

November 19, 2019

Get Ahead of the Holidays: Calendar Year-End 2019 Processing Deadlines

As you know, the academic campuses and System Administration have varying December holiday closures. To ensure that your calendar year-end procurement needs are met, please note the following critical dates and escalation procedures. *The PSC will endeavor to complete the items received by the deadlines identified below, before the System holidays. However, completion cannot be guaranteed for all items due to specific circumstances associated with each request.*

Critical Dates to ensure processing by December 23, 2019 ...

Requisitions: Monday, Dec 2

This is the last day to submit requisitions in the Marketplace. The above deadline assumes that no contract is required for the requisition to be processed, that all necessary information is attached to the requisition, and that all departmental approvals have been obtained.

For any urgent procurement (i.e., where there is a risk of service interruption or work stoppage) and the requisition was not submitted by December 2, please work with your PSC contact to determine if alternative solutions are required.

Supplier Invoices in Marketplace & Paper Forms (PA, SSP, NRI):

Friday, Dec 6

This is the last day to submit to APIInvoice@cu.edu.

For supplier invoices, the PO/SPO# must be noted on the supplier invoice and, as usual, supplier payment terms apply. For paper forms, all required documentation and signatures must be provided.

Payment Vouchers in Marketplace & Expense Reports in

Concur: Friday, Dec 13

For Payment Vouchers, this is the last day to provide campus approval, and all required documentation and signatures must be included (e.g., fully approved SOW form, invoice, other required documentation). PVs must be in the AP Final Review workflow step in the Marketplace and ready for processing by the PSC.

For reimbursement reports, this is the last day to provide campus approval.

Miscellaneous Requests: Wednesday, Dec 18

Cancel Checks - last day to submit to APIInvoice@cu.edu.

Procurement Card/Travel Card Applications - last day to submit to Procurement.Card@cu.edu.

Approving Official Requests/Changes - last day to submit to Procurement.Card@cu.edu.

Cardholder Updates - last day to submit to Procurement.Card@cu.edu.

Change Order Requests - last day to submit to Change.Order@cu.edu. *The PSC will do its best to complete change order requests received by this date, but cannot guarantee that they will be executed by either CU or the supplier prior to close of business on December 23.*

Escalation procedures

During System Office closure days of December 26, 27, and 30, departments may communicate with their PSC contact directly via email. The out-of-office response from your PSC contact will provide instructions as to whom you should contact for URGENT issues.

We wish all of you a productive processing time, and a happy holiday season.

Revised Guidance on Tips

We're modifying procedures related to the calculation of tips on services. Effective December 1, 2019, please note:

- **For tips on meal service related to Official Functions**, the maximum allowable amount is now 20% of the final bill (**including tax**), if the final bill does not already include a tip. If the final bill includes a set amount (of any percentage) for gratuity, then no additional tip may be provided.
- **For tips on ground service transportation** (taxi, shuttle, Uber, Lyft, etc.), the maximum allowable amount is 20% of the service charge, if the final bill does not already include a tip. If the final bill includes a set amount (of any percentage) for gratuity, then no additional tip may be provided. Reasonable tips are allowable on courtesy ground transportation.

Remember that the Meal & Incidental Expense Per Diem amount includes tips for per diem meals, maid, porter, bellhop, and curbside baggage check-in: these cannot be claimed separately.

The PSC Procedural Statements on [Sensitive Expenses](#) and [Travel](#) will be updated accordingly, effective 12/1/19.

Coming in January: International Travel Booking in Concur

Great news: Beginning early January 2020, you'll be able to book international travel in the Concur Travel & Expense System. Here's how it will work:

- Prepare and submit your Concur Request for approval of international travel. (This procedure has not changed.) As part of the Request, identify your itinerary and budget. Beginning in January, you'll be able to obtain the itinerary and quote from Christopherson Business Travel (CBT) or from Concur.
- When your Request is approved, book the ticket through CBT or Concur, as you prefer. In Concur, you'll need to enter the approved Request ID Number along with your SpeedType information.
- If you're traveling on federal grant funds (Fund 30 SpeedTypes), you'll need to comply with grant requirements, including the Fly America Act. (Contact your campus sponsored projects office to ensure that you're aware of all restrictions for your specific grant.) When searching for flights in Concur, you'll see a Fly America icon designating compliant flights.

For additional information, see our new International Travel Booking website at

<https://www.cu.edu/psc/international-travel-booking-concur>.