

January 27, 2021

## New Mileage Rates effective January 1

The State of Colorado, in accordance with its requirements that mileage reimbursement be 90% of the prevailing IRS rate, has posted the following new rates:

- For reimbursable miles driven beginning 1/1/21, the standard reimbursement rate is \$0.50/mile. If nature of the trip/road conditions require use of a four-wheel-drive vehicle, the 4WD rate is \$0.53/mile.

For reimbursable miles driven 1/1/19-12/31/20, standard rate is \$0.52/mile; 4WD rate is \$0.55/mile.

On any day, mileage/transportation expenses between the [employee's home and primary work location](#) are non-reimbursable. When commuting to sites other than the primary work location, reimbursable mileage is calculated by totaling the number of miles driven that day and subtracting the total number of miles the employee would normally need to commute between home/primary work location/home.

## Airfare Reconciliation in Concur

Effective January 1, 2021, "in-program" airline tickets (tickets booked in Concur or with a Christopherson Business Travel agent) are importable expenses for reconciliation in Concur expense reports.

As discussed in our [11/23/20 PSC newsletter](#), airfare transactions can now be imported into employee and non-employee expense reports. You'll be able to create a comprehensive trip report that includes Ghost Card airfare, Travel Card expenses, and out-of-pocket (personally paid) expenses. Plus, you'll be able to split the cost of the airline ticket between more than one SpeedType during Concur expense report reconciliation.

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

## New Travel Restrictions from CDC and Mexico

**U.S. Centers for Disease Control and Prevention (CDC):** Effective January 26, 2021, passengers arriving into the U.S. must provide proof of a negative COVID-19 test taken within three calendar days prior to departure from their country of origin. Learn [more](#).

**Mexican government:** Effective through February 21, 2021, the U.S.-Mexico land border is closed to non-essential travel. This affects tourists set to travel after the original expiration date of January 21. Learn more [here](#).

## Southwest Webinar for CU Travelers

Join the Southwest Business Team for an exclusive [webinar on February 11, 2021](#) (1:00-2:00 p.m.). Learn about safety enhancements and how to benefit from the CU/Southwest Airlines Partnership, and answer trivia questions for a chance to win a FREE roundtrip flight.

## Southwest Airlines-Holiday Contest Winners

Congratulations to Mary Lou Kartis (UCCS), Anne Fleming (CU System), and Jon Sherman (Boulder), who each won a [free roundtrip ticket](#).

## Payment Voucher/Authorization Revisions

You'll soon see some changes to what you can pay using the Payment Voucher (PV) and Payment Authorization (PA) forms. The PSC has been working with the Office of University Controller and Campus Controllers to streamline the types of payment requests that can be submitted on each form, and to clarify guidance for items that are payable on the PV/PA. **Among the major changes:**

- **Refunds** – currently processed on the Payment Authorization form – will change as follows: **Refunds to individual employees/non-employees** will move to the Concur Expense System. (Exception: *Refunds to non-U.S. persons or non-U.S. addresses* will be processed on the Non-Employee Reimbursement-International form.) **Refunds to entities** will move to the Payment Voucher form and will require a W-9 unless the company is already set up in CU Marketplace.
- **Conference/Event registrations** – which can currently be processed on the PV form – will transition to payment by Procurement Card, Travel Card, Purchase Order, or personal payment.
- Similarly, **License/Certification Fees** and **Subscriptions** will transition from the PV form to Procurement Card or Purchase Order.

*Changes will likely take effect in March 2021.* Look for additional details in our next PSC newsletter.

**Questions?** At the bottom of the current [Payment Voucher/Authorization procedural statement](#), use the "Questions & Feedback" form.

## Conference Registration Tips

We see many Concur expense reports for conference registration reimbursements ... but actual conference dates are not specified. Remember that:

- As discussed in our [12/1/20 PSC newsletter](#), you cannot be reimbursed for personal payment of a conference or event registration until the event is over.
- Identifying the dates of the event in Comments on the expense report Report Header helps the Payable Services team determine appropriate processing.

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

## Better Searching in CU Marketplace

Get some tips on how to search for requisitions, purchase orders, and invoices in CU Marketplace. Learn how to export your search results and save your custom searches.

Sign up for the new [CU Marketplace: Searching for Documents](#) webinar on February 2.