University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

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.

July 10, 2019

Travel Tips: TSA PreCheck and Global Entry

Is your TSA PreCheck or Global Entry membership about to expire? Membership in either program lasts for five years. At CU, we've facilitated program enrollment since December 2013, which means that a significant number of CU employees' memberships will be expiring soon. Please check the expiration date on your membership and renew it, as appropriate, to avoid an unpleasant surprise at the airport!

To find out when your membership expires: Look up your TSA PreCheck membership status on TSA's website, or call 855.347.8371. Confirm your Global Entry expiration date on the front of your Global Entry ID card.

TSA PreCheck memberships can be renewed up to six months in advance. Global Entry memberships can be renewed up to a year in advance.

Your Concur Profile

Before traveling for University business, be sure to update your Concur profile to include both your personal information and the information required by TSA. Information in your Concur profile is used when booking online in the Concur Travel & Expense System or with a Christopherson Business Travel (CBT) agent.

CBT has advised us that many airlines require mobile phone information to complete the ticketing process, so please update your profile to include your cell number. That's the best way for the airline or CBT to alert you of travel delays and other disruptions.

In addition, when completing your passport information, be sure the information is complete: passport number, issuing country, date of birth, expiration date, and exact name as it appears on your official documents.

We encourage you to follow these few simple tips in order to enhance your overall travel experience.

Childcare Expenses during University Travel

At times, we've been asked if an employee traveling for University business can submit childcare expenses incurred during that trip.

Since it's a personal expense, dependent care cost is not reimbursable. For reference, please see "Personal Expenses" in the July 1, 2019 version of the PSC Procedural Statement Travel.

Shannon Miller Achieves Travel Certification

We're pleased to announce that Travel Manager Shannon Miller recently received her Certified Travel Industry Executive (CTIE) certification. Certification requires multiple online training courses, an exam, and submission of a white paper on leadership.

We value Shannon's experienced and thoughtful leadership and congratulate her on this achievement.

Introducing Beth Hascher

We welcome new Travel Coordinator Beth Hascher.

Originally from New Hampshire, Beth moved to Colorado in spring 2019. She has a Bachelor's degree from Franklin University Switzerland, and a Master's degree from the University of Edinburgh, Scotland.

Her professional experience includes working as a Finance Officer for the Fulbright Foreign Student Program (Middle East/North Africa) and as a Program Assistant at the Department of State (Bureau of Educational & Cultural Affairs).

Outside of work, Beth loves to travel and learn about other cultures (she's visited 35 countries to date). She also enjoys cycling, running, and hiking.

You can reach her at Beth.Hascher@cu.edu or 303.764.3432.

Introducing Adam Alberti-Powell

We're pleased to introduce new Administrative Supervisor Adam Alberti-Powell.

Adam comes to the PSC from The Park Adoption Community Center, where he directed programming for adopted youth and families and oversaw development and marketing for the center.

He completed his undergraduate degree in Theatre at the University of Colorado Boulder and will begin work on an MBA at the Denver campus later this year.

Born in Texas and raised in Colorado, Adam now lives in Denver with his wife and their dog. He enjoys reading, cooking, running, graphic design, and movies.

You can reach him at Adam.Alberti-Powell@cu.edu or 303.764.3406.