses will be reflected in the *employee's* W2 form.

Your Opinion Counts: Survey Reminder

Procurement Service Center (PSC) Purchasing Services procures goods and services for the entire University of Colorado. We have a lot of customers and want to do everything we can to make sure that you are satisfied customers. By completing an online survey (only a few minutes of your time) you can help us achieve this goal.

The confidential survey is available at www.nigp.org/PASS/UnivColo07.asp until Tuesday, January 8, 2008.

PSC Holiday Schedule

The Procurement Service Center, including the FinPro Help Desk, will be closed December 24, 25, 26, 31, and January 1.

Reminders for Travelers

How do I pay for a lodging deposit?

For lodging deposits, use the Payment Voucher form to issue a one-night lodging deposit to the vendor. If the required deposit is more than one night, use a Department Purchase Order (DPO) to pay the vendor directly for the required deposit. Your *organizational unit* determines reasonable lodging costs for your trip according to [University guidelines](#).

What about mixing business and personal travel?

As a rule, travel for *official university business* should not be combined with personal travel. However, State Fiscal Rules recognize that, upon occasion, travel may be partly for official business and partly for personal reasons. The fiscal rule directs employees to make a reasonable allocation of the expenses. If university and personal travel do mix, **remember:**

- If any portion of the airfare, room reservation, etc., prepaid by the University is personal in nature, a check for the personal amounts should be remitted to the University immediately.
- The expenses listed on the Travel Voucher must be pro-rated and explained thoroughly. The explanation must include documentation addressing how the allocation between business and personal travel was made as well as the basis for determining the pro-rated amounts.

Can I view my State Travel Card statement online?

[US Bank AccessOnline](#) allows State Travel Cardholders to access account information. After creating a password, cardholders will be able to view their account activity and billing statements online.

How do I pay my State Travel Card statement?

[TelePay](#) is a convenient service that allows account holders to pay State Travel Card statements from any touchtone phone. Cardholders can decide the amount, time and day they want to pay. You can also pay your statement by following the instructions included with the US Bank statement mailed to you.

How soon will a transaction be posted to my statement?

The posting date of a transaction depends upon the merchant processing the original transaction (usually 1-4 days). All State Travel Cards cycle the 20th of each month.

What if I am late paying my State Travel Card bill?

- **30-45 days from posting date:** Cardholder may receive a courtesy phone call from US Bank
- **60 days:** account suspended and 1% late fee assessed
- **90 days:** account cancelled and 1% late fee assessed
- **120 days, 150 days:** 1% late fee assessed
- **180 days from posting date:** account charged off and reported to credit bureau

Additional questions?

For answers to more Travel-related questions, see ["I need to travel, now what?"](#) on the PSC website.