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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.

July 26, 2018

Travel Tips: Employee Reimbursable Mileage

Allowable reimbursable miles are those driven in excess of the normal round-trip (RT) commute to the primary work location, as presented in the following examples:

Example A - Joe has a normal 22-mile RT commute. On Thursday, Joe drives from home to Boulder for a meeting, then to his office in Denver, then home (53 miles total). He requests reimbursement for 31 miles, the miles he drove in excess of his usual RT commute (53 - 22 = 31)

Example B - Lucille takes the bus to work (8 miles RT). On Friday, she drives 24 miles total from home to an offsite training and back. She requests reimbursement for 16 miles, the miles she drove in excess of her usual RT commute (24 - 8 = 16).

Example C - On Monday, Vance drives from his UCCS office to Pueblo for a meeting, then back to the office. He requests reimbursement for 90 miles (the UCCS-Pueblo RT). Since he started and ended the Pueblo trip at his primary work location, he doesn't deduct a commute from the Pueblo trip mileage.

Example D - Shaheeda has a 14-mile RT commute. On Sunday, she drives 27 miles from home to DIA to fly to a conference. On Tuesday, she flies back to DIA and drives home. Shaheeda requests reimbursement for 27 miles on Sunday (it's not a normal work day and she didn't go to her normal work site). She requests reimbursement for 13 miles on Wednesday (it's a normal work day and she'd typically have a 14-mile RT commute: 27 - 14 = 13). *Note that although she drove "one-way" on Wednesday, she still deducts her RT commute.*

Example E - Marnie has a 3-mile RT commute. On Friday, her husband drives her from home to DIA (35 miles) so she can catch a flight for a business trip. He then returns home. Marnie requests reimbursement for 67 miles, the total number of miles her husband drove so she could fulfill her work responsibilities minus the total number of miles of her usual RT commute (70 - 3 = 67). *Note that although Marnie wasn't the one driving, she still deducts her RT commute from the total miles driven to arrive at the reimbursable mileage.*

Example F - Jose has a 60-mile RT commute. On Sunday, he drives to the office to set up for an early meeting on Monday. Jose cannot request reimbursement for any miles. It's not a normal work day for him, but it is his normal work site. Employees aren't reimbursed for mileage to their usual work place, no matter what day of the week it is.

Upcoming PSC Events

We'll be on your campus soon with these events:

- No Agenda Forums – register at www.cvent.com/d/8gqcmj/4W

We hope to see you there!

PSC Staff News: Purchasing Services Updates

Congratulations to **Jennifer Casanova**, who was recently promoted to Purchasing Services Manager. Jenny joined the PSC in September 2013 and has experience procuring a number of commodities for CU. She currently handles advertising, printing/publications, promotional items, and signage. In her new role, purchasing agents Crystal DiCino and Mel Knight report to her. You can reach Jenny at Jennifer.Casanova@cu.edu or 303.764.3413.

Kudos to **Crystal DiCino** for her promotion to Senior Purchasing Agent. While Crystal has been at the PSC for a little over a year, her background includes two decades of professional purchasing work. Crystal is currently responsible for the IT commodity. You can reach her at Crystal.DiCino@cu.edu or 303.764.3448.

Welcome to new Purchasing Agent **Mel Knight**. Born and raised in the Bronx, NY, Mel has lived in Denver for the past four years. He comes to CU with an extensive background in purchasing in the hospitality industry in Atlanta, New York, and Denver.

Mel is excited and honored to be a part of the PSC team. He enjoys cooking, stargazing with his 12-year old daughter, and traveling (favorite destinations are Egypt, Dubai, Barcelona, and Panama City). He's a huge Yankees, Lakers, and Vegas Golden Knights fan.

Mel's procurement responsibilities include catering, cell phone service, copiers, event equipment, hotels, office supplies, official functions, and travel. Contact him at Mel.Knight@cu.edu or 303.764.3437.

Welcome, also, to new Purchasing Agent **Elise Ridgway**. Originally from Idaho, Elise moved to Colorado to attend CU Boulder (Political Science degree). Her background includes purchasing and operations for a small premium tea company in Boulder and aiding in fundraising for nonprofits. Outside of the office, Elise is an avid hiker, biker, and reader. You can find her at Wash Park almost every day walking her dog, Wile E. Coyote.

Elise's commodities include charter services, professional services, and temporary employment services. Contact her at Elise.Ridgway@cu.edu or 303.764.3412.