

March 28, 2011

Moving Forward with Travel

For some time now, the University of Colorado has stressed the need for greater efficiency in travel operations. With the guidance of a Travel Council comprised of campus representatives, the PSC will be implementing some key changes to travel policies and procedures this spring, including:

New agency: Christopherson Business Travel

Effective March 30, Christopherson will be added to our list of approved travel agencies. Boulder Travel will no longer be on the list. All other current approved agencies will remain approved, and you can continue to work with them, pending further notice. This overlap in service is designed to assure a smooth and convenient transition to new policies and procedures. Ultimately, Christopherson will be our only approved travel agency, having won the RFP (Request for Proposal) and in accordance with recommended best practices for Concur Travel. We've already heard many favorable comments from those of you who met the local Christopherson team at recent PSC Open Houses. Details about the Boulder Travel transition are available in our [transition document](#).

New online booking system: Concur Travel

Effective May 2, we will implement Concur Travel as our online travel management system. Concur Travel will provide 24/7 air, hotel, and rental car bookings; facilitate trip preparation by applying individual travel preferences; simplify the creation of expense reports; and, streamline reconciliation through the use of e-receipts (electronic receipts) from participating vendors.

Lower travel agency service fees

As you use Concur Travel and work with Christopherson travel agents, you will notice that you're paying less in travel agency fees. The new fee structure we've negotiated is only \$9 for online bookings in Concur Travel, and \$20 for Christopherson agent-assisted bookings. This represents a considerable savings over current fees.

Got training?

Absolutely! You can choose from several sessions, spread across all campuses, during a 3-week period (mid-April to early May). [And you can sign up now](#). After May, travel training will continue to be offered on a regular basis.

Working together through change

We look forward to working with the University community to ensure a smooth transition to the new travel policies and procedures. As always – we welcome your thoughts on the process and the results. Please feel free to email us at CUTravel@cu.edu. And please share information with your colleagues who travel.

CU Marketplace Demos

[Sign up now](#) for CU Marketplace demonstrations.

Learn more about Travel

You asked some excellent travel questions during our recent PSC Town Hall meetings. We've now posted those Travel FAQs (Frequently Asked Questions) on our website for all to learn. The FAQs are a great way to catch up on the University's new travel initiative being launched this spring (see article at left). You'll find a convenient link on the PSC home page: www.cu.edu/psc -- or just go directly to www.cu.edu/psc/payables/travelfaq.htm.

Questions? Email CUTravel@cu.edu.

Celebrate Procurement Month

March is Procurement Month! Time to reflect on the services that our procurement professionals provide in support of the University's mission. Time to say "Thank you!" to department personnel involved in procurement...and to the staff of the PSC, including:

- Purchasing Agents
- Commercial Card staff
- Contract Services Administrators
- Strategic Sourcing team
- Small Business Program team
- Sustainability Officer
- Payables staff
- Vendoring staff
- Administrative personnel
- Procurement management staff

All are committed to seeking out the highest quality goods and services to best serve the needs of the University of Colorado. Happy Procurement Month!

Darlene Morrow is Buyer of the Year

Darlene Morrow, CPPB, was recently named 2010 Buyer of the Year by the Rocky Mountain Governmental Purchasing Association (RMGPA). The prestigious award considers the individual's performance in 3 key areas: contributions to the University; contributions to RMGPA; and, contributions to the National Institute for Governmental Purchasing (NIGP) and to the procurement profession as a whole.

Darlene has been a PSC purchasing agent since 2001. She manages procurements related to official functions, audiovisual/photographic equipment, paper products, and printing/publications. Furthermore, she has been involved in a number of the PSC's strategic sourcing procurements. We're pleased and proud to see her accomplishments recognized. Congratulations, Darlene!