

September 10, 2014

## Introducing...Learning Bites

This issue of the PSC COMMUNICATOR newsletter launches a series of training-related articles that we call Learning Bites. Learning Bites are little tips and tests designed to help you take a (friendly) bite out of learning!

You'll find them at the beginning of each month, courtesy of Procurement Learning Specialist Heather Hoyer.

### Heather says:

Do you know what ditloids are?

I didn't until recently! Ditloids are word puzzles in which statements are deduced from the numbers and abbreviated letters in the clue. (Read more about ditloids and the origin of the name at [en.wikipedia.org/wiki/Ditloid](http://en.wikipedia.org/wiki/Ditloid).)

For example: 3 B M = 3 Blind Mice and 4 Q in a G = 4 Quarts in a Gallon.

See if you can solve these Concur learning-related ditloids (the answers are below):

38 S B S G  
4 Q R G  
4 O C in the P  
46 T L R

**Did you know there's another way to learn about the Concur Travel & Expense System?** I post a tip (usually) every week on the Concur home page. Please let me know what you think by emailing me: [Heather.Hoyer@cu.edu](mailto:Heather.Hoyer@cu.edu).

## PSC Staff News:

### Introducing Denise Nakamichi

The PSC is pleased to welcome Denise Nakamichi, our new Customer Relationship Manager. Denise has been with CU for six years, previously holding several positions within the System Administration Budget and Finance Office.

As a recent customer of the PSC, as well as a purchasing liaison for numerous departments, Denise brings an additional customer-based focus to our office. Denise graduated from Lewis and Clark College with a degree in Business Economics.

Welcome to the PSC, Denise!

*Learning Bites answers:*  
38 Step-by-Step Guides  
4 Quick Reference Guides  
4 Online Courses in the Portal  
46 Total Learning Resources – all related to Concur, of course!



## Travel News: Change is Good

You asked for it. You got it. We read the hundreds of comments you submitted via the Concur Travel & Expense System survey last fiscal year.

And we made some changes, as announced in our August town hall sessions.

### Concur Travel enhancements now in effect:

- You can start your search for airline tickets by identifying a specific airline carrier.
- We've expanded the default window for air travel search results, from +/- 3 hours to +/- 4 hours, to produce better results.
- Search results now default to display by schedule rather than by price.

### Concur Expense improvements now in effect:

- Colored icons readily distinguish the two types of corporate card transactions imported from the bank. Procurement Card transactions show a blue credit card image. Travel Card transactions show a purple card image.

### And speaking of the Travel Card ...

You can use your Travel Card to register for conferences, workshops, trainings, and other events.

Two procedures to note:

- Only use your Travel Card to cover your own registrations. If you don't have a Travel Card – or if you need to register another individual – use the Procurement Card.
- If you use your Travel Card to pay for a registration, wait until the event is over before you reconcile the registration charge. The registration should be included in a single report along with the other trip expenses. (Remember: You have 90 days after the **end** of the trip to submit the expenses – unless you received an advance for that trip.)

We hope you find these enhancements helpful to your departmental business processes. Any questions? Contact [FinPro-Help@cu.edu](mailto:FinPro-Help@cu.edu), 303.837.2161.

## Two Supplier Showcases Coming Up

Our last Showcase this year is coming up next week:

- UCCS - Thu, Sept 11
- Anschutz Medical Campus - Wed, Sept 17

[Register now!](#)