

Purchase, Pay & Travel

Travel and Expense Management
Lunch and Learn
August 11, 2022



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
Allison Jones- Conference and Events-Hotel Program

University of Pittsburgh

Tammy Nolan- Manager- Purchase, Pay & Travel Customer Service
Phillip Fry-Expense Report Analyst-Payment Processing and Compliance
Jennifer Theleen-Communications Manager
Caitlin Mutkus-Communications Specialist
Emily Duchene- Travel Program Manager

Agenda

- Anthony Travel-Travel Consultant Team
- Managed Hotel Program
- What to Expect When Traveling
- Concur Overview
- OneCard Solution

Anthony Travel

Anthony Travel Consultants:

- Melissa Mohar
- Chrissie Akarman
- Cheryl Elkins
- Tiffany Ross

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412-246-9024

Anthony Travel

Managed Hotel Program

If you qualify for any of the following below you will work through the Hotel Program “Conference & Event- Hotel (Room Block/Conf Space)”:

- Block of 10 or more sleeping rooms per night at a hotel
- Hotel meeting space and/or a combination of both 10+ sleeping rooms and meeting space

All room block/conference bookings **MUST** be submitted at least 2 weeks before the event to ensure proper time for sourcing and contract reviews. Always reach out to Allison Jones directly before contacting any hotel about your sleeping rooms or event needs.

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Reminders:

- Individuals/departments do not have signing authority on any hotel provided agreements.
- All contracts must be sourced through the managed hotel program.
- All contracts must have a signature from Purchasing Services prior to the event.
- Both Allison Jones and Purchasing Services will assist with all reviews of the contracts for any unintended consequences.

Benefits to using Hotel Program:

- Assistance with contract negotiations from an industry professional
- Sourcing assistance (locating the hotel that best suits event needs)
- Competitive rates by leveraging hotel relationships and spend from a national travel agency
- Less risk in agreements (attrition, cancellation, early departure fees)

What to Expect While Traveling

Travel email series providing guidance on the current travel industry.

- Reduced Flight Schedules
- Luggage When Traveling
- Hotel Costs and Amenities

To view all emails that have been sent visit our [website](#).

Foreign Transaction Fees

Departments will not be charged the 3% fee for foreign currency transactions with the University Travel Card effective May 1, 2022

- Each foreign transaction fee must be added to an expense report in Concur as an individual line item.
- The traveler must allocate only the line item(s) for foreign transaction fees to the following Travel Account: 02.02105.00000.000000.00001. All other line items should be charged to the appropriate department or grant dependent on the default account code used for the expense report.
- Once the traveler submits their completed expense report in Concur, it will be routed to the approver of the travel account to review and approve the foreign transaction fee line items. Final review and approval will be completed by Payment Processing & Compliance.

Concur Overview

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
- Allison Jones, Managed Hotel Program:
 - Call 412-267-7151 or email allisonjones@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](#)