

May 23, 2018

Travel Tips: Support for Travelers Abroad

Traveling internationally? The University's travel assistance provider, International SOS (iSOS), provides many valuable services to faculty and staff, including:

- Pre-travel information (e.g., medical and security issues) for your destination country; works.
- 24/7 travel assistance before your trip (e.g., questions regarding in-country situations) and during your trip abroad (e.g., lost wallet);
- Continuous global intelligence reporting (including additional alerts if conditions change during your trip abroad); and,
- Emergency/crisis assistance during your trip abroad.

You're automatically enrolled with iSOS when you book your international trip with the University's travel management company, Christopherson Business Travel. If another entity arranges your international business trip – or if you book on your own – please [self-register with iSOS](#) to ensure that you receive important country-specific information in advance, and that iSOS services are available to you in case of emergency during your trip.

Purchasing Services Tips

The PSC purchasing agents are eager to help you get the goods or services you need as quickly as possible. Follow these tips to help us help **you**.

Tip #1 - Use the correct form when submitting a requisition in CU Marketplace:

- Use the Non-Catalog form when the good or service is not available from a catalog provider **and** you know the quantity and unit price of the good or service you are buying.
- Use the Standing Purchase Order (SPO) form when your good or service is not available from a catalog provider **and** your purchase is repetitive (e.g., services provided over a specific period of time).

Tip #2 - Pay attention to contracts:

- As we approach fiscal year-end, be sensitive to any contract that needs to be completed or renewed by June 30. Submit these to the PSC immediately so we have time to execute the contract before FY 2018 ends.
- If you have a small-dollar purchase (\$10,000 or less) and the supplier is requiring a contract, be sure the PSC has reviewed and executed the contract **before** you issue the purchase order.

Tip #3 - Let your suppliers know that the PSC hosts Supplier Orientations on the [second Tuesday of every month](#). These are an effective and no-cost way to learn how to do business with CU.

CU Marketplace Survey: Tell Us What You Think!

Your feedback is important – so we encourage you to complete the CU Marketplace Customer Satisfaction survey.

The [survey is available](#) through **Friday, June 1, 2018**.

CCi Final Fiscal Year-End Ordering Deadline

Friday, May 25, is the last deadline listed in the Colorado Correctional Industries (CCi) [fiscal year-end information page](#).

If you need to receive and pay for certain office furniture items before June 30, please take a moment to review the website.

Payables Services Tips

We all want to handle University invoices as quickly and efficiently as possible. Fortunately, there are a number of things **you** can do to help the Payables Services team achieve this goal. In particular, we encourage you to carefully review all payment-related forms for accuracy. This includes making sure that:

- The form is completely filled out. (Unless a field is labeled as optional, or only required under certain situations, you should expect that all fields on a form are required.)
- The form is fully approved. (Unless a signature is labeled as only required under certain situations, you should expect that all signatures listed on a form are required.)
- The form has all required supporting documentation. (Back-up material may involve a supplier invoice, a fully approved Scope of Work or Honorarium form, and/or other documentation.)
- The form is current. (Older versions of forms may not be able to be processed: for example, outdated Non-Employee Reimbursement forms use mileage rates that are no longer valid.)
- Details are provided when needed (e.g., travel dates are identified so that per diem eligibility is clear).
- Receipts are itemized and show proof of payment (when receipts are needed).
- All of the above are legible. (Emailed/faxed copies – especially when fields are highlighted with markers – often can't be read. And if we can't read them, we can't process them!)

Follow these tips, and the time you take before you submit your payment request will pay off in the end!