

December 11, 2009

## Mileage Rate Change: January 1

Travelers, take note: new mileage reimbursement rates take effect with the new calendar year.

For reimbursable miles driven beginning January 1, 2010, the standard reimbursement rate will be \$0.45/mile. (If the nature of the trip/road conditions require use of a four-wheel-drive vehicle, the 4WD rate will be \$0.48/mile.) Remember:

- Trips that begin prior to January 1 and end after January 1 will need to have the mileage broken out according to the appropriate rates.
- Reimbursable miles are those driven in excess of the normal round-trip commute to your primary work location – regardless of the type of transportation used for that normal commute. [Mileage calculation guidelines](#) are available online.

## Strategic Contract Update: Following up with Fisher Scientific

We recently completed Fisher Scientific strategic contract launch events at each of the campuses. For those of you who missed the launch, following are some highlights of the new contract negotiated by the PSC's Strategic Sourcing staff:

- Better pricing than the State of Colorado Price Agreement.
- No freight charge on most shipments. No transportation fees for shipments of hazardous material or dry ice.
- Consolidated ordering capability for Becton Dickinson and Corning products. (Fisher is the sole distributor for these items.)
- Robust online-orders web site.
- New Lab Start-Up Program, offering large amounts of product at no charge or at substantial discount to new and relocating labs.

Thanks to all of you who attended the launch events. Your excellent feedback was both gratifying and insightful. Department comments continue to be an important part of the success of our partnership with Fisher...and have helped shape several improvements to the contract. (For example: Fisher will waive shipping charges on shipments from third-party vendors Acros, Mediatech, and Operon. Look for more updates in future issues of this newsletter.)

**Questions?** Talk to [Duane Tucker](#) at 303.315.2150.

## Expense System Implementation Check-up

By March 1, 2010, all of CU will be using the Expense System for travel authorization, employee reimbursement, and Procurement Card processing. The [implementation schedule](#) is online.

### Home for the Holidays

The PSC – including the FinProHelp Desk – will be closed on December 24-25 and December 31-January 1

## Expense System User Survey

The Expense System brings with it a fair amount of change for university departments. Furthermore, the implementation of such a large system requires extensive effort and collaboration in the areas of data preparation, communication, and training – to name just a few.

The PSC and the Office of University Controller (OUC) would like to know what you think of our efforts thus far. We also want to get your feedback on the Expense System itself. On the [PSC](#) and [OUC](#) websites, you'll find links to an [Expense System Survey](#). There will also be a link on My Concur – the home page of the Expense System.

## Who's Your AO?

The Expense System identifies the cardholder's Approving Official (AO) on the Expense Information page. This is found by clicking on Profile.

You might see a different name – or no name – on the expense report's Approval Flow page. On this page, the AO name will be provided only if the cardholder's AO is also the cardholder's HR supervisor. Otherwise, the approver field will be blank.

**As long as the Approval Flow page does not contain an error message**, you don't need to worry about this apparent discrepancy. When the expense report is submitted, the system reviews cardholder AO information on file and populates the name from the Profile onto the Approval Flow page.

## Emails: The Balancing Act

The Expense System can keep you constantly informed about the status of your expense reports. So, for example, you are notified that your employee reimbursement report was submitted for approval, reviewed by each approver, audited by the PSC, set to Paid status by the PSC, and so forth. Subsequently, you receive another email (which does not come from the Expense System) notifying you of your ACH deposit.

But do you want this much information? As you seek the right balance between "How am I supposed to know I've got work to do?" and "Help, I'm being buried!" – consider setting some controls on emails through the Expense System itself. Click on Profile-Expense Preferences and uncheck the emails you don't want to receive. For example, you may decide that the only email you need is the ACH deposit notice. Or you may want to turn off your own emails, but have your delegate still receive them.

### Expense Preferences

 Save  Cancel

Select the options that define when you receive email notifications

#### Send email when...

- The status of an expense report changes
- New company card transactions arrive
- Faxed receipts are successfully received
- An expense report is submitted for approval
- The status of an authorization request changes
- An authorization request is submitted for approval