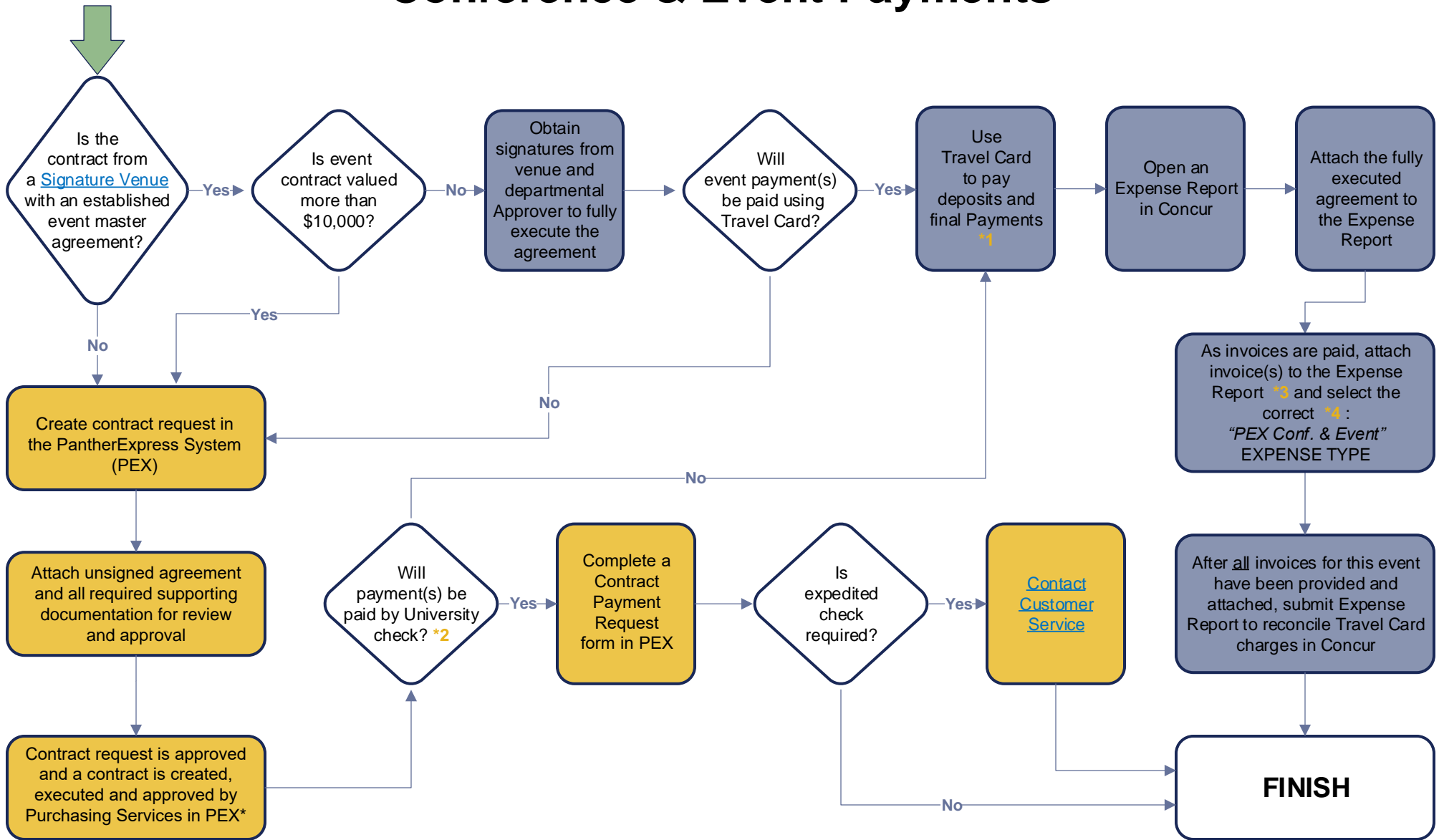


Conference & Event Payments



*NOTES:

1. If a Conference & Event agreement has been processed through the PantherExpress (PEX) System and the Travel Card is used for payment, the following procedure is required to establish an audit trail:
 - Open an Expense Report in Concur
 - Record the PEX Contract Number in the Expense Report's 'Comment' field in Concur
 - Record Concur's 'Report Key Number' in the Contract 'Comments' field in PEX

2. For consistency in processing payments for Conference & Event and to avoid duplicate payments, the same method of payment must be used throughout the life of the transaction
3. Submit only one Expense Report per event
4. Select either "PEX Conf. & Event Payment" or "PEX Conf. & Event Payment w/ Alcohol"

KEY:

◇ Decision Point

■ PEX System

■ Travel Card