

May 13, 2011

Identifying Travel Arrangers

What is a “travel arranger” – and what do you need to know and do in order to be one?

- If you book trips for other employees, you need to be identified as a travel arranger in the [Profile](#) of each of those travelers.
- Your own Profile needs a little work before you can be identified in another employee’s Profile as their travel arranger! Be sure to verify that you have a correct work phone number in your Profile. This information is required for anyone designated as a travel arranger.
- Remember that a travel arranger books travel. An expense delegate prepares expense reports. You can have both roles – for the same person or for different people. Having one role does not automatically give you the other role.
- If you are the primary travel arranger for an employee, you will receive emailed copies of his or her itineraries. (Look for the trip SpeedType number printed at the top of each itinerary.)
- The [Travel Arranger form](#) makes it easy to identify one or more travel arrangers who work on behalf of many employees.

Want to learn more about travel arrangers – and how to arrange travel in the new system? [Sign up for Concur Travel Training!](#)

PSC Staff News

We’re delighted to announce that former accounting technicians Brandy Lombardi and Sondra Payne have stepped up to new challenges and taken on new duties as PSC Payable Specialists. In their new roles, the two will be responsible for managing their own alpha assignments, auditing expenses, and working directly with departments and vendors. Brandy now oversees and handles payments to vendors whose names begin with I, J, K, and L – and Sondra manages vendors M, N, and T, as well as BEX (reportable reimbursements) for all. We appreciate their dedication and efforts on behalf of the PSC.

Congratulations, Brandy and Sondra!

Concur Travel Training Continues

Yes, you don’t create TAs anymore!

Learn about new travel policies and procedures at a [Concur Travel Training session](#). You’ll find a short (90-minute) session at your campus every month through the end of the summer.

Who Wants the Email?

HRMS Supervisors & Itinerary Information

When you book a trip online through Concur or using our approved travel agency, Christopherson Business Travel, you will receive an emailed copy of your itinerary, with the SpeedType you identified listed at the top, next to the traveler’s name. (If you have a primary travel arranger, that person will also receive a copy of the itinerary.)

Your HRMS supervisor always receives copies of your itineraries. If this is not appropriate per your own departmental business processes, he or she can write a rule in their Outlook (or other) email client to delete, forward, or file itinerary emails. To learn how to do this, see our [Step-by-Step Guide on Creating Email Rules](#).

Want to walk through this process? You can get some friendly help from the FinPro Help Desk, 303.837.2161.

Reminder: FY11 Procurement Cutoff Dates

Friday, May 13 is the last day to submit PO/SPO Requisitions for purchases requiring documented quotes (purchases of goods over \$5,000 up to \$500,000 using federal funds, or over \$10,000 up to \$500,000 using nonfederal funds; and, purchases of services over \$5,000 up to \$500,000 using federal funds, or over \$25,000 up to \$500,000 using non-federal funds).

Friday, May 27 is the last day to submit any additional PO Requisitions that will use FY11 funds

Questions? Contact the appropriate purchasing agent for the [specific commodity](#).