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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.

September 18, 2017

## Redesigned Travel Webpages Go Live

We've redesigned the Travel section of the PSC website!

Check out www.cu.edu/psc and click on Travel in the top navigation. You'll see:

- Overall, a cleaner look. More white space. More consistent terminology. And direct, friendly instructions.
- New navigation buttons to guide you based on what you need to do. Take the quick path to Travel Apps, Booking Travel, or Reconciling Expenses.
- Travel information broken down by employee, non-employee, student, and group ... as well as by domestic vs. international trips. Get the info you need for the specific trip at hand.
- Top travel links available from every page. If you land on one page from a Google search, you'll find full context.
- Training integrated into procedural pages. Access how-to video/procedures right away.
- Training information now easily searchable on HTML pages as opposed to PDFs. This means fewer clicks and faster searches.

We've also added guidance for several frequently-asked topics, including:

- Fly America Act and federal funds;
- Group travel;
- Internet airfare; and,
- Personal/business travel combined.

**Questions on the new website?** Contact FinProHelp@cu.edu or 303.837.2161.

**Questions on the University's managed travel program?** Contact PSC Travel Manager Shannon Miller at Shannon.Miller@cu.edu or 303.764.3457.

## Non-Employee Travel with Scope of Work

Work with independent contractors? When a Scope of Work (SOW) is involved, do not use separate mechanisms to directly pay for non-employee travel expenses. This means you do not cover their airfare, lodging, rental car, or other trip costs with a Travel Card, purchase order (PO), or Non-Employee Reimbursement form (NR).

Instead, use the payment mechanism associated with the approved SOW. For small-dollar services, this will be a Payment Voucher form. For large-dollar services, this will be a PO/SPO invoice.

## PSC Town Halls in October

Get up-to-date on Procurement Service Center news and events at a PSC Town Hall. PSC staff will be on all campuses in October to discuss a variety of procurement topics.

Registration is available now for the following Town Halls:

- October 4: CU System
- October 5: UCCS
- October 10: CU Denver
- October 11: CU Anschutz Medical Campus
- October 12: CU Boulder

**Questions?** Contact Denise Nakamichi at Denise.Nakamichi@cu.edu.

## Reminder: Pre-Approval for International Travel

Traveling internationally for a CU business trip? Your first step is to obtain pre-approval using the Concur Travel & Expense System. This applies whether your trip is funded by CU or by an outside entity.

International travel pre-approval through Concur allows the University to properly review the benefits and risks of international trips before you make your travel arrangements. It also helps travelers review any regulatory compliance or export control requirements for their destinations.

Requests first route to the traveler's HR supervisor for approval. Then, they route to the designated International Travel Approver (officer) for the traveler's HR organizational unit. Requests that include travel to a high-risk destination also route to the chancellor (or, for System employees, to the president) for approval.

When an international trip is fully approved, Concur emails Christopherson Business Travel (CBT), the traveler, and (if relevant) the traveler's expense delegate. At this point, you can contact a CBT agent to ticket your airfare and make your travel arrangements.

For more information, please refer to the step-by-step guide on the PSC website.

**Questions?** Contact FinProHelp@cu.edu or 303.837.2161.