

## **January 1 Updates: Policies, Procedures, Forms** <sup>[1]</sup>

January 13, 2014 by [normandy.rodén](#) <sup>[2]</sup>

The January 1 semiannual update cycle includes a few changes to policies, procedures, and forms. Among them:

- **Alcoholic Beverages:** Administrative Policy Statement, PSC Procedural Statement, and Official Function form clarify approval requirements when Fund 36 (development) monies are used
- **Mileage Rates:** PSC Procedural Statement Travel, Non-Employee Reimbursement form, and Concur Travel & Expense System updated to reflect mileage rates in effect as of Jan 1 (new standard rate is 50 cents/mile)
- **\$75 Receipt Threshold for Travel:** PSC Procedural Statement Travel and Concur Travel & Expense System now identify that single-item travel expenses over \$75 (and official functions in any dollar amount) require a receipt ... previous threshold for travel was \$25 and \$25 remains the threshold for Procurement Card receipts

Questions? Contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu) <sup>[3]</sup>.

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