

June 17, 2011

Get the New Travel Card!

The new US Bank VISA Travel Card makes the entire University travel process simpler. For one thing: since it's a corporate liability card, the University pays the bill directly to US Bank.

If you travel on behalf of CU, you'll want to have one. NOTE – you'll need to apply for the new card even if you already have the old (personal liability) Travel Card...the change won't happen automatically.

It's easy to get:

- Submit the Cardholder Application-Travel Card form, available on the [PSC Forms website](#). Employees and affiliate fiscal staff are eligible to apply.
- Complete the online course Travel and Travel Card Training. You'll find it in SkillPort, on the training page of the myCU portal.
- The card will be sent to your work address within about 2 weeks of online course completion. Be sure to enter your card number in your Profile in the Concur Travel & Expense System. (To learn how to do this, see our [Step-by-Step Guide](#).)
- We'll close your old (personal liability) card after you receive your new (corporate liability) card.

Now you're ready to use your card. It's designed to cover most of your University trip expenses, including hotel reservations made online in the Concur Travel & Expense System or directly with the establishment. You can even use it for your meals in travel status...just keep in mind that if you spend more than per diem amount and if your reimbursable expenses don't offset this, you may need to reimburse the University at the end of the trip. You'll accomplish your reconciliation of trip expenses – as usual – in Concur, after trip end.

Note on Registrations: If you're registering for a conference or other event, work with the Procurement Card cardholder in your department to cover that expense. Here's why:

Your event registration is typically paid and reconciled in advance of the trip. For the Procurement Card cardholder, who tends to submit frequent expense reports, this is simply part of the process. In this case, using a Travel Card would likely require the preparation and submission of an additional expense report. So stick with the procurement card for these situations.

Questions? Talk to the [FinPro Help Desk](#).

Step-by-Steps Help You Travel

If you haven't recently reviewed our learning resources for travel, take a look: we have a number of [Step-by-Step Guides](#) available online to help you with your travel processing...for yourself and for others.

You can also sign up for a [Concur Travel Training](#) session on your campus this summer.

New Cash Advance Card Available

We have a new procedure for requesting travel advances: the new US Bank VISA Cash Advance card.

To learn how to request and reconcile advances, see the PSC Procedural Statement Cash Advances. The application form for the Cash Advance card is on the [PSC Forms page](#).

Email Notifications About Travel

We are often asked about automated communications on trip information. Following is a quick overview.

Individual **itineraries are emailed** as noted below:

- When you book a trip for yourself or for another employee, whether using Concur Travel & Expense or working directly with an agent at Christopherson Business Travel, the traveler receives an itinerary via email. (Look for the SpeedType listed at the top of the email, near the traveler's name.)
- The primary travel arranger for the traveler receives an emailed copy of the itinerary.
- The traveler's HRMS Supervisor also receives an emailed itinerary. (If this person doesn't need to receive itineraries, he or she can write a rule in Outlook to redirect or file it.)
- If additional individuals need to be copied on a traveler's trip information, the traveler can identify them in his or her Profile – ask the FinPro Help Desk consultants how to do this.

In addition, **weekly summary reports are emailed** to the following individuals or campus offices:

- Persons within the campus sponsored projects office get reports of trips booked that week using Fund 30/31.
- Staff of the campus international affairs office and staff of risk management receive reports of international trips.
- The designated campus approvers of international travel also receive reports of international trips booked each week for individuals in their respective organizational units.

Want to learn more about travel communications? Contact the Finance & Procurement Help Desk at 303.837.2161.

CU Marketplace Information & Training

Org Fiscal Managers are responding to requests for information this month in preparation for University-wide implementation of CU Marketplace. If you have questions about approvers (fiscal staff on SpeedTypes) or about who in your department needs access to the Marketplace, contact Amy.Gannon@cu.edu, 303.764.3426.