

December 10, 2015

## Reminder: 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.

Travelers will need to submit their planned itinerary and other information through the new Concur Request module. Travel arrangers may prepare requests on behalf of travelers if they (the arrangers) are also designated as expense delegates. The traveler must personally submit the request.

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

## Concur Request Webinar: Register Now

Do you travel internationally? Do you arrange international trips for others? If you do – the new Concur Request Webinar is for you!

The live webinar will be presented on Thurs, Dec 17, from 10:00-11:00 a.m.

You'll see what the International Travel Request form looks like in Concur and get information on how to complete it.

[Webinar registration](#) is available now.

## Procurement/Travel Card PIN Maintenance

Did you know you can change the PIN (Personal Identification Number) for your Procurement Card or Travel Card?

All it takes is a call to card customer service (phone number on back of card).

During the call, you'll enter your account number and validate your identify, then:

- Select option 2 (PIN Options)
- Select option 5 (Change PIN or Request copy of PIN)
- Select option 1 (Change PIN)
- Enter Current PIN
- Enter new PIN

After you make this change, it can take up to two card transactions for the PIN to be updated.

**Forgot your PIN?** Call customer service to request a PIN reminder.

**Questions?** Contact [procurement.card@cu.edu](mailto:procurement.card@cu.edu).

## CU Marketplace Help

Are there activities in the CU Marketplace that you wish you had more help with? We're expanding our library of Marketplace learning resources and we're looking for your input! Many of you have asked for more videos on purchasing topics. So let us know what you'd like to see ... literally. What CU Marketplace topics would you like us to cover through [audiovisual snippets like we've created for Concur](#)?

Contact [Heather.Hoyer@cu.edu](mailto:Heather.Hoyer@cu.edu) with your suggestions and requests.

## Finance System Go-Live

Remember: The upgraded PeopleSoft Finance System goes live on Dec 10. (The upgraded Human Capital Management System was completed on Dec 3.)

**Questions on FIN 9.2?** Contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu) or call 303.837.2161.

## 2016 PSC "No Agenda" Forums

The PSC will be hosting "No Agenda" Forums on all CU campuses in January 2016.

These events will allow you to meet our staff and bring any procurement-related questions you may have to a roundtable discussion. Table topics include Procurement Systems (Marketplace, Concur), Strategic Procurement, Purchasing Services, Contracts, Small Business, Travel, Commercial Card, and Payable Services. Light refreshments will be served.

[Registration is available online.](#)

**The "No Agenda" Forum schedule is as follows:**

- Anschutz Medical Campus: Jan 7, 9:00-11:00 a.m., Research Center 2, Krugman Conference Hall
- Denver Campus: Jan 14, 9:00-11:00 a.m., Lawrence Street Center, Terrace Room
- UCCS: Jan 20, 1:00-3:00 p.m., University Center, Room 303
- Boulder Campus: Jan 21, 1:00-3:00 p.m., UMC, Room 235

**Questions about the Forum/registration issues?** Contact Denise Nakamichi at [Denise.Nakamichi@cu.edu](mailto:Denise.Nakamichi@cu.edu) or 303.764.3459.

## FinPro Help Desk News: Introducing Sam Lester

We're pleased to introduce the new FinProHelp Consultant, Sam Lester. Sam joined the Finance & Procurement Help Desk team in mid-October. He replaces long-time Senior Consultant Mary Ellis, who retired earlier this year.

Sam has a bachelor's degree in Psychology from George Mason University. He comes to CU with an extensive background in finance and in customer service, having worked for a number of years in both the retail banking and restaurant industries. His professional career includes working as a teller/supervisor with PNC, one of the largest banks on the East coast, and with the Palm Restaurant, a nationwide family-owned steak house launched in 1926.

Sam moved to Denver a year ago from the Washington (D.C.) area. He finds Colorado a great place to unite his passions for music, the outdoors, and higher education, and he's thrilled to be a part of CU.

Welcome, Sam!