

Purchase, Pay & Travel

Travel and Expense Management

Lunch and Learn

May 17, 2023



Important

- The presentation will be recorded. All Zoom participants will receive an email with the link to the recording. The recording will also be available on the Purchase, Pay & Travel website following the session.
- All participants are automatically muted on Zoom to avoid any background noise throughout the presentation.
- Enter any questions into the chat feature of Zoom throughout the presentation.

On Today's Call

Anthony Travel

Crystal Timmerman- Director, University Business Travel

Ricky Madrid-Conference and Events-Hotel Program

Ashlin Shinn-Conference and Events-Hotel Program

University of Pittsburgh

Emily Duchene- Travel Program Manager

Tammy Nolan- Manager- Purchase, Pay & Travel Customer Service

Elizabeth Lanzy-Supervisor-Payment Processing and Compliance

Phillip Fry-Expense Report Analyst-Payment Processing and Compliance

Caitlin Mutkus-Communications Specialist

Agenda

- Industry Updates
- Managed Hotel Program
- OneCard

Industry Updates

- Summer price increases
- Advanced Booking
- Paid Seating
- Enterprise Car Rentals
 - Drivers are required to provide a valid drivers license and credit card in their name at time of pick up
 - Admins can not rent on their credit card

Managed Hotel Program

If you qualify for any of the following below you will work through the Hotel Program:

- You need a block of 10 or more sleeping rooms per night at a hotel
- You need meeting space at a hotel
- You need a combination of both 10+ sleeping rooms per night and meeting space at a hotel

If you do qualify for any of the above Hotel Program Requirements: Submit a Contract Request within the PantherExpress System with the contact type selected as “Conference & Event- Hotel (Room Block/Conf Space)”.

University Preferred Hotels: Please feel free to pass this along to your visitors, guest, alumni, and parents to use the page to book the PITT rate at the hotel of their choice. They are able to select the hotel of their choice, make/pay for the reservation, and receive the PITT discounted rate.

University OneCard

- Please make OneCard your default form of payment in Concur Profile
- University OneCard is the University's preferred form of payment for the items listed in the link below
 - [Payment Method Comparison Chart](#)
- Fraud Alerts
 - Cardholders are encouraged to enroll in fraud alerts
 - Enrolling will allow for cardholder to authorize transactions JP Morgan flags as suspicious and to stop fraudulent charges
 - Visit this [link](#) for instructions

Questions?

Contact Information

- Purchase, Pay & Travel Customer Service
 - Submit an [online inquiry](#) or call 412-624-3578 (4-3578 or “HELPU”)
- Anthony Travel Booking Consultants
 - Call 412-246-9024 or email Pitt@AnthonyTravel.com
- Managed Hotel Program:
 - Ricky Madrid- rickymadrid@anthonytravel.com
 - Ashlin Shinn- ashlinshinn@anthonytravel.com
- Emily Duchene, Travel Program Manager:
 - Call 412-624-4398 or email educhene@cfo.pitt.edu
- Travel Card Administrator
 - For the status of an application or other questions specific to the University Travel Card, email the Travel Card Administrator at pittcreditcards@cfo.pitt.edu
- Visit the [Purchase Pay Travel Website](#)