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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.

November 8, 2018

Travel & Expense Survey Open

As part of our goals for the CU travel and expense program, we strive to continuously improve both the overall process and the specific tools you use to create travel itineraries and expense reports.

So in our 2018 Concur Travel & Expense Satisfaction Survey, we invite you to evaluate the changes made to Concur over the past year. We also ask you to rate your overall satisfaction with the travel and expense program and with the University's travel management company, Christopherson Business Travel (CBT).

Your feedback is important to us!

Please invest 10-15 minutes to answer the questions at: www.surveymonkey.com/r/2018travelandexpense.

The survey will be available through Friday, November 9, 2018.

United Airlines Update

Effective November 1, 2018, we have a new agreement in place with one of our preferred airline partners, United Airlines.

The new agreement includes significant discounts worldwide when booking your airfare through the Concur Travel & Expense System or through an agent at Christopherson Business Travel (CBT). Discounts are available when flying with United or one of its partner carriers (Air Canada, All Nippon Airways, Austrian Airlines, Brussels Airlines, Lufthansa, Eurowings GmbH, and Swiss International Air Lines Limited).

In addition to discount pricing, United provides reliable on-time departures and arrivals, and multiple flight and destination choices daily.

United is currently offering a promotion in which the standard $200 change fee will be waived for reservation changes when flying from Denver to certain cities. This promotion applies to purchases made through December 31, 2018; travel must be completed by February 28, 2019.

Questions? Contact Shannon.Miller@cu.edu.

New Form: Non-Employee Reimbursement-International

Remember that as of November 1, 2018, you use Concur to submit non-employee reimbursement requests.

Use the new Non-Employee Reimbursement-International (NRI) paper form **only for the following exceptions, since these require review by an International Tax Specialist:**

- Payments to non-U.S. persons
- Payments to non-U.S. addresses

Questions? Contact FinProHelp@cu.edu

Do you Purchase Software as a Service?

Did you know that there are over 5,000 Software as a Service (SaaS) products in use throughout CU?

The PSC and the Office of Information Security have put together a checklist as a starting point for anyone interested in SaaS products. The checklist is intended to provide guidance when making SaaS purchases and to help purchasers understand and anticipate the impacts of SaaS solutions.

If you have SaaS purchases on the horizon, please review the checklist on the Office of Information Security website.

Questions? Contact Michael.Viola@cu.edu.

PSC Staff News: Bethany Highfill is New Scientific Contracts Manager

We're pleased to announce that PSC staff member Bethany Highfill was recently promoted to the role of Scientific Contracts Manager. She replaces Luann Heath, who retired from this position last month.

Bethany joined our office in October 2017 as Strategic Procurement Analyst.

In her new role, Bethany remains on the Strategic Procurement team but will now be responsible for managing relationships with Airgas, Fisher Scientific, and other key scientific suppliers for the University.

Congratulations, Bethany!