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PSC COMMUNICATOR

News from the Procurement Service Center

Newsletter archives: www.cu.edu/psc/newsletter
To receive the newsletter via email:
Email uis@cu.edu and
ask to be added to the User Alert list.

January 10, 2018

New Mileage Rate for 2018

January brings updated mileage reimbursement rates for allowable miles driven in a personal vehicle.

- For allowable miles driven beginning January 1, 2018, 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 is $0.52/mile.)
- For allowable miles driven during the period January 1-December 31, 2017, the standard reimbursement rate remains $0.48/mile (4WD rate remains $0.51/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. See mileage calculation guidelines on the PSC website.

The Concur Travel & Expense System will automatically calculate the appropriate standard reimbursement rate per the date of the mileage expense.

Please be sure to use the updated (effective 1/1/2018) Non-Employee Reimbursement (NR) form for non-employee travel.

Robyn Nicastro Promoted

We're happy to announce that Payables team member Robyn Nicastro was recently promoted to the position of Senior Payable Specialist.

Robyn initially joined the PSC as Payable Specialist in July 2015, moving here from Phoenix, Arizona.

In her new role, she takes on additional duties related to the reconciliation of stale-dated accounts payable warrants. You can reach her at Robyn.Nicastro@cu.edu or 303.764.3409.

Congratulations, Robyn!

PSC Staff News: Introducing Katie Brooks

We're pleased to welcome new PSC Travel Coordinator Katie Brooks.

Katie began working with the Travel team – reporting to Travel Manager Shannon Miller – on November 27, 2017. Prior to joining the University of Colorado, she worked for ISA (International Studies Abroad). There, she managed study abroad program experience for students from schools throughout the United States.

Outside work, Katie enjoys being outside: hiking, skiing, camping, cooking, and mentoring students through SOS Outreach, a non-profit that uses year-round, outdoor sports to engage underserved/at-risk youth.

You can reach her at Katie.Brooks@cu.edu or 303.764.3408.

Welcome to CU, Katie!

Upcoming PSC Events

No Agenda Forums

Colorado Springs Campus:
Wednesday, January 24 (9:00-11:00 a.m.)
University Center, Room 303

Anschutz Medical Campus:
Thursday, January 25 (9:00-11:00 a.m.)
Research Center 2, Krugman Conference Hall

Boulder Campus:
Tuesday, January 30 (1:00-3:00 p.m.)
UMC, Room 235

Denver Campus:
Thursday, February 1 (9:00-11:00 a.m.)
Lawrence Street Center, 2nd floor Terrace Room

We hope to see you there!