

October 25, 2016

CU Marketplace Home Page gets a New Look

Based on your feedback, we've made some improvements to the CU Marketplace.

Beginning Monday, October 10, 2016, the home shopping page was redesigned to offer a cleaner look and easier search functionality. You'll now find strategic suppliers, forms, and other catalog suppliers, conveniently organized in alphabetical order.

Travel & Expense Survey: Tell Us What You Think!

We invite you to take the 2016 Concur Travel & Expense Satisfaction Survey.

It is our goal to continuously improve the University's overall travel and expense program and to enhance the tools you use to arrange travel itineraries and to create both travel/reimbursement and Procurement Card reports.

The 2016 survey asks for your evaluation of the changes made to the system over the past year, as well as your overall satisfaction with the travel and expense program.

Your feedback is important! So please plan to spend the 5-10 minutes needed and go to www.surveymonkey.com/r/2016travelandexpense. The survey will be available through November 1, 2016.

Questions? Shannon.Miller@cu.edu or 303.764.3457.

Supplier Showcase Directories Now Online

Were you impressed with one of our Supplier Showcase exhibitors last month ... but can't quite remember their name?

From the Purchasing Services website (<https://www.cu.edu/psc/purchasing-services>), you can now easily connect to the array of Supplier Showcase exhibitors for this year's (2016) events.

On the PSC Supplier Showcase Directories page (<https://www.cu.edu/psc/psc-supplier-showcase-directories>), you'll find a list of exhibitors for this year's Showcases at Anschutz Medical Campus, Boulder Campus, and Colorado Springs Campus.

Reminder: PSC Town Halls

Get up to date on Procurement Service Center news and events at a PSC Town Hall.

The town hall schedule includes an event on each campus and concludes with a webinar in case you can't attend a town hall on site.

Register now at <http://www.cvent.com/d/fvqkfj>.

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

Travel Card and Reimbursement Tips

Here are a few top tips in response to frequently asked questions or common issues with Travel Card use and reconciliation.

Keep in mind that travel/reimbursement reports and Procurement Card reports have different approvers.

For travel/reimbursement reports, you select either HR Supervisor approver or SpeedType (Finance fiscal role) approver. For Finance fiscal role approvers, if your approver does not automatically populate in the approval flow, or if it is the incorrect approver, delete the incorrect name and type an asterisk (*) in the field. This is a wildcard that will pull up all available approvers, given the SpeedType identified on the report header.

As a best practice, combine mileage/parking expenses for a given month on a single expense report.

(Fraudulent charges and credits do not need to be on a separate report.) However ... create separate reports for expenses related to any trip with air travel and/or per diem. For example: Prepare one report for your October conference in Atlanta ... and combine all your October campus-to-campus mileage expenses on another report.

To avoid tax consequences, submit all expenses related to a single trip together, within 90 days of the trip end date.

For that conference in Atlanta, you may have paid the conference registration (or other advance fees) on your Travel Card several months earlier. Those charges should be submitted at the conclusion of your trip, along with the rest of the trip expenses. Note: All other non-trip-related travel/reimbursement expenses should be submitted within 90 days of the transaction date.

One more thing about conference registration fees on your Travel Card: We suggest you start your trip expense report when the registration fee transaction is imported into Concur. Include the actual travel dates in the report name or header comments. This helps us identify transactions that are not considered 90 days past due (because the related trip is still pending) and saves us time when sending out our reminder emails.

Keep in mind that non-travel reimbursements are allowable for the personal purchase of goods – not services.

However, there are additional restrictions on goods that are covered by a mandatory price contract – e.g., office supplies or furniture. Such items should be obtained through the appropriate supplier in the CU Marketplace.

Questions? Contact FinProHelp@cu.edu.

Upcoming PSC Events

PSC Town Halls

Wed., Oct. 26 (1-3:00 p.m.): UCB UMC, Room 235

Thu., Oct. 27 (2:00-4:00 p.m.): Webinar

