

April 29, 2011

Travel Cards and Per Diem Meals: Update!

We told you that the PSC would work with you as we transition to the new Concur Travel & Expense System. Here's an example of our "we're in it together" approach.

We heard your questions and comments on Travel Card use at the Concur Travel training sessions. You spoke...and we listened.

And now we're pleased to announce that you can use the new corporate liability Travel Card to pay your individual (per diem) meals while in travel status. You simply need be aware of the following restrictions:

- Any individual meal (including room service) will need to be marked as a Personal Expense transaction on the expense report.
- The actual meal amounts for which you are eligible will still be calculated by your itinerary, and set by your destination.
- Depending on your total expense report, you may need to reimburse the University if your Travel Card meal costs exceed the per diem amounts. (If you have other reimbursable expenses, it may even out in the reconciliation without your needing to write a check to the University.)
- If you do need to reimburse CU after a trip, you'll make the deposit before submitting your expense report...and attach the validated Cash Receipt form to the report.

Your comments demonstrated that you'd prefer to have the option to use the corporate liability Travel Card for per diem meals. Now you know how to do so. As always – thanks for your feedback.

Reminder: Travel Changes effective May 2

Final reminders on pending (May 2) travel changes:

- Christopherson Business Travel is our sole approved travel agency. Previous agencies will not accept new bookings after April 30.
- Per the revised Administrative Policy Statement Travel Authorization, TA #s are a thing of the past. (You still need department approval to travel.)
- We've revised [PSC Procedural Statements](#) on Travel and Travel Advances.
- [Verify that your Concur Profile is complete and accurate.](#)
- Be sure your department's [Travel Arrangers](#) have been set up.
- You can still sign up for [Concur Travel training](#). We'll schedule additional sessions throughout the summer.
- We now have an online Travel course in SkillSoft. Access it through the myCU portal.
- Learn about the corporate liability Travel Card in training. You can [apply for it now](#).

Dell becomes Strategic Partner

You can now realize exceptional savings (45-50%) on Dell desktops, business-class laptops/netbooks, monitors, and peripherals. The new discount represents a significant improvement over the 19% average discount we previously received from Dell.

Desktops are available in low cost, general purpose, performance, and all-in-one models. Laptops include general purpose, performance, highly portable, and netbook options. Monitors on the contract feature both 22"-standard and 24"-performance models.

Among the contract highlights are:

- **Standard Desktop:** 3.2GHz Core i5 (dual core) CPU w/4GB RAM for \$649
- **Performance Desktop:** 2.93GHz Core i7 (quad core) CPU w/8GB RAM for \$949
- **Standard Laptop:** 2.5GHz Core i5 (dual core) CPU w/4GB RAM for \$949
- **22"- and 24"- widescreen displays** for \$169 and \$239, respectively

You can view the standard configuration components on the Dell Premier Page for your specific campus: [Boulder](#), [Colorado Springs](#), [Denver](#), and [System](#).

Note: You can still order customized hardware and peripherals at attractive discounts. All of the standard configurations feature EPEAT (Electronic Product Environmental Assessment Tool) sustainability ratings. EPEAT is the definitive global registry for greener electronics.

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

What about my Apple?

No change! You can continue to order Apple equipment as described on our [Commodity Listing website](#).

Don't Forget: Travel Agency Changes

On May 2, 2011, Christopherson Business Travel will be the only approved travel agency for all University travel. Christopherson is fully integrated with the Concur Travel and Expense system, so travelers (and travel arrangers) will have a choice of booking trips in Concur Travel or working directly with Christopherson. (International travel must be booked through Christopherson.) If you have already booked a trip with another agency, please review the [list of approved agencies](#) for guidance.

PSC Staff News

Welcome, Ginger! Our new Receptionist, Ginger Brooks, manages the PSC front desk area and supports our solicitation process. You can reach Ginger at 303.764.3400, Ginger.Brooks@cu.edu.