

December 23, 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.

To learn more about the new system: watch our [recorded Concur Request webinar](#), review the [Step-by-Step guide](#), and check out the [FAQ list](#).

Questions? Contact FinProHelp@cu.edu.

Learning Bites

Heather says:

Here are some [words that have been scrambled](#). Put them back together to find out what they have in common. Once you've done that, check your answers using the [word scramble solution](#) ... and then go to the [training area on the PSC website](#) to learn more about this topic!

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



Reminder: 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 for the forums](#) is available online.

New Mileage Rate Takes Effect Jan 1

The mileage reimbursement rates are changing effective Jan 1, 2016:

- For allowable miles driven beginning 1/1/16, the standard reimbursement rate is \$0.49/mile.
- If the nature of the trip and road conditions **require** the use of a four-wheel drive vehicle, the 4WD rate beginning 1/1/16 is \$0.51/mile.

For allowable miles driven during the period Jan 1-Dec 31, 2015, the standard reimbursement rate remains \$0.52/mile (4WD rate \$0.55/mile).

Allowable miles are those driven in excess of the normal round-trip commute to the individual's primary work location – regardless of the type of transportation used for the normal commute.

Meet the PSC: Purchasing Agents

Greetings from the PSC Purchasing Agents!

We are excited to share with you our roles at the PSC and how we contribute to the University.

Who are we?

Meet our team - from left to right:

Charlene Lydick (Director of Procurement Operations), Jennifer Casanova (Purchasing Agent), Will James (Purchasing Manager), Megan DeGroot (Purchasing Agent), Madeline Souder (Purchasing Agent), Stuart Littlefield (Senior Purchasing Agent), Shondel Gordon-Baum (Purchasing Manager), David Turner (Purchasing Agent).



What do we do?

Purchasing Services is responsible for the procurement of goods and services for the four CU campuses plus system administration. We provide procurement leadership to university departments by guiding them through the procurement process in order to obtain the best value for the university. Based on professional experience, knowledge, and using the highest ethical conduct, we make procurement decisions by clarifying requirements, investigating sources of supply, interpreting and analyzing data and circumstances.

How do we do it?

We determine the most appropriate method of acquiring goods and services by examining and evaluating the unique elements of each request. When competition is required, we guide and assure the integrity of all aspects of the competitive process including collaborating with campus departments on defining specifications, performance measures, and award criteria.

Why do we do it?

To obtain the best values for the university, to ensure integrity and fairness to our suppliers, and to provide transparency to our customers, both internal and external.

We'd love to hear from you and discuss our program in more detail. Contact Charlene.Lydick@cu.edu.