

January 19, 2012

Travel Procedures Revised

The [PSC Procedural Statement \(PPS\) Travel](#) has been revised effective January 2012. If you travel (or process travel for others), you'll want to take a look at the updated version on the PSC website.

Note in particular the following updates and clarifications:

- Rental car gas receipts are now required only for purchases over \$25. (This leaves official function receipts as the only ones required in all dollar amounts.)
- There is **no** change in the mileage reimbursement rate.
- Departments are responsible for determining the reasonable cost of accommodations, based on the needs of the individual traveler and the individual business trip.
- Travelers attending conferences are not responsible for attaching conference brochures to their expense reports. Travelers are encouraged to share conference schedules with their approvers, before or after a conference, as appropriate. This is best done outside the Concur Travel & Expense System – through printed copies or through links to online information.

If you have questions on the above or other aspects of travel on behalf of the University, please contact FinProHelp@cu.edu.

Marketplace Incompatible Access

Incompatible procurement access in the Marketplace exists when one individual is authorized to create and approve requisitions over \$5,000. This means the person has the Requester role – and the Fiscal Approver Incompatible Access (IA) role.

When incompatible access exists, the department is responsible for implementing compensating controls, including identifying a Reviewer for the individual with incompatible access.

We've recently published a Step-by-Step Guide to reviewing purchases over \$5,000 that were created and approved in the Marketplace through incompatible access. To read these instructions and learn how to run the report, go to our [Marketplace Learning Resources](#) and select the Reporting and Checking Status bar to display the Step-by-Step.

Questions? Contact FinProHelp@cu.edu at 303.837.2161.

Org Campus Box and Marketplace Vouchers

We're pleased to announce that department description and campus box information that prints in the advice area of the warrant is now populating from the first line of any voucher created in the CU Marketplace.

New Tool in Concur – TripIt

If you have logged into the Concur Travel and Expense System lately, you may have noticed a new link on the top portion of the main page. TripIt is an online and mobile travel integration tool that helps travelers organize their trips (both business and personal) to a central location.

The **Connect to TripIt** link allows users to sign up for TripIt directly through Concur. Any travel booked in Concur will automatically be sent to TripIt.com. (Travel booked outside of Concur can be emailed to TripIt.) To sign up, click on the link. It will confirm your email address and ask you to create a password. Any trips you currently have pending in Concur will automatically synch up to the TripIt site. You can then retrieve your trip information at tripit.com or using the mobile application – and you can share your trip information with others, if appropriate.

Note: If you add information to TripIt (e.g., travel booked outside of Concur), it will not feed back to Concur.

Questions? Contact FinProHelp@cu.edu.

SPO Countdown – 12 Days Left

Tick Tock! Tick Tock! Time is quickly running out to convert PeopleSoft Finance System Standing Purchase Orders (SPOs) to the Marketplace. If you still have active SPOs in PeopleSoft that you need going forward, now is the time to submit Marketplace requisitions using the Standing Purchase Order Form. Effective January 31, 2012, PeopleSoft SPOs will no longer be accessible. Avoid possible delays; enter your Marketplace reqs today.

Questions about how to create a Marketplace SPO requisition? Email FinProHelp@cu.edu or call 303.837.2161.

General questions on SPOs? Email Charlene.Lydicke@cu.edu.

Mark your Calendar for Open Houses

Don't forget the PSC Open Houses – celebrating Procurement Month (March) with a series of events designed to help you learn more about procurement and about the PSC. [Registration is now available](#) for the following:

UCCS: 3/7, 9:30-11:30 am, University Center Berger Hall

AMC: 3/13, 9 am-12, Research Center 2, 2nd flr conf. room

UCB: 3/15, 9 am-12 noon, UMC, Room 235

UCD/System: 3/21, 1-4 pm, PSC Offices, 1800 Grant Street, 5th floor

Questions? Ask Charlene.Lydicke@cu.edu, 303.764.3450.