

May 18, 2016

Business Travel News Highlights Infrequent Traveler Communications at CU

In a [collection of articles focusing on traveler happiness](#), Business Travel News (BTN) recently [highlighted the University of Colorado's Infrequent Traveler communications](#).

BTN's premise was, "The happier managed business travelers are with the tools ... their companies provide, the more they will engage with the programs."

The Infrequent Traveler communications target a subset of travelers who need just-in-time training on the University's Travel Program and the Concur Travel & Expense System. The goal is to support those travelers in ways that suit their learning preferences as well as their learning needs.

Working with the University of Notre Dame, CU launched the program in January 2015. When an employee books travel through Concur or Christopherson Business Travel, the booking tool searches past trips to see if the person has traveled in the last 12 months.

Individuals who have not traveled in the last 12 months receive a series of three brief emails – the first at time of ticketing, the second a week before the trip, and the third when the trip ends. Each email provides links to policy and system reminders, available in either online animations or text pages.

BTN provides monthly news, analysis, and research to 44,000 corporate executives whose responsibilities include setting company travel policy and managing business travel/meetings.

Staff News: Introducing Colleen Shaffer

We're excited to welcome new Contracts Administrator Colleen Shaffer to the PSC Contracts Services team.



Colleen works closely with the Purchasing Services team and campus departments to negotiate procurement agreements. She has a Masters of Governmental Administration degree from the University of Pennsylvania and an extensive background in contract administration and management – in both government and private sectors.

Welcome, Colleen, to CU and to the PSC!

Strategic Procurement News: New Dell Items on CU Marketplace

We're pleased to announce a new Dell catalog in CU Marketplace. Among the exciting changes you'll find there are the following:

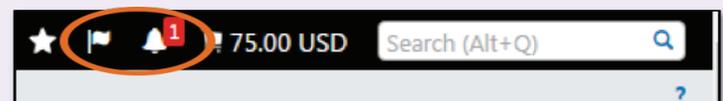
- The 7000-series laptops (7270, 7470, and 7370 ultraportable) can now be customized to add touch screen. These models replace the older 7250, 7450, and XPS13 machines.
- The Surface Pro 4 is now available through Dell in the CU Marketplace. By purchasing Surface Pros through Dell, you get the benefit of Dell support/warranties (as opposed to Microsoft).
- There are several upgrades now available. A variety of cables and adapters have been included as options within several model configurations, making it easier to order those accessories. For the Optiplex desktop, an ergonomic keyboard and selection of graphic cards are now options. Sound bars have been added as options for monitors when ordered as stand-alone or as part of a configuration.
- Each unit comes with Dell's 3-year warranty included in the price. The price for optional warranty years 4 and 5 has been significantly reduced on several models.

Questions? Contact Duane Tucker at duane.tucker@cu.edu or 303.764.3453.

Change to Marketplace User Interface

Your action items and notifications (in the upper right corner of the screen) now appear as icons instead of text. The flag icon is for your action items and the bell icon is for your notifications.

Questions? Contact FinProHelp@cu.edu, 303.837.2161.



Fiscal Year-End Prep

Your last procurement cut-off date is Friday, May 20.

That's the last day to submit requisitions that will use FY16 funds.

Your requisitions must be approved, and all necessary documentation provided to the PSC. Requisition comments must state that the procurement needs to be received by June 30, 2016.

Questions? Contact the appropriate purchasing agent for the specific commodity.