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# PSC COMMUNICATOR

News from the Procurement Service Center

Newsletter archives: www.cu.edu/psc/newsletter
To receive the newsletter:
email your Employee ID # to FinProHelp@cu.edu
and ask to be added to the PSC newsletter list.

March 31, 2021

## Getting Back to Travel?

There are still some travel restrictions in place. Check out the Coronavirus Travel Guidance on the PSC website.

**Note that your campus may issue additional travel-related restrictions or suspensions during this time. Where campus-specific guidance is more restrictive than CU System procedures, you are responsible for following campus guidance.**

## Domestic Travel Update: Workflow/Approval

As you know, during much of calendar year 2020, all travel (domestic and international) was considered high risk and therefore required high-risk destination approval by the Chancellor/President or their delegate.

We're pleased to announce that requirements for **domestic** travel have been modified to no longer require high-risk approval.

- Approvals for domestic travel now involve only (1) the HR Manager or SpeedType Approver and (2) the Organizational level Officer.
- For an **employee**: Required approvals are obtained in the Concur Travel & Expense System by submitting a Concur Request.
- For a **non-employee**: Required approvals are obtained by email. The employee planning the non-employee's trip should first obtain approval from their HR Manager or SpeedType Approver. Subsequently, approval must be obtained from the appropriate Officer – as determined by the coordinating employee's Org unit. *(Don't know your Org/Officer? See article below.)*

**International** travel continues to be considered high-risk and therefore still requires additional approval from the Chancellor/President or delegate for all destinations.

## Who is Your Org Unit Officer?

You're ready to request approval for non-employee travel … but you don't know your Org. Or you don't know the Officer for your Org. Here's how to find out:

- If you don't know your 5-digit Org number, you can look it up in the Concur Travel & Expense System. Click on Profile (upper right corner) – Profile Settings – Company Information.
- If you don't know your Org's Officer, you can look it up in the CU-Data financial reporting system. Run the Fiscal Roles report, using your Org as the input parameter.

**Need assistance?**

Contact the Finance & Procurement Help Desk at 303.837.2161 or FinProHelp@cu.edu.

## Payment Authorization (PA) Form Update: Sponsor Refunds

**Sponsor refunds have been restored to the paper PA form for processing**. We've made this change based on feedback received from campus controller/sponsored project offices during the March transition of refund processing.

**This only affects refunds to sponsors**. Refunds to other non-individuals (entities) continue to follow the March 1, 2021, procedures and be submitted on the Payment Voucher (PV) form in CU Marketplace.

**Questions?** At the bottom of the Payment Voucher/Authorization procedural statement, use the "Questions & Feedback" form.

## PSC Suite Address Update

The 1800 Grant Street building used by CU System offices has recently undergone a redesign to respond to changing patterns in onsite/remote work expectations.

As part of this redesign, the PSC has relocated from the 5th floor to the 4th floor.

Please be advised that our physical address is now:

- Procurement Service Center
  1800 Grant Street, Suite 400
  Denver, CO 80203

Note that this does not affect our campus box address or email addresses.

## Knowledge Nook: Looking up Marketplace Invoices

After submitting a supplier's invoice for payment, have you ever wondered how to check the payment status?

- Of course, you can always ask FinProHelp.
- But you can also look up payment status directly, yourself, with guidance from our Payment Resource Center.

We have a video and step-by-step guide on Looking Up Invoices Processed in CU Marketplace available at just the click of your mouse. You can search for, and view, invoices (vouchers) in Marketplace to see invoice images and payment status. **Questions about available trainings? Training suggestion?** Fill out our PSC Training Requests form.

## New United Airlines Benefit: Bags Fly Free

We're pleased to announce that Travel Manager Shannon Miller has negotiated a baggage agreement with our travel partner, United Airlines. When traveling on official CU business, you can bring two bags (up to 50 pounds each) for free. This benefit applies to domestic/international travel and includes group bookings. We anticipate it will result in significant savings, since CU's baggage costs on United flights were $52,130 in 2020 and $164,480 in 2019.