

May 11, 2018

Employee Moves and Tax Reporting

As you know, all employee moving expenses paid by CU are taxable. This applies whether CU is reimbursing employees, paying employees a moving allowance, or paying moving companies directly on behalf of employees.

Many of you have asked how tax reporting is handled when CU directly pays moving companies.

When paying for employee moves, organizational units must follow PSC [Moving Services procedures](#). This includes working with the mandatory suppliers so that Employee Services can query payments made to those suppliers ... and subsequently report the associated tax liabilities to employees.

When paying for house-hunting trips, moving reimbursements, and moving allowances, organizational units must follow Employee Services [Moving procedures](#).

CU's Small Business Program

The goal of the CU Small Business Program is to maximize opportunities for small business concerns to work with the University of Colorado.

Small business plays a vital role in our economy. The PSC recognizes the importance of small business and supports it in a variety of ways:

- Monthly **Supplier Orientation Sessions** help suppliers understand how the CU procurement process works.
- **Public and campus outreach events and training opportunities** provide education and encouragement for small business owners.
- The [Small Business Database](#) offers departments an easy way to view suppliers who have registered as small businesses.

For additional information, contact Penny Davis, the PSC's Small Business Liaison Officer, at Penny.Davis@cu.edu or 303.764.3445.

Recap: Travel & Hospitality Expos 2018

We had a great turnout at this year's Travel & Hospitality Expos.

Over 90 suppliers and 650 faculty/staff participated in the April events at UCCS, CU Boulder, and Anschutz Medical Campus. Department attendees met representatives from our preferred hotel properties, partner rental car companies, campus conference centers, and other suppliers.

Thanks to all who stopped by!

CU Marketplace Customer Satisfaction Survey: Tell Us What You Think!

The PSC's goals are to continuously improve CU's overall customer experience and enhance the tools used for purchasing and payment processing.

In our CU Marketplace Customer Satisfaction survey, we invite you to share your thoughts and recommendations for CU Marketplace, as well as your overall satisfaction with the purchasing platform.

Your feedback is important! Please take 10-15 minutes to complete the survey. The [survey will be available](#) through May 25.

Questions? Contact Bethany Highfill at Bethany.Highfill@cu.edu or 303.764.3404.

PSC Staff News: Introducing Tahlya Cox



We're delighted to welcome new Executive Assistant Tahlya Cox to the PSC.

Originally from California (with a bachelor's degree from UC Davis), Tahlya has lived in Denver for the past few years. She joined the PSC in April 2018 and brings an extensive background in higher education administration to her new position.

When she's not at work, Tahlya spends time glass blowing, tinkering with electronics and creating LED light displays, and 3-D modeling/printing. She often combines these hobbies to make custom jewelry and other wearables that react to the environment (sounds, lights, and movements). She also enjoys camping and hiking with her husband and their beloved puppies, Cuba (a Havapoo) and Whelan (a Whoodle). We're glad you're here, Tahlya!