

November 30, 2012

Advice from Payable Services

The PSC Payables team offers the following reminders to campus department staff. We know you're all busy – so please take a moment to review these reminders. It may save you some time down the line!

When can you reallocate an SPO invoice?

You can use the SPO Invoice Allocation form to change the accounting distribution on a Standing Purchase Order invoice – as long as the SPO itself has only one distribution. If it has more than one distribution – you'll need to wait and create a Journal Entry (JE) to move the charge to right SpeedType/Account combination. Other requests will not be processed.

When can you use the expense type Group Meals in Concur?

You can only use Group Meals if you're processing an expense report for the Athletics department and a few miscellaneous teams or groups. Others who attempt to use these expense types will have their reports returned to them.

Other departments who try to use Group Meals are really looking for a way to obtain per diem meal amounts. You'll only be able to get those by using the Itinerary function. You know you have it right when the expense report shows lines of Fixed Meals.

When can you use other "team" expense types in Concur?

You need to be a member of the Athletics department to use team expense types. Other departments will have the reports returned to them for reprocessing.

When can you use the Travel Card to purchase airline tickets?

Never.

If the traveler's ticket is not obtained through Concur or through Christopherson Business Travel, the traveler will need to pay personally for the airfare and then seek reimbursement. Remember that comparison quotes must always be obtained prior to personal purchase.

Thanks for your attention to avoiding these errors! If you have questions, please contact the Finance & Procurement Help Desk at 303.837.2161.

Concur Survey Results under Review

Thanks to everyone who completed the recent Concur Travel & Expense Survey.

We're reviewing the information collected from almost 1,400 responses – and we'll share survey results and our own response in a future issue of the PSC Communicator.

A Penny for Your Miles

The mileage rates are going up by one cent effective Jan 1, 2013. The new rate for reimbursable miles driven in a personal vehicle will be \$0.51/mile.

If the situation (nature of trip and road conditions) requires use of a four-wheel-drive vehicle, the 4WD rate will be \$0.54/mile).

Allowable miles are those driven in excess of the normal round-trip commute to the primary work location – regardless of the type of transportation used for the normal commute. For details, refer to the [guidelines for calculating reimbursable miles](#). Using the Mileage Calculator feature in the Concur Expense System makes it easy to calculate miles driven and deduct the work commute.

Questions? Contact the FinPro Help Desk at 303.837.2161.

PSC Staff News

This month we introduce a new staff person ... and introduce another team member in a new role.

Welcome, **Kelly Richter**, the PSC's new Business Analyst. Kelly has a Bachelor's degree in Finance from the University of Northern Iowa, where he started his higher education career providing computer support for students, staff, and faculty. After graduating, he was drawn to Colorado and various positions in higher ed financial aid, cash management, institutional research, imaging, business intelligence, reporting, and now procurement. Kelly's interests are in process improvements, data analysis, and project management. He is excited to be able to apply his skills at the University of Colorado. You can reach Kelly at Kelly.Richter@cu.edu.

Congratulations, **Amanda Tran**. The Payables team member has worked at the PSC as an Accounting Technician since Dec 2008 and now takes on the role of Senior Payable Specialist. Amanda will be responsible for a number of complex business systems previously managed by Narindira Sharma, who is retiring at the end of November. These include Federal Express, Christopherson Business Travel reconciliation, and the cancellation and reissue of warrants. Amanda also handles vendor payments (vendor names beginning with P).

A dedicated member of the Payables team since 2008, Amanda is looking forward to her new role and responsibilities – and to continuing to serve her CU and vendor customers. You can reach her at Amanda.Tran@cu.edu.