

December 29, 2014

Learning Bites

Heather says:

Take a look at this [Word Scramble](#).

Unscramble the words and after you've put them back together, find out what they have in common.

Once you've done that, go to the [training area on the PSC website](#) to learn more about it.

Want to see more learning bites like this? Let me know: Heather.Hoyer@cu.edu.



New Mileage Rates effective Jan 1

If you drive a personal vehicle for University business on or after Jan 1, 2015, you'll be driving into some new mileage reimbursement rates. The 2014 rates are going up 2 cents/mile.

This means that:

- For allowable miles driven beginning 1/1/2015, the standard reimbursement rate will be \$0.52/mile.
- For allowable miles driven 1/1/2014-12/31/2014, the standard reimbursement rate continues to be \$0.50/mile.
- If the nature of the trip and road conditions require the use of a four-wheel-drive vehicle, the 4WD rate changes on Jan 1 from \$0.53/mile to \$0.55/mile.

As described in the [PSC Procedural Statement Travel](#), allowable miles are those driven in excess of the normal round-trip commute to one's primary work location ... regardless of the type of transportation used for the normal commute.

The Concur Travel & Expense System – and the Non-Employee Reimbursement form – will be modified to recognize the new reimbursable rates.

Questions? Contact FinProHelp@cu.edu.

Staff News: Introducing Stephanie Frazer

We're delighted to welcome new Payable Specialist Stephanie Frazer to the PSC.

Stephanie comes to us from the City and County of Denver where she worked for several years in the accounting unit of Denver County Child Support. As a CU Alum (Bachelor's degree in Integrative Physiology), she's particularly excited to be working here.

Stephanie loves being outdoors – hiking, biking, fishing, skiing ... you name it! And we love having her indoors, working for the PSC Payables department.

Welcome to the team, Stephanie!

Concur Enhances its Interface

Beginning Fri, Jan 9, the Concur Travel & Expense System will present a new interface. What you see, and how you work, in Concur will be positively affected by some new features and functionality. The goal is a more modern user experience with effortless navigation and increased usability of applications.

We encourage you to review our [transition webpage](#) now for a summary of changes and a heads-up on what to expect.

Additional resources will be available on Jan 9, when the new interface is turned on. These include a video overview of the Concur transition and revised Concur step-by-steps and quick reference guides.

We have had favorable feedback from individuals who've previewed the new interface. Among the key items receiving a thumbs-up:

- Overall, cleaner look and enhanced readability.
- Drag-and-drop functionality to quickly pull receipts from your desktop into Concur.
- PLUS (+) icons along the top of the home page to quickly start new expense reports or cash advance requests.
- A new task bar to tell you at-a-glance if you have expenses to assign, reports to finish, or reports to approve. And how many of each.
- Better visual cues to remind you if you're working on behalf of another individual (as a travel arranger or expense delegate).

Rest assured that policies and processes you already know stay the same. For the most part, Concur's new interface changes the look of the home page and has added top-menu navigation.

Questions? Contact FinProHelp@cu.edu.

Reminder: New SOW Form/Procedures

Effective 1/1/15, we'll have a revised Scope of Work (SOW) form ... and a new procedural statement to guide you in its use. (Note: Old versions of the SOW form will be accepted through Mar 31, 2015.)

If you work with service providers who are individuals or sole proprietors, and who operate under a Social Security Number, please take some time to review both documents. The purpose of the SOW review is to determine if such a service provider will function as an [independent contractor](#) or as an employee – and there are serious consequences to misclassification. The Internal Revenue Service (IRS) defines someone as an independent contractor if "... the payer has the right to control or direct only the result of the work and not what will be done and how it will be done."

You can [review the new procedures online](#).