

November 12, 2013

## Concur Travel & Expense Satisfaction Survey

The PSC has worked to improve the travel and expense experience for faculty and staff by introducing several changes in 2013, including improvements to Concur Expense and the introduction of the Concur Mobile Apps for travelers.

As you know, our goal is to continuously improve the University's overall travel and expense program and to enhance the specific tools you use to arrange travel itineraries and to create expense reports (both for travel reconciliation/reimbursement and for Procurement Card reconciliation).

To determine the effectiveness of our efforts and identify further opportunities for improvement, we are once again requesting your input through a formal survey. The Concur Travel & Expense Satisfaction Survey is available on the PSC home page ([www.cu.edu/psc](http://www.cu.edu/psc)) through Fri, Nov 15, 2013. We hope you'll invest 5-10 minutes to tell us what you think, what you need, and what you want.

**Questions?** Contact Mary Martin at 303.764.3458 or email [Mary.Martin@cu.edu](mailto:Mary.Martin@cu.edu).

## PSC Staff News: Introducing Jenny Casanova

Welcome to Jennifer Casanova, the PSC's new Purchasing Agent as of Sept 30. A Denver native, Jenny spent the last three years with the City and County of Denver Purchasing Division, where she focused on safety commodities buying for the Police, Fire, and Sheriff Departments.

One of Jenny's favorite pastimes is shopping ... maybe that's how she found her way to a career in procurement: always looking for the best deal! She loves that this job lets you research and explore a variety of different commodities; you never know what will come across your desk. When she's not working, Jenny is exploring new Denver restaurants, going to concerts, riding her bike (weather permitting), reading, and spending time with her husband and their pug.

We're glad you've joined our team, Jenny!

## Learn New Marketplace and Concur Features

Prepare for the new CU Marketplace user interface going live on Nov 18 ...

Learn to manage travel and expenses using Concur Mobile and TripIt Pro ...

The Marketplace and the Concur Travel & Expense System are undergoing valuable enhancements this month. You can catch up on the changes and see demos of the new functionality at one of our on-campus training sessions this month. Sessions are still available on some campuses:

### Denver Campus – Wed, Nov 13

CU Denver Bldg (1250 14th Street), room 440

1:00-2:00 CU Marketplace New User Interface

2:30-3:30 Going Mobile with Concur

### Boulder Campus - Thu, Nov 14

Marine Street Science Center (3125 Marine Street), room W179

8:00-9:00 CU Marketplace New User Interface

9:30-10:30 Going Mobile with Concur

11:00-12:00 CU Marketplace New UI

1:00-2:00 CU Marketplace New UI

2:30-3:30 Going Mobile with Concur

Registration for these sessions is available from the PSC home page: [www.cu.edu/psc](http://www.cu.edu/psc).

## Marketplace New UI Guide Now Available

As mentioned above, a new UI (user interface) is coming to the Marketplace on Nov 18. To help you get familiar with this change, we are pleased to debut a [guide on the new user interface](#). Check it out and let us know what you think. Please send feedback to [Heather.Hoyer@cu.edu](mailto:Heather.Hoyer@cu.edu).