

September 1, 2020

Purchasing Furniture from CCI

Colorado Correctional Industries (CCI) has been CU's primary furniture supplier for some time. Recently, in response to a student/faculty call for CU to reevaluate this relationship, President Kennedy formed a team to review the issues and put forth recommendations. The result: CU will be adding additional contracted suppliers as options for departments to purchase furniture. This will be accomplished by an RFP (Request for Proposal) that is expected to conclude in Spring 2021.

Until the RFP process is completed, CCI is still CU's furniture supplier, and departments should continue to follow [How to Buy Furniture](#) instructions on the PSC website. Prior to the new contracts going into effect, departments wishing to buy furniture from a supplier other than CCI are still required to complete a [waiver request](#). We'll keep you informed as the situation evolves and new contracts are developed.

Questions? Contact Charlie.Geanetta@cu.edu.

New: Remote Work Purchasing Guidance

With many employees working remotely due to the coronavirus situation, departments have questions about purchasing equipment and supplies for home use. So we've recently created new guidance on [Remote Work Purchasing Guidelines: Procurement Card/Out-of-Pocket Expenses](#). In brief, note:

- Individuals should work with Marketplace Requestors and Procurement Card cardholders.
- Department purchasers should consider allowing employees to take in-office equipment home to support their current remote work environments. (Be sure to track this equipment.)
- Personal payment/reimbursement is not the usual way to obtain items. Reimbursement of goods is limited to \$5,000 and to commodities not covered by [university price agreements](#). Department approval is required before purchasing items intended for reimbursement. *Additional approvals may be required.*
- Per Sensitive Expenses/Propriety of Expenses policies, there are restrictions on paying for flowers, gift cards, meals, personal internet, mileage/parking, and other items.

The bottom line: **Spend prudently.** CU's goal is to be fiscally responsible, especially during challenging times.

Submitting to APInvoice: PDFs, Please!

The next time you submit a Purchase Order invoice or a Warrant Adjustment (WA) form to APInvoice@cu.edu – please send it as a PDF. We often receive PO invoices as Word documents or as images (PNG, JPG, or similar file types), and we also frequently receive WA forms as Excel files. These formats can create data problems and delay processing. So – PDFs, please – for any forms and documents you send to APInvoice. (One exception: If you need to forward a *supplier statement*, please keep that in Excel!)

Clarifying Mileage Reimbursement

Departments often ask when mileage is allowable as a business expense. In response to your questions, we've updated the PSC Procedural Statement [Travel](#) effective September 1, 2020, to clarify a number of key mileage reimbursement issues.

Among the updates, we've defined new terms, Business Mileage and Travel Mileage ...

Business Mileage is mileage related to intercampus/local travel when such travel does not involve an overnight stay. On a normal workday, reimbursable business miles are those driven in excess of the normal (round-trip) commute (home/primary work location/home), regardless of the type of transportation used for the normal commute. On a non-normal workday, reimbursable business miles are the actual miles driven to local sites other than the primary work location.

Travel Mileage is mileage related to air travel and to in-state overnight travel, including travel between home or worksite and the airport; travel between home or worksite and an in-state hotel for an overnight stay; and, travel at the destination city. *Between home or worksite and the airport or an in-state hotel:* On a normal workday, reimbursable travel miles are those driven in excess of the normal (round-trip) commute. On a non-normal workday, reimbursable travel miles are the actual miles driven between home or worksite and the airport or an in-state hotel. *Travel at the destination city:* On any day, reimbursable travel miles are the actual miles driven while in the destination city.

New Guidance on Ground Transportation

We've also developed guidance on using ground transportation (Lyft, Uber, taxi, shuttle, bus, subway, etc.) instead of driving a personal vehicle.

Ground Transportation in place of Business Mileage is *not* reimbursable at actual cost. Instead, intercampus/local ground transportation costs are reimbursable up to the amount that would have been reimbursed for the employee's Business Mileage and parking. Because actual costs are not allowable, you *shouldn't* use your Travel Card to cover ground transportation in place of business mileage.

Ground Transportation in place of Travel Mileage is reimbursable at actual cost. Because actual costs are allowable, you can use your Travel Card to cover ground transportation in place of Travel Mileage.

You can find mileage and ground transportation scenarios – along with instructions on how to enter expenses in the Concur Travel & Expense System – on our new [Calculating Reimbursable Mileage and Ground Transportation](#) website.