

Except for contracts with a [Signature Venue](#) using the University-negotiated master event agreement template and valued at \$10,000 or less, all Conference & Event contracts, regardless of cost, must be processed using a [Contract Request](#) in the PantherExpress System. Review the following procedures and contact Purchase, Pay & Travel Customer Service [online](#) or at 412-624-3578 if you have questions.

## Established Signature Venue Agreements

A [Signature Venue](#) is a company with whom the University has negotiated an agreement template to facilitate and simplify event planning and contracting for University departments. Contract review and signatures from Purchasing Services are not required if your booking is with a [Signature Venue](#) and the contract is valued at \$10,000 or less. Become familiar with the list of [Signature Venues](#) that have a negotiated agreement template with the University and follow the procedure for processing and paying for Signature Venue template agreements in the PantherExpress System:

### For Signature Venue Agreements \$10,000 or under

- Contact the venue to make arrangements
- Request the University-negotiated agreement template from the venue (review template examples on the [Purchase, Pay & Travel website](#))
- Obtain signatures on the agreement from both the venue and the departmental approver. All contracts must be signed by both parties to be fully executed and for payments to be processed against them, regardless of the payment method used.
- Submit the fully executed agreement through a [Contract Request](#) within the PantherExpress System with: 1) the contract type selected as "Conference & Event - Signature Venue"; 2) the **under** \$10,000 option selected.
- Once submitted, the Contract Request will go through the following workflow: 1) assigned department reviewer- will approve the request, "create the contract" in the module and attach the executed agreement; 2) Department second signature - will approve the contract.
- Choose the method of payment (review the [Conferences & Events Payments Flowchart](#) for more details):
  - Pay with University check - complete a Contract Payment Request Form in the PantherExpress System. Contact [Purchase, Pay & Travel Customer Service](#) with any special expedited check requests.
  - Pay with [University Travel Card](#).

### For Signature Venue Agreements over \$10,000

- Contact the venue to make arrangements
- Request the unsigned University-negotiated agreement template from the venue (review template examples on the [Purchase, Pay & Travel website](#))
- Submit a completed and approved [Directed Sole Source Justification Form](#) (DSSJF)
- Submit the unsigned agreement and any supporting documentation through a [Contract Request](#) within the PantherExpress System with 1) the contract type selected as "Conference & Event - Signature Venue" and 2) the **over** \$10,000 option selected.
- Once submitted, the Contract Request will route to Purchasing Services for review and signature. Purchasing Services must sign the agreement; do not sign the agreement at the department level.
- Choose the method of payment (review the [Conferences & Events Payments Flowchart](#) for more details):
  - Pay with University check - complete a Contract Payment Request Form in the PantherExpress System. Contact [Purchase, Pay & Travel Customer Service](#) with any special expedited check requests.
  - Pay with [University Travel Card](#).

## Hotel Agreements

All contracts with any hotel, regardless of dollar amount, must be initiated through Anthony Travel's Hotel Program Manager. The Hotel Program Manager has authority to negotiate agreements on behalf of the University and is responsible for cultivating hotel relationships and managing the overall Hotel Program. Examples: 1) Hotel conference or meeting space reservation; 2) Room blocks of 10 or more rooms (including reserving a block of rooms which will be paid for by attendees, not the University). Follow the procedure for requesting and paying for all hotel agreements, regardless of dollar amount, in the PantherExpress System:

