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PSC COMMUNICATOR

News from the Procurement Service Center

Newsletter archives: www.cu.edu/psc/newsletter
To receive the newsletter:
email FinProtHelp@cu.edu and ask
to be added to the PSC newsletter list.

December 17, 2019

Coming January 6: International Travel Booking in Concur

Over the years, feedback from travelers at all campuses has consistently shown an interest in the ability to book international airfare in the Concur Travel & Expense System (Concur).
So we're pleased to announce that beginning January 6, 2020, you have a choice for your international airfare booking:

- Book directly in Concur. (Just like domestic bookings, international bookings in Concur will incur no booking fees.)
- Work with a Christopherson Business Travel (CBT) agent, as you do today.

Department/Campus Pre-Trip Approval

Employees still need to document itinerary and budget (obtaining flight/quote information from either Concur or CBT) and submit a Concur Request for approval of international travel prior to purchasing airfare tickets.
Concur will continue to route Requests to the traveler's department approver (or a SpeedType approver) and then to the appropriate Officer (the designated international travel approver for the employee's organizational unit). For high-risk destinations, as identified by University Risk Management, Concur will also route the Request to the Chancellor/President or their delegate for approval.
When your Request is approved, you can proceed to book in Concur or continue to contact CBT.

Procurement Service Center Review

When you book an international trip in Concur, your ticket is sent to the PSC for review to ensure your travel Request has been approved. Your ticket is held for up to 24 hours to enable PSC review. If you have not submitted a Concur Request, your airfare purchase will be denied. If your Request is still pending approval, the approvers will be notified and given up to 24 hours to take action before tickets are granted. (Flights to high-risk destinations will not be ticketed without full approval.)

Federally Funded Travel

As usual, if your international trip is covered by one or more Fund 30 SpeedTypes, you 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 an icon designating Fly America-compliant flights.

For additional information, see our International Travel Booking website.

New: CIBT Visa and Passport Services

We've recently finalized a contract with CIBT – a global company that helps travelers understand and fulfill document requirements for international travel.
Now, when you book an international trip – in Concur or with a Christopherson Business Travel agent – you'll receive an email from CIBT offering assistance, e.g., identifying required travel documents (no-cost service), obtaining those documents, and registering travelers with American embassies.
Be sure to obtain departmental approval prior to incurring expenses for CIBT services. You can then use the Travel Card (or, since it's a pre-travel expense, the Procurement Card) to pay for them. Note that the CIBT website allows another individual (your travel arranger, expense delegate, or other departmental person charged with fiscal responsibilities) to request services for a traveler.
For additional information, see http://cibt.com/cu.

Coming Soon: Booking Non-Employee Travel in Concur

Good news: Travel arrangers will soon be able to book trips in Concur for non-employees. All current travel arrangers will receive the ability to book guest travel later this month.
After the December update, the PSC will identify new travel arrangers on a quarterly basis and update their access to include guest booking capability. New travel arrangers who need this ability immediately (as opposed to waiting for the quarterly review) can contact Shannon.Miller@cu.edu.
You will still have the option to book non-employee trips (1) by using Christopherson Business Travel, or (2) with department approval, by setting up a non-employee to book travel directly with CBT. Non-employees can also make their own travel arrangements and work with the sponsor department to request reimbursement.

Southwest Airlines Benefits and Trivia Contest

Southwest Airlines is proud to be a partner in CU's travel management program. As a benefit of this partnership, the airline is offering 50% bonus Rapid Rewards points through January 31, 2020, on flights purchased through Concur or Christopherson Business Travel. Rapid Rewards program information/enrollment is available online.

Win A-List Status for a Year

With Southwest bookings, your bags travel free. So here's a trivia question for you … How many free bags did CU travelers check in calendar year 2018? Email your guess (by December 30, 2019) to SWAEngagement@wnco.com, subject CU Trivia. The winner (to be drawn by December 31, 2019) will receive A-List status on Southwest Airlines for a year.