

March 13, 2020

Travel and Procurement Updates related to the Coronavirus (COVID-19)

The University is taking measures to help ensure the health and safety of the CU community and to mitigate transmission of the coronavirus. Please review and share the following information and take action as needed.

New CU Travel Restrictions

Effective March 10, 2020, all non-essential University-related travel has been suspended; essential travel requires approval and processing as described below.

Pre-approval Required for All New Trips

All University-related international **and domestic** travel must be approved using [Concur Request](#) prior to booking the trip. This requirement applies whether you plan to fly, drive, or otherwise travel (bus, train, etc.) out of state. If your out-of-state trip is by car, bus, or train: add a comment in Concur Request to clarify the mode of transportation.

RE-approve or Cancel Existing Trips

All trips booked before current travel restrictions were in place must be RE-approved if you want to continue with your travel plans.

To request re-approval for a previously booked trip, submit a Concur Request with the necessary information. If tickets were issued prior to March 10, add a comment to the Request, explaining that the tickets were issued prior to the current travel restrictions. Request approvers will determine if you can proceed with the trip or not.

To cancel a trip that was previously booked through Concur/CBT, contact a [CBT travel agent](#). (To cancel a trip that was previously booked outside of the University's travel management program, follow the established procedures for that booking.)

No Outside Internet Airfare Bookings

All University-related travel must be booked through the University's travel management program: either online in the Concur Travel & Expense System or through a travel agent with Christopherson Business Travel (CBT). This allows us to monitor your travel location and provide assistance if you encounter a health, emergency, or security issue – especially important during situations such as the current coronavirus outbreak.

External internet airfare purchases are not allowable during the coronavirus health crisis. If you book CU business travel through the internet during this time (March 13 through the end of the travel restrictions period), **you will not be reimbursed** for your out-of-pocket airfare bookings. (If you are in travel status and need to get home, exceptions are made for out-of-pocket airfare in these cases. Contact Shannon.Miller@cu.edu, 303.764.3457, with questions.)

Non-Employee Travel

Non-employees do not have access to submit for trip approvals using Concur Request.

As a result, the sponsoring department should request high-level review and approval for non-employee travel outside the Concur system. This may occur in the form of emails or other written communications from the appropriate approvers, which are then noted in Concur or shared with the CBT travel agent.

Canceling CU-Hosted Events

Are you considering canceling a conference or other event hosted by your department?

The PSC is working with University Legal to review cancellation options on a contract-by-contract basis.

If you have questions about contract commitments and consequences for cancellations, email your [purchasing agent](#) and attach a copy of the contract you seek to have reviewed.

Campus Delivery Updates

Deliveries to the Boulder Campus are being routed through the campus distribution center. The PSC is not aware of any changes in deliveries or receiving on the other campuses.

PSC Paper Processing Delays

Beginning March 13 and until further notice: PSC staff will be at 1800 Grant Street to process intercampus and other mail once a week (every Friday). As a result the following items can expect to be delayed: (1) UCCS check payments with campus mail delivery requested; and (2) Any check payments that require Enclosures. To minimize other delays in processing, we recommend that our campus customers and suppliers email all paper payment documents to APinvoice@cu.edu rather than sending physical mail.

Questions? Contact Shonna.Hughes@cu.edu.

Contracting/Purchasing Timelines are Stable

So far, there has been no impact to either Contracting or Purchasing turnaround times.

We're actively monitoring workload and capacity in both of these processes for planning purposes. If we begin to experience delays, we'll reach out to the University community with updates and guidance.

General Communications Reminder

Although remote work schedules are in place for many CU System staff, note that we are available [via email and phone](#). Please don't hesitate to contact us, or FinProHelp@cu.edu, with any questions.