

November 13, 2015

## International Travel Request Effective 1/4/16

Effective Jan 4, 2016, all international travel will require active approval from both the department and the designated International Travel Approver (officer) for the traveler's organizational unit prior to booking the trip. International travel to high-risk destinations will require additional pre-approval from the appropriate chancellor/president or his/her delegate.

### New Concur process promotes safety

The review and approval process will be handled in the Concur Travel & Expense System through the use of a new module, Concur Request. With Concur Request, the University can consistently and thoroughly assess the risk and benefit of international trips in order to enhance the safety of University travelers.

Furthermore, Concur Request emails the appropriate campus export control office whenever an international travel request is fully approved. This allows export control specialists to review the countries being visited and to contact the traveler with regulatory compliance information.

### Here's how it works

- When planning a trip abroad for University-related business – whether funded by CU or by an outside entity – the traveler enters cost estimates and a list of all countries being visited in Concur Request. Christopherson Business Travel (CBT) can provide a preliminary itinerary to assist the traveler in completing the request. Expense delegates can prepare a Request on behalf of a traveler but the traveler must submit the Request. We will, therefore, be contacting all travel arrangers to recommend that they also be set up as expense delegates for their international travelers.
- Concur Request routes trip information to the traveler's HR manager and then to the designated officer for the traveler's organizational unit (or her/his approval delegate). For high-risk destinations, Concur Request subsequently routes to the appropriate chancellor/president (or her/his approval delegate) for their approval.
- Each designated approver must formally approve the trip in the Request module in order for trip information to be sent on for the next level of approval. Concur Request emails approval/denial to the traveler and to the expense delegate (if the expense delegate is set up to receive email notifications).
- Once the request is approved, the traveler/travel arranger contacts CBT to book the trip. Note that although the international travel Request is entered in Concur, international travel itself continues to be booked through CBT.

Travelers will continue to receive travel alerts and health warnings from [iSOS](#) whenever an international trip is booked.

### High-risk destinations

High-risk countries (as identified by University Risk Management) are hard-coded into Concur. When a traveler submits an international travel request for a high-risk destination, Concur Request issues a warning noting that additional approval is required. Note that the Request should include all legs of travel, including all connecting flights.

Look for additional details and instructions on the new international travel request process in future PSC COMMUNICATOR newsletters.

**Questions?** Contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu) or call 303.837.2161.

## Reminder: HCM/FIN Upgrade Coming in December

In December 2015, the University will transition to new PeopleSoft systems for human resources (soon to be known as human capital management, or HCM) and finance (FIN).

The [November 2 PSC COMMUNICATOR newsletter](#) is a special edition dedicated to the PeopleSoft upgrade and how it affects your department's procurement activities. We encourage you to review the newsletter and make sure you're prepared.

**Questions?** Contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu) or call 303.837.2161.

## PSC Staff News: Duane Tucker Elected to Serve NAEP

We're pleased to announce that Director of Strategic Procurement **Duane Tucker** was recently elected Second Vice President of the [National Association of Educational Procurement](#) (NAEP) Rocky Mountain region.

With this position, Duane begins a three-year term on the region's board of directors – progressing to First Vice President in the second year and President in the year after that. Each term runs October to October and involves significant duties related to the District VI annual conference. (District VI is composed of the Rocky Mountain, Pacific, and Northwest regions of NAEP.) This year's responsibilities include serving on the Exhibit and Program Committees, onboarding suppliers for the Vendor Exhibit, establishing the conference agenda, and selecting breakout sessions for the conference program. Subsequent years will bring changing roles and responsibilities in the areas of Vendor Exhibit, Program Committee, and Host Committee.

Founded in the 1920s, NAEP works to promote effective and ethical procurement principles and techniques within higher education and associated communities. It does this through continuing education, networking, public information, and advocacy.

Congratulations, Duane!