- Submit a [Contract Request](#) within the PantherExpress System with the contract type selected as "Conference & Event Hotel (Room Blocks/Conf Space)". Once submitted, the contract request will go through the following workflow:
  - Assigned department reviewer – will approve the request showing that they approve the event/room block to take place and allow the Anthony Travel Hotel Program Manager to start sourcing for the hotel
  - Anthony Travel Hotel Program Manager – will work directly with the department to: source hotels based on the request; negotiate the hotel agreement; receive acknowledgement from the department on hotel agreement terms; request proper supporting documentation according to the event/agreement, for example: Certificate of Liability Insurance (COLI) evidencing \$1,000,000 in liquor liability coverage for events in which alcohol will be served; DSSJF for contract amount greater than \$10,000; W-9 for new vendors; Tax-exempt form; Credit Card Authorization form.
  - Assigned department approver – will approve the request showing that they approve of the hotel agreement that Allison sourced/negotiated.
- The Contract Request will route to Purchasing Services for final review and signature. Purchasing Services must sign the hotel agreement; do not sign the hotel agreement at the department level. Once the hotel agreement is fully-executed by Purchasing Services, any follow-up Banquet Event Orders (BEO's) can be signed at the department level, however, if the event incurs any contractual changes, an amendment will need to be processed through a Contract Request Renewal/Amendment in the PantherExpress system.
- Choose the method of payment (review the [Conferences & Events Payments Flowchart](#) for more details):
  - Pay with University check - complete a Contract Payment Request Form in the PantherExpress System. Contact [Purchase, Pay & Travel Customer Service](#) with any special expedited check requests.
  - Pay with [University Travel Card](#).

### All Other Event Agreements

Follow the procedure for requesting and paying for any non-Signature Venue or non-hotel event venue with a venue-provided agreement:

- Contact the event venue to make arrangements
- Request an unsigned agreement from the venue and read carefully to understand the entire agreement.
- Complete and have approved a [Directed Sole Source Justification From \(DSSJF\)](#) if the event agreement exceeds \$10,000.
- If alcohol will be served, obtain a Certificate of Liability Insurance (COLI). Visit [this page](#) for more details.
- Submit the unsigned agreement and supporting documentation through a [Contract Request](#) within the PantherExpress System with the contract type selected as "Conference & Event – Non-Hotel". Once submitted, the Contract Request will route to Purchasing Services for review and signature. Purchasing Services must sign the agreement; do not sign the agreement at the department level.
- Choose the method of payment (review the [Conferences & Events Payments Flowchart](#) for more details):
  - Pay with University check - complete a Contract Payment Request Form in the PantherExpress System. Contact [Purchase, Pay & Travel Customer Service](#) with any special expedited check requests.
  - Pay with [University Travel Card](#).

#### *Additional information and details:*

1. Information about serving alcohol at University-sponsored events - the University requires three supplemental items for University-sponsored events where alcohol will be served. This includes cash bars, i.e. the University is not paying for the drinks but alcohol is still being served in connection with the event. The three required items are:
  - Written exception approval must be obtained to process payments for an event where alcohol is being served, in accordance with [University Policy FN 28](#). See the "General" section of the Expense Reimbursement Eligibility Quick Reference Guide at the end of the policy for more information. A list of exception approvers can be found at the beginning of the policy.
  - A list of attendees, including non-University employees, is required to comply with IRS provisions.
  - Certificate of Liability Insurance (COLI) evidencing liquor liability coverage or host liquor liability coverage. The venue's COLI must: name the venue as the insured; evidence at least \$1 million in liquor or host liquor liability insurance coverage, either separately or within the general liability policy, and; be current as of the date of the event.
2. Examples of agreements that must be processed using a [Contract Request](#) in the PantherExpress System:
  - All agreements valued more than \$10,000, regardless of whether they are a Signature Venue.
  - Agreements with non-standard terms & conditions which may include, but are not limited to the following: meeting space agreements, hotel room blocks (10 or more), conference facilities and event centers; event-related agreements, such as equipment rental or entertainment contracts; catering. Visit [this page](#) for more details.
3. Requests from venues to obtain a Certificate of Liability Insurance (COLI) from the University - occasionally a venue where the University will be holding an event will require that the University provide a COLI. Please use the following procedure to comply with this requirement:
  - Check the fully-executed venue agreement to confirm it requires the University's COLI
  - The department holding the event must submit a [Certificate of Insurance request](#) to the Office of Risk Management.
  - Department must provide the Office Risk Management with a fully executed contract.
  - Department must provide advance notice of at least ten (10) working days to the Office of Risk Management
  - Note: the University cannot agree to a Waiver of Subrogation and prefers not to name a venue as an "Additional Insured."
4. Direct-bill payment options - some venues offer a direct bill payment option for meeting space and lodging. In these cases, the venue will provide a credit application. Follow instructions for the applicable situation:
  - The credit application contains terms and conditions: forward credit application to Purchase, Pay & Travel Customer Service by sending an email to [PPTcustomerservice@cfo.pitt.edu](mailto:PPTcustomerservice@cfo.pitt.edu) with the subject "Request for Direct Billing."
  - The credit application does not contain terms and conditions: the departmental event planner may complete the credit application and sign it.
  - The credit application requires University credit information: 1) submit a [University Business Profile Request to Purchase, Pay & Travel Customer Service](#) to have a copy of the University of Pittsburgh's business profile forwarded

