

May 23, 2011

New Step-by-Step Guides: Non-Employee Travel

If you book travel for non-employees (including POIs, or affiliate fiscal staff), you'll want to take a quick look at our new summary [instructions on non-employee travel](#).

New Step-by-Step Guide : Travel Arranger

You asked for it – you got it.

(Almost) everything you need to know about being a travel arranger, and booking trips for others, compiled in a single guide.

The new [Step-by-Step for Travel Arrangers](#) is now available on the PSC website. You'll find it from the [main Travel webpage](#) and on the [Concur Travel & Expense Learning Resources page](#).

The guide includes information on:

- What is a “travel arranger” – and what do you need to do in order to be designated as one?
- Using the Travel Arranger form.
- How do you know you are now a travel arranger for John Doe?
- Differences between travel arranger and expense delegates. Having one role does not automatically give you the other role. A single individual can have both roles.
- How to receive emails/itineraries from Concur Travel & Expense regarding your travelers' trips. Who else receives those emails.
- Some helpful tips on booking travel for other individuals, including travel for non-employees. (See article, above.)
- A few things you need to know about group travel.

Questions? Contact the FinProHelpDesk@cu.edu, 303.837.2161.

Current Training Programs: Concur Travel

[Sign up for a session](#) to learn about new travel policies and procedures and how to use the Concur Travel & Expense System.

Status Update: Who's in the Marketplace?

The pilot launch of our new eProcurement system began successfully this week with a dozen major departments, representing all campuses, participating in the CU Marketplace.

The pilot group is working closely with Amy Gannon, our Director of Procurement Systems. Their experiences and feedback will provide valuable input into the Marketplace. Full implementation will take place on August 1, 2011.

Questions? Contact Amy.Gannon@cu.edu or 303.724.3426.

PSC Staff News

We are pleased to introduce new staff member, Kaye Stewart-Hicks.

Kaye has recently joined the PSC administrative support team. She is responsible for scanning images for the various PSC purchasing, payables, and vendoring projects.

Kaye has a nursing degree (from University of Colorado) and a geology degree – so she is used to helping people and learning new things. She is delighted to join her alma mater and already enjoys working with her PSC colleagues.

Welcome, Kaye!

FY11 Procurement Cutoff Dates

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.