

January 8, 2014

2014 PSC Open Houses

March is Procurement Month and what better way to celebrate than by attending a PSC Open House?

This is your chance to learn what's new and talk about your department's specific procurement needs.

You'll meet staff from the PSC and from the OUC's Finance & Procurement Business Services, including the FinPro Help Desk. Also on hand: representatives from the University's strategic suppliers (more details later).

Registration is available online – see the convenient link on the PSC home page at www.cu.edu/psc. The schedule is:

- March 5 | Anschutz Medical Campus: Research Center 2, Trivisible Room (2nd floor), 9:00 a.m.-12:00 noon
- March 11 | Colorado Springs: University Center, Berger Hall (2nd floor), 10:00 a.m. -12:00 noon
- March 13 | Boulder: UMC Room 235, 9:00 a.m.-12:00 noon
- March 19 | System/Denver: 1800 Grant St (5th floor), PSC offices, 2:00-4:00 p.m.

Questions about the Open House events? Contact Charlene Lydick at Charlene.Lydick@cu.edu or 303.764.3450.

Questions about registration issues? Contact Michael Fox at Michael.Fox@cu.edu or 303.764.3457.

Receipt Threshold Raised to \$75 for Travel

Effective Jan 1, 2014, we will have two thresholds for requiring receipts:

- \$75 is the new threshold for TRAVEL expenses. If an individual travel expense exceeds \$75, the receipt is required.
- \$25 is the continuing threshold for PROCUREMENT CARD expenses. If an individual Procurement Card expense exceeds \$25, the receipt is required.

Exceptions:

You always need a receipt ... for an Official Function food/beverage expense – regardless of dollar amount.

You do not need receipts ... to claim per diem for meal expenses while in travel status.

Questions? Contact FinProHelp at 303.837.2161.

TripIt Pro Helps!

Is it worthwhile to TripIt? Definitely! Just ask FinPro Help Desk Manager Leslie Nittoli.

While snowed in out east during the holidays, Leslie Nittoli received an email about her flight cancellation from TripIt Pro – one hour before the airline notified her.

The TripIt Pro app helps travelers organize all aspects of their trips: air, car, hotel, appointments ...

To get the app and the benefits, follow instructions at:

www.cu.edu/psc/traininghelp/learningresources/expensesystem/mobile.htm.

New Mileage Rate is One Cent Less

Effective January 1, 2014, we have new reimbursement rates for miles driven in a personal vehicle while in travel status:

As of Jan 1, 2014:

For reimbursable miles driven beginning 1/1/14, the new standard reimbursement rate is \$0.50/mile. (If the nature of the trip and road conditions require a four-wheel-drive vehicle, the 4WD rate is \$0.53/mile.)

During Jan-Dec 2013:

The standard reimbursement rate remains \$0.51/mile; the 4WD rate remains \$0.54/mile.

Reimbursable miles are those driven in excess of your normal round-trip commute to your primary work location – regardless of the type of transportation typically used for the normal commute.

Questions? See our mileage calculation guidelines at www.cu.edu/psc/payables/calculate_miles.htm.

Note: If a trip spans the turn of the calendar year, be sure to split the miles driven through Dec 31, 2013 from the miles driven beginning Jan 1. This will enable the Concur Travel & Expense System (or, if relevant, the Non-Employee Reimbursement form) to make the appropriate calculations.

PSC Staff News: Penny Davis Co-Authors Vendor Article

Looking for a good read? Check out the Winter 2013 issue of the Educational Procurement Journal.

A publication of the National Association of Educational Procurement (NAEP), the journal includes an article on “Vendor Orientation: Putting Vendors on the Right Path,” by Penny and fellow author Cory Harms (Iowa State University).

Learn how CU connects with new suppliers ... and sustains strong relationships with long-term ones ... while helping both “navigate the often confusing waters of doing business with an institution.”



You'll find the article in its entirety at www.apogeepublications.com/emags/NAEP_winter2013/#/12/.