



January 22, 2020

Recent Travel Updates

In the [December 17 PSC COMMUNICATOR newsletter](#), we discussed several new or pending enhancements to the University's travel program. Many of these are in direct response to your feedback and requests.

■ International Travel Booking in Concur

You now have a choice for international airfare bookings: book directly in Concur, or work with a Christopherson Business Travel agent. Remember that the pre-trip approval process for international travel has not changed. Employees still need to submit a Concur Request with itinerary and budget. However, now you have the option of obtaining flight/quote information from either Concur or CBT. For more information, see [International Travel Booking in Concur](#) and [Booking Travel](#) How-to procedures.

■ Visa and Passport Services

Now, when you book an international trip (in Concur or through Christopherson Business Travel), look for an email from CIBTvisas offering assistance. Free services include identification of required travel documents. Services for a fee include obtaining those documents and registering travelers with American embassies. For more information and a video overview, see [International Travel for Employees](#).

■ Non-Employee Travel Booking in Concur

If you're a Travel Arranger, you just got new powers. Now you can book travel in Concur for non-employees, as well as for your designated employee travelers. All individuals identified as travel arrangers as of December 20, 2019, received this ability last month. Going forward, non-employee booking (also known as guest booking) will be given to new travel arrangers on a quarterly basis. If you're a new travel arranger and you need this capability right away – instead of waiting for the quarterly update – email Shannon.Miller@cu.edu and let her know. For more information, see [Booking Travel-Non-Employee](#) or review all your non-employee booking options in the [Booking Non-Employee Trips](#) How-to procedures.

■ How many free bags did CU travelers check on Southwest Airlines in 2018?

Brittany Polson (Anschutz Medical Campus) and Linda Park (Boulder Campus) were the best guessers in Southwest's recent trivia contest. They said 8,000; the actual number was 8,772. Both were awarded A-List status for a year.

No Change in Mileage Rates

Our mileage reimbursement rates continue without change in 2020:

- The standard reimbursement rate remains \$0.52/mile.
- If the nature of the trip and road conditions require the use of a four-wheel-drive vehicle, the 4WD rate remains \$0.55/mile.

For information on allowable miles, see the PSC Procedural Statement [Travel](#).

Reminder: Official Function Tips

Remember that tips on Official Function meal service can now be calculated as a percentage of the final bill (including tax and, if relevant, delivery charge). The maximum allowable amount remains 20%. If the final bill includes a gratuity, no additional tip may be provided. (See the PSC Procedural Statements on [Sensitive Expenses](#) and [Travel](#).)

New: Warrant Adjustment Form and Process

We've restructured the information on the [Warrant Adjustment \(WA\) form](#) to facilitate proper entry of data. As part of this update, please note the following key processing points:

- If the WA form is not completely filled out and signed, Payables staff will return the form to the department without processing.
- The current form is effective January 6, 2020. Beginning March 1, 2020, the PSC will no longer accept older versions of the form.

As a reminder, the WA form is used to cancel, or cancel and reissue, a check (also referred to as a warrant).

The WA form cannot be used to cancel and reissue a check to a different payee, or to cancel and reissue at a different amount.

A new payee or amount (or both) will require cancellation of the original check (via WA form) and submission of a new payment request with the updated supplier/amount information.

Questions? Need help filling out a WA form? Contact FinProHelp@cu.edu or call 303.837.2161.