

January 14, 2009

PSC Open Houses

March is coming and so are we... We'll be celebrating Procurement Month with an Open House on each campus. Here is your chance to meet PSC staff and discuss your department-specific procurement needs. You can [register now](#) for the session of your choice:

- **UCB:** March 2, 9:00 am–12 noon, UMC 235
- **UCD Downtown:** March 4, 1:00–4:00 pm, 1380 Lawrence Street, 8th floor (PSC offices)
- **UCD Anschutz:** March 9, 9:00 am–12 noon, Research Center 2, 2nd floor conference room
- **UCCS:** March 11, 9:30 - 11:30 am, University Center 303

Watch for more information in future Communicators.

Mileage Rate Reminder

As of January 1, the standard mileage rate is **\$0.45/mile**. For trips that begin before 1/1/10 and end after 1/1/10, divide the mileage accordingly so that the appropriate rates apply.

What's New With Office Supplies?

The new **Staples 2010 Full Line Catalog** is now available. To get your copy: ask for it on your next office supply order.

And...you won't see the **Corporate Express logo** any more on Staples catalogs or on the EWay.com ordering site.

Questions? Contact Duane.Tucker@cu.edu, 303.315.2150.

PSC Staff News

Welcome, **Sarah Bechtold**. Sarah joins Tony Tolin, Lead Vendoring Specialist, in ensuring that accurate vendor data is entered into the Finance System. She'll also provide Commercial Card program support, including processing new card applications, modifying cards, and closing them out.

Sarah previously worked for a major non-profit organization coordinating finance and event planning and registration activities. A native of Oregon, she recently relocated to Colorado from Kansas City. We're glad to have her here at the PSC. Contact her at Sarah.Bechtold@cu.edu or 303.315.2816.

Help Desk Phone # Update

Please update your records and your memory banks to show **303.837.2161** for the Finance & Procurement Help Desk. Since we moved several years ago, we will soon stop forwarding the old phone number (303.315.2846).

Dr. Martin Luther King Jr. Holiday

The PSC (including the FinPro Help Desk) will be closed on Monday, January 18, 2010.

Things to Know about the Expense System

Whether you're a new user – or the established expert in your department – there are some [things you should know about the Expense System](#). Please be sure to take a look at this summary guide to the most asked-about Expense System topics.

Mileage Reimbursements need Location Detail

Reimbursements for mileage require adequate verifiable **detail** in the From Location and To Location fields:

- **Good example:** From “office-1800 Grant St, Denver” To “PSC-1380 Lawrence St, Denver.”
- **Bad example:** From “office” to “accounting dept.”

Also note: if you summarize multiple trips on your expense report, don't forget to attach your detailed mileage log to the report.

Look for Travel Card Charges

Travel Card charges enter the Expense System 2 days after the expense posts from the vendor. As with the Procurement Card, how quickly the vendor submits the charge ultimately affects how quickly you see it appear in the system.

If you've used your Travel Card on a business trip, be sure that all related charges have shown up in the Expense System before you submit your expense report for that trip.

Certify-Submit...in Fewer Clicks

If you submit expense reports, you'll like the new and more efficient Certify/Submit process coming next month. Look for a link to new instructions in the next PSC Communicator.

Who gets Paid?

Expense System users, take note: **the person who submits a reimbursement report is the person who gets paid.**

Delegates can prepare expense reports for other individuals, but they cannot submit those reports. If you see the Submit link on a reimbursement report, it means that YOU are requesting the reimbursement. If the payment should go to someone else, please delete the report and recreate it correctly.

Approvers: be sure the person who submits the reimbursement report to you is the person who should be paid.

Expense System goes CU-Wide

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.

Expense System: Tell us About It

You can give us your feedback on the Expense System by going to the [online survey](#).