



May 28, 2010

## Return of the Supplier Showcases!

The dates for the 2010 Supplier Showcases have been finalized.

- Thurs., Sept. 9: UCD-Anschutz Medical Campus
- Wed., Sept. 15: University of Colorado at Boulder
- Tues., Sept. 21: University of Colorado at Colorado Springs

The UCD Downtown campus Showcase has been combined with the Anschutz Medical Campus Showcase this year.

You won't want to miss these ever-popular events so mark your calendars today. Watch future issues of the PSC Communicator newsletter or further details.

**Questions?** Contact [Penny.Davis@cu.edu](mailto:Penny.Davis@cu.edu), 303.315.2884.

## Your Travel...and Your Taxes

An employee reimbursement is reportable by CU as income if the reimbursement request is not received by the PSC within the designated timeframes:

- Expenses for a trip associated with a TA (Travel Authorization #) must be turned in within **60 days from the end of the trip**. This means the Employee Reimbursement expense report in the Expense System must be submitted and approved by the department (and any other campus) approvers within this time period.
- Expenses for a trip that is not associated with a TA (does not require formal authorization) must be turned in within **120 days of the end of the trip**. This means the Employee Reimbursement expense report in the Expense System must be submitted and approved by the department (and any other campus) approvers within this time period.

The bottom line: Just one more reason for timely submission of your reimbursement requests.

## Travel Mileage Log: The Easy Way to Drive

Do you submit requests for business mileage reimbursement? If you're not using the [Travel Mileage Log \(TML\) form](#), you're probably spending more time than you need to when you create your reimbursement expense reports. And your approver(s) are spending more time when they review those reports.

The TML enables you to copy lines and then modify select information (e.g., date)...very helpful for repetitive business trips. And the only mileage line you need to enter on your expense report is the summary (e.g., total miles driven this month), from the bottom of the TML form. Be sure to attach the TML to your expense report...and reference it in that single mileage line on the report.

*Coming Soon - Expense System ChatLine*  
Another way to get answers to your questions!

## FYE Information from the PSC

It's here...the PSC FYE 2010 Information for Departments. Formerly known as the PSC Automated Accrual document, this guide steps you through procedures and deadlines for fiscal year end close...including instructions on how to ensure transactions are posted or accrued. You'll find it on the [PSC web site](#). The complete year-end calendar is on the [Office of University Controller \(OUC\) web site](#). Happy reading!

## Zero-Dollar TAs...Really?

Your Travel Authorization request (TA) should have an estimated dollar amount associated with it. Please note:

- A true zero-dollar TA means that the University will not pay any expenses associated with the trip. In other words, an external entity will be covering all costs.
- Your cost estimate for the trip should be developed by adding the appropriate Expense Types to the TA and estimating costs for those expenses. Please refer to the [Step-by-Step Guides](#) to learn how to do this. Your TA cost estimate should not be conveyed in the TA's Cash Advance field...or in Comments.

## Don't "Close" your TA...

### Unless You Don't Want it Anymore

**Important:** Clicking the CLOSE REQUEST button closes your TA forever. You do not want to do this unless you know the TA will not be needed in future.

If an approved TA will not be needed for any expense reports, you can close it permanently by clicking the CLOSE REQUEST button in the upper right corner of the TA screen. When prompted, confirm that you want to close it. Now the TA will no longer show up in active lists.

**Caution:** If you accidentally close the wrong TA, you'll need to create a new one...and wait the usual 10 days for approval before you can associate it with an expense report.

**On the other hand:** If after reviewing a TA, you simply want to navigate somewhere else in the Expense System – don't "close" the TA. Instead, click the MY CONCUR link (upper left corner of every screen). The TA will remain active and available for future use.

## When will your TA be Approved?

Employee TAs are approved (if no one objects to them) and available for expense report use approximately 10 days after the TA was created. If you follow procedures correctly – and create the TA before the traveler leaves on the trip – this will typically work just fine. (Note: Non-employee TAs are approved as soon as the TA is submitted.)