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PSC COMMUNICATOR

News from the Procurement Service Center

Newsletter archives: www.cu.edu/psc/newsletter
To receive the newsletter via email:
Email uis@cu.edu and
ask to be added to the User Alert list.

June 13, 2019

Payables Services Tips: Non-Employee Reimbursement

Here are some things that you can do to help the Payables Services team process non-employee reimbursements quickly.

Concur Travel & Expense System

- For official functions – in *any* dollar amount – include itemized receipt and proof of payment.
- Be sure receipts are legible.
- Request appropriate per diem. On the departure travel day, the final destination for the day determines the traveler's per diem rate all day. On the return travel day, the city from which the traveler leaves determines the per diem rate. On begin and end travel days, reimbursement cannot exceed 75% of the daily per diem rate.
- Enter complete payee name (first and last name) in Payee Field.
- All non-employee payments are sent via U.S. Postal Service. If you want the check sent to your campus department, provide your department's physical address and your department's campus mailbox in the Check Delivery Address fields.
- Mileage vs. Airfare-Traveler's Option: Requires comparison quote printed from Concur. Traveler will be reimbursed for actual mileage up to actual total flight cost (transportation to/from DIA, airfare, and destination ground transportation).
- Mileage vs. Airfare-Required Vehicle Usage: Traveler will be reimbursed for actual mileage and other allowable travel expenses if vehicle travel is required due to nature of the trip, or because multiple travelers make vehicle travel the lowest cost. Be sure to document this.

Non-Employee Reimbursement-International (NRI) Form

- Use this form to reimburse non-employees when the payments are to non-U.S. persons, or to non-U.S. addresses
- Obtain International Tax approval prior to submitting to apinvoice@cu.edu.
- Allow 10 working days from sent date to view payment information in Finance System.
- Mileage vs. Airfare-see guidance above for Traveler's Option and Required Vehicle Usage.

Questions? Contact the FinPro Help Desk at 303.837.2161 or FinProHelp@cu.edu.

PSC Staff News
Introducing Candace Cyrus

We're pleased to welcome Candace Cyrus to the PSC's Change Management team. Candace fills the new Project Manager position, reporting to Director of Change Management (and interim Chief Procurement Officer) Gisella Higgins.

Prior to coming to the PSC, Candace worked as a service contract administrator in the Boulder Campus Office of Contracts & Grants-Research & Innovation Office. She has also served as a project manager for community behavioral health centers in Boulder and Colorado Springs, and has worked in event management/hospitality at the University Center at UCCS.

Candace completed her undergraduate degree in Communication at the University of Colorado Colorado Springs. She's currently in graduate school for Organizational Leadership at CU Boulder.

A Colorado native, she grew up in Golden and Conifer. Candace enjoys cooking, outdoor activities, running, and spending time with family.

You can reach her at Candace.Cyrus@cu.edu or 303.764.3452.

Reminder: Fiscal Year-End Posting and Payment Deadlines

Please remember that Friday, June 14, is a Fiscal Year-End deadline for providing supplier information, Payment Vouchers, and invoices in order to ensure posting and payment in FY 2019. Deadlines for accruals come later.

Information is available online.

Questions? Contact the FinPro Help Desk at 303.837.2161 or FinProHelp@cu.edu.