

February 20, 2019

TripIt Pro Offers Free Trial of CLEAR

TripIt Pro is a travel app that consolidates all of your travel information into a master itinerary ... and it's free to you through the University of Colorado!

TripIt Pro offers a number of benefits when traveling, including:

- Flight status alerts (delays, cancellations, gate changes);
- Go Now - push notification when it's time to leave for the airport;
- Terminal and gate reminders;
- Security times at DIA;
- Neighborhood safety scores;
- Nearby places (for example, places to eat near your hotel); and,
- Country-specific travel information.

Currently, TripIt Pro is offering CU travelers a free trial of [CLEAR](#). CLEAR is an identity-verification process that replaces the production and review of identity documents, getting you through airport security faster.

- **IMPORTANT!** If you elect to try out the CLEAR free trial through TripIt Pro, you'll need to enter a personal credit card into the CLEAR app. Do not enter your University Travel Card here, since CLEAR membership is not an allowable expense on the Travel Card.
- After your four-month trial period, your personal credit card will then be billed for the annual membership service fee. If you do not wish to continue using CLEAR, you'll need to take action and terminate the service to avoid incurring this charge on your credit card.

Information on how to sign up for TripIt Pro is available on the [PSC website](#).

And don't forget: you can use TripIt Pro for your personal travel, as well as your business travel!

Questions? Contact Mary.Martin@cu.edu

Preparing for FYE 2019: RFPs and Contracts

As you prepare for the upcoming fiscal year-end (FYE), remember that [purchases of goods or services over \\$500,000](#) require competition via a formal solicitation process, or RFP (Request for Proposals). This process takes a significant amount of time to prepare, evaluate, and award.

The RFP procedures require a committee to convene, a 30-day time frame for suppliers to respond, significant review of submissions, and then time to execute a contract. **Consequently, the deadline to submit an RFP using this year's funds is March 1, 2019.** RFPs submitted after that date may or may not be able to be completed within the required time frames for funding this year.

Please also note that some contracts can take a significant amount of time to execute. As we approach the final months of the fiscal year, we suggest you take stock of any renewals or new agreements you wish to have in place by June 30 – and begin working with your purchasing agent right away to ensure negotiations can be completed within your anticipated time frames. The PSC has an intense focus on contract completion all year long, but the end of the fiscal and calendar years are particularly busy times for contracts. So please submit early to ensure enough time to complete!

Questions? Contact the purchasing agent for the [commodity](#).

Non-Employee Reimbursement in Concur

Non-Employee Reimbursements (NR) in Concur are going extremely well. Thank you all for your quick adoption of the new process! To help improve that process, please note the following tip.

In December, we processed 736 NR requests and had to return a number of them to the departments in order to correct payee information. The name/address entered in Concur prints directly on the check sent to the payee – so it must be complete and accurate.

Details on how to reimburse non-employee expenses are available on the [PSC website](#).

Questions? Contact FinProHelp@cu.edu.