

August 27, 2012

Concur Travel Contest

This is not your typical news. We are pleased to announce that Christopherson Business Travel (CBT) is sponsoring a series of airline ticket giveaways beginning this fall. There will be 12 monthly drawings with the first drawing conducted on 10/1/12. Note:

- Each drawing will be for an airline ticket worth up to \$500, compliments of CBT.
- The tickets may be used for personal travel.
- Each drawing will be from the pool of travelers who had Concur tickets booked during the previous month. (So the free ticket on 10/1/12 will be drawn from travelers whose tickets were booked in Concur during September.)
- Each ticket booked through Concur enters that traveler in the drawing for that month. More tickets booked = more chances to win.
- The traveler is the person eligible to win the prize – not the travel arranger or other person who may have booked the trip.

We will announce the winner each month. Good luck!

PSC Staff News

Two sets of congratulations this month: to **Esther Naftz** and **Sondra Payne**.

Esther – who previously served as the Compliance Specialist for Procurement Card – has recently taken on the job of Travel Coordinator. In this role, she works in the Concur Travel & Expense System and with our travel management company, Christopherson Business Travel, to ensure full integration of our travel-related procedures and contracts. You can reach her at 303.764.3408 or Esther.Naftz@cu.edu.

Meanwhile, Sondra – a former Payables Specialist – has stepped up to the job of Commercial Card Compliance Specialist, replacing Esther. You can contact Sondra at 303.764.3460 or Sondra.Payne@cu.edu.

We congratulate both of them!

Fundraising Event Training/Issues Forums

If your department sponsors fundraising events, you'll want to mark your calendar for the Training/Issues Forums. Presented by the Office of University Controller, the Training sessions cover policies/procedures, responsibilities of organizational units and campus/System controllers' offices, and compliance issues relating to sales tax, gift tax receipting, and sponsorships.

New this year, some campuses will have additional Issues Forums. The Forums bring in staff from the Treasurer's Office, Procurement Service Center, Risk Management, and the CU Foundation (CUF) to discuss credit cards, catering contracts, CU/CUF cost-sharing, sponsorships, and more. Yes – there will be time for your questions!

Space is limited, so please [register soon](#).

Concur: Instant Itineraries

As you know, when you need an airline ticket for a University trip, you should book that ticket online using the Concur Travel System – or through the University's travel management company, Christopherson Business Travel (CBT).

Plus – when you do this – the Concur Expense System can create your itinerary for you based on the air ticket dates (or, if the booking was for hotel only, based on the hotel reservation information). In this case, you don't have to create an itinerary manually!

How does it work? In the trip expense report, click on Details, then (under **Travel Allowances**) on New Itinerary. On the resulting screen, click the **Import Itinerary** button. You'll be able to view and select from a list of travel itineraries created by Concur. As appropriate – edit and complete the itinerary.

We believe you'll find the Concur-created itinerary a helpful resource as you or your delegate process expense reports for your University trips. Try it out. And let our Finance & Procurement Help Desk know what you think: 303.837.2161 or FinProHelp@cu.edu.

Concur Receipt Enhancement

Want to attach more than 1 receipt to a line? Now you can! Simply click the Attach Receipt button on the expense line ... or drag and drop an image from the Receipt Store.

If a receipt is already attached to that line, Concur will ask you to confirm that you want to add another. Click Yes – and you've done it!

By the way – you can also delete images, one by one, from any line on your report.

Want an overview of the receipt attachment capability? [Check out our learning resources](#).

Supplier Showcase: Register Now!

[Registration for the Supplier Showcase](#) is now available.

The [Showcase webpage](#) provides a current Exhibitor List – and we're pleased to announce that many new exhibitors are joining us at all campuses this year.

It's 'click & easy' to register, so be a part of it!

Remember, our Showcase dates are:

- Fri, Sep 14: UCD/Anschutz Medical Campus
- Wed, Sep 19: Colorado Springs
- Wed, Sep 26: Boulder

Questions? Contact Penny.Davis@cu.edu.