

March 16, 2011

FAQs Under Development

You asked great questions at the PSC Town Hall meetings! We'll be publishing those Travel and CU Marketplace Frequently Asked Questions later this month. Check out the next PSC Communicator newsletter.

Travel Enhancements this Spring

There are many developments afoot for University travelers:

- Christopherson Business Travel will soon replace other agencies as CU's sole approved travel management company.
- We'll be switching to Concur Travel (the front end to the Concur Expense System) for trip authorization and 24-hour air, hotel, and rental car bookings.
- Concur Travel will facilitate your trip preparation by remembering your travel profile and preferences.
- Travel arrangers will be able to reference traveler profiles as they plan trips for others.
- We are negotiating improved University contracts with various vendors.

To learn more, read on!

Concur Travel : A Strategic Choice

As part of our strategy to improve the travel authorization and booking process, we will be implementing Concur Travel later this spring. You can look forward to:

- Cost savings through direct vendor contracts
- Reduced travel agency fees (\$9 for Christopherson-supported online bookings; \$20 for Christopherson agent-assisted bookings)
- Improved travel authorization functionality
- Creation of personalized traveler profiles
- Integration with Concur Expense System and streamlined creation of employee reimbursement expense reports
- Enhanced budgeting capability through online research of department travel costs.

March is Procurement Month!

Get in the spirit with our
next PSC newsletter.

Profiles Offer New Tools for Travelers

With the implementation Concur Travel later this spring, you'll be able to create your own personalized travel profile, including airplane seat and hotel preferences, and frequent flyer and rewards program information. Your profile ensures that these are automatically referenced for every trip, no matter who sets up the trip – you or your travel arranger.

Travel Arrangers: Talk to Us

Travel arrangers obtain authorization for, and handle the details of, university trips for others: employees, non-employees, and students.

The PSC will soon be contacting departments to ascertain their travel arrangers, the type of travel they handle, and the contact information for the travelers they assist. This information is critical to ensure a smooth transition to Concur Travel later this spring.

Look for our communication and web form later this month. Questions? Contact Michael.Fox@cu.edu.

New: Preferred Hotel Program

As part of our strategic sourcing initiative, we've been working on a new hotel program to benefit our many University travelers. Our negotiated rates at these preferred hotels are substantially lower than the rates typically available at these properties and may include extra values and amenities for CU travelers. To learn more about it, see our new [Preferred Hotel Program website](#).

Budgets, Sustainability, Office Supplies

As part of our strategic sourcing strategy, we work with vendors to identify ways to reduce the cost of doing business. When you order office supplies on our Staples contract, you can help reduce the impact on the environment – and help reduce University costs – by following these sustainability-promoting tips:

- Consolidate. Order when you have at least \$50 in supplies – and order just once a week or every other week.
- Anticipate special projects. Add those extra items to your standard order.
- Order frequently-used items in bulk.
- Buy eco-friendly products such as remanufactured ink/toner cartridges and 30% recycled paper.

Eliminating 50% of CU's orders under \$50 would eliminate over 3 tons of packaging and save over 36,000 gallons of water! To learn more about the total impact of frequent small orders, check out the [Staples EnviroCalendar](#).

Need to [set up a new Staples account](#)? It's easy.

Questions? Ask Duane.Tucker@cu.edu, 303.764.3453.