

January 30, 2019

## Tapping into the Preferred Hotel Program

Did you know that a number of local establishments are part of a local preferred hotel program that benefits University employees and guests?

We often hear from people who are surprised to learn about these relationships. Our negotiated rates at the preferred hotels are lower than the rates typically available at these properties. In some cases, we've also been able to negotiate added values and extra amenities for our travelers.

Every January, we update the [Preferred Hotel Program](#) pages on the PSC website with new fliers, booking links, and amenity lists. So if you haven't checked out the information recently, you may find some welcome new rates and locations online.

To make a reservation, use the link to book on the hotel's CU website or call the hotel directly. Be sure to reference the "University of Colorado special rate." (Note that group rates may differ from individual rates posted.)

Questions about the local preferred hotel program? Contact [Shannon.Miller@cu.edu](mailto:Shannon.Miller@cu.edu).

## Strategic Procurement News

Looking to improve the look and function of your department's office space? **Look to CCI Ergonomic Furniture** to provide comfort, relieve muscle strain, and enhance productivity. For details, see the CCI punch-out catalog in CU Marketplace. On the left side of the catalog page, select 'Products' and then Ergonomics.'

**Replace your Konica Minolta/Xerox copier when your rental expires.** Older copiers require more service and cause more down-time. Our agreements allow you to obtain the latest model for no additional cost (your monthly base rate stays the same). With the latest model, you get new capabilities and enhanced functionality. You won't lose email addresses or other data stored on your old copier: Konica and Xerox will transfer all information to your new copier.

Questions? Contact [Annie.Becker@cu.edu](mailto:Annie.Becker@cu.edu).

## Booking Airfare



New to CU? Don't travel often?

Here's an overview of how to book airfare for a University trip ...

- All University travel requires pre-approval before the airfare is booked. Pre-approval for domestic travel is done within your department. Pre-approval for international travel is done through the Concur Travel & Expense System (Concur).
- Use the Concur online booking tool to make domestic airfare reservations (there is no booking fee).
- If you prefer, work with a Christopherson Business Travel (CBT) agent on domestic airfare (there is a \$20 booking fee).
- You can't make international airfare reservations through Concur. Instead, contact a CBT agent for your international trips (there is a \$20 booking fee).

Booking airfare through Concur or CBT is the preferred method. However, there may be times when you need to purchase airfare through an internet site.

- In this case, you must follow specific procedures or you may not get reimbursed for your out-of-pocket expense.
- For details on what to do, please refer to our [Internet Airfare site](#).

Looking for additional information about CU's managed travel program?

- Check out the [Travel pages](#) found on the PSC website.

Questions? Contact [Shannon.Miller@cu.edu](mailto:Shannon.Miller@cu.edu).