## Checklist for Conference & Event Agreements

to you, and 2) use the University's [Pennsylvania Sales Tax Exemption Certificate](#) to verify the University's tax exempt status in Pennsylvania as a Nonprofit Educational Institution. For events held outside of Pennsylvania, please check to see if there is an [exemption form](#) for the state in which the event will take place.

### 5. Deposits and payment – details and checklist

- For all deposits and payments, you must have a fully-executed agreement. All agreements over \$10,000 or with a non-Signature Venue for any amount must be submitted through a [Contract Request](#) in the PantherExpress System. Payments can be made either by check through completing a Contract Payment Request form in the PantherExpress system or by using the [University Travel Card](#). Each event should use only one payment method for the life of the executed agreement.
- A list of attendees, including non-University employees, should be included as supporting documentation for all conferences and event at which food is paid for by the University. Review “Business purpose meals, meetings, and events” in Section I of [University Policy FN 28](#) for more information.
- Process for check payments - once a fully-executed agreement has been processed through the procedures described in the processes described above, create a Contract Payment Request Form in the PantherExpress System. Contact [Purchase, Pay & Travel Customer Service](#) with any special expedited check request.
- **Process for payments using the University Travel Card - when Purchasing Services approval is NOT required.** See Signature Venue Agreements- Under \$10,000 for the procedure.
  - Use Travel Card to pay deposits and final payments
  - Open an Expense Report in Concur
  - Attach the fully-executed agreement to the Expense Report
  - As Travel Card payments are made, attach receipts to the appropriate line item in the Expense Report. Use expense type “PEX Conference & Event Payment”
  - After all invoices for the conference or event have been attached, submit expense report to reconcile Travel Card charges. Note: There should only be one expense report for the entire conference or event. You may receive reminder notices to reconcile your charges before the receipts are all available.
- **Process for payments using the University Travel Card - when Purchasing Services approval IS required.** See Signature Venue Agreements-Over \$10,000, Hotel Agreements, and All Other Event Agreements for procedures.
  - Create a Contract Request within the PantherExpress System
  - Once the Contract Request and fully-executed agreement has been processed and approved through Purchasing Services, use the University Travel card to pay deposits and final payments.
  - Open an Expense Report in Concur and make note of the assigned Contract Number in the PantherExpress System (i.e. FY2022-11100-CONF)
  - As Travel Card payments are made, attach receipts to the appropriate line item in the Expense Report. Use expense type “PEX Conference & Event Payment”
  - After all invoices for the event have been attached, submit expense report to reconcile Travel Card charges. Note: There should only be one expense report for the entire conference or event. You may receive reminder notices to reconcile your charges before the receipts are all available.

6. Audit Procedure - the following audit procedure applies when using a Travel Card to pay invoices for Conferences & Events and requires a [Contract Request](#) submission into the PantherExpress System. It does not apply to Signature Venue Contracts – Under \$10,000. For audit purposes:

- All payment transactions and invoices associated with the event must be attached to the Expense Report and processed through Concur. The same method of payment must be used throughout the life of the conference or event. For example, if a deposit is paid using the Travel Card, all future and final payments must also be made with the Travel Card; if the deposit is made with a University Check, the future and final payments would also be made by University Check.
- Submit only one Expense Report in Concur per conference or event after all conference/event expenses have been paid, invoices received, and receipts attached.
- Each conference or event must be entered on a separate Expense Report. Expense Reports with more than one conference or event will be rejected by Payment Processing.