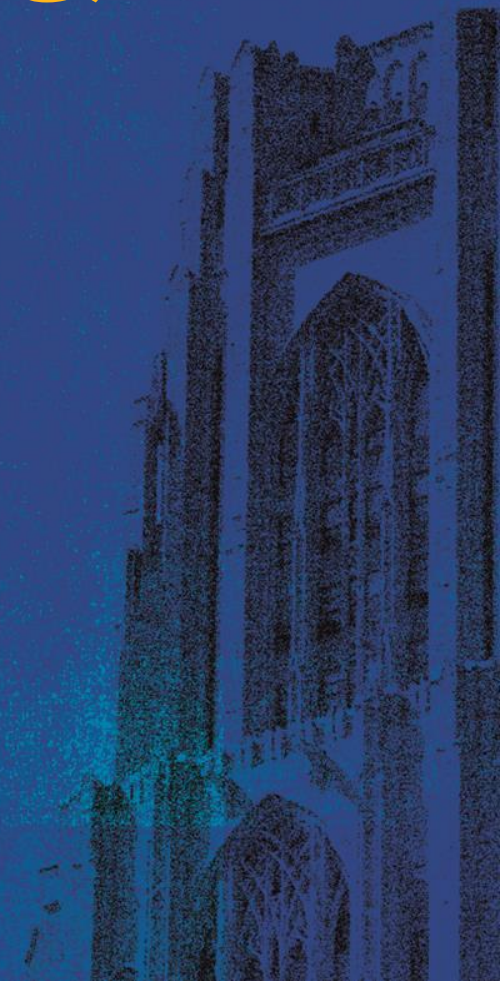


Purchase, Pay & Travel

Travel and Expense Management
Lunch and Learn
February 15, 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

Purchase, Pay & Travel

Emily Duchene- Travel Program Manager

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

Stephanie Jones- Director- Payment Processing and Compliance

Elizabeth Lanzy-Supervisor-Payment Processing and Compliance

Philip Fry-Expense Report Analyst-Payment Processing and Compliance

Jennifer Theleen-Communications Manager

Caitlin Mutkus-Communications Specialist

Agenda

- Unused Ticket Update
- Mileage Rate
- Car Rental
- JPM OneCard & Integrated Payables
- Foreign Transaction Fees
- Q&A

Unused Ticket Bank

- March 2021 Unused Ticket Bank was established
- Effective February 1st Unused Ticket Bank depleted
- Use of these funds saved the University \$450K
- Moving forward all airfare will be charged to the credit card set as the default card in their Concur Profile

Mileage Rate

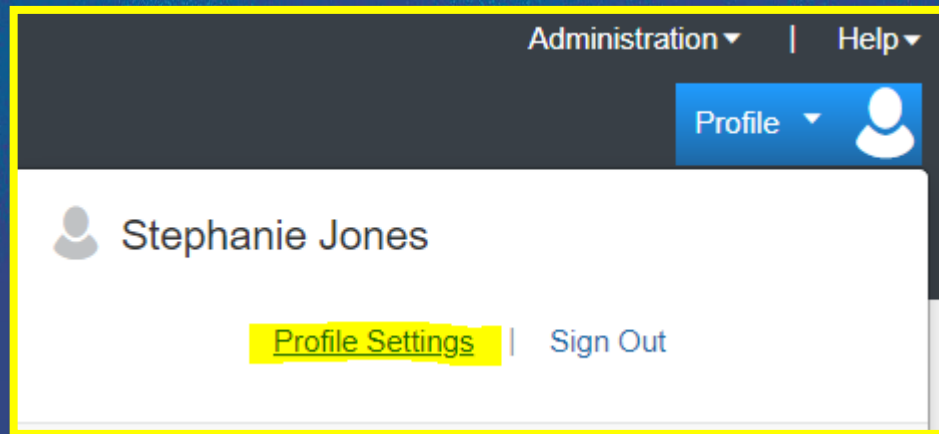
- IRS mileage rate increased on 1/1/23 \$0.655
- Concur Expense was not updated until 1/10/23
- Any mileage claimed from 1/1/23-1/9/23 was incorrectly reimbursed
- Travelers who were reimbursed incorrectly will be notified to submit under Alternative Mileage Calculator expense type for the remaining \$0.03 per mile

Car Rental

- When booking a car for faculty or staff the driver must present a credit card in their name when picking up the vehicle
- Guest bookings-the guest should present a credit card in their name and the department will submit for a guest reimbursement following the trip
- Student rentals contact PPT Customer Service for guidance.
- There are no prepaid car rentals.

OneCard

- Statements
 - Cardholders need to pull their own statement
 - It is not advisable to ever give your username and password in PaymentNet for someone to pull statements.
 - If you give someone your password to Payment Net, please note that they will be able to see your address, phone number, card number and limits.
- Default OneCard in Concur
 - Set this card as your default in Concur Profile



Profile Options

Select one of the following to customize your user profile.

Personal Information

Your home address and emergency contact information.

Company Information

Your company name and business address or your remote location address.

Credit Card Information









You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

Credit Cards

Go to top

The University of Pittsburgh's preferred method of payment for all travel is our university card. Please click *here* to sign up for the card.

[+ Add a Credit Card](#)

Card Type	E-Receipt Enabled	Display Name	Sponsored Card	Credit Card Number	Expiration Date	Default	Update/Delete
		Corporate Card		██████████	██████████	   	 

Save

Use this card as the default card for:

- Plane Tickets Rail Tickets Car Rentals Hotel Reservations

Foreign Transaction Fees

- JP Morgan system had a glitch that led to the foreign transaction fees to appear in Concur
- University is working with JP Morgan to resolve issue
- The cardholder should allocate these fees to 02.02105.00000.000000.000001
 - Please note the reference code
- Use expense type **Foreign Transaction Fees**

Integrated Payables

- For Concur – Guest Expense and Student Payments
- All individuals (including guest speakers, honorariums and students) will be set at Immediate payment terms.
 - They will continue to receive checks unless they would like to receive an ACH/Direct Deposit payment.
 - If so, please include a comment in the expense report that says they want an ACH/Direct Deposit payment along with their email.
 - And please let them know that we will send them a link to the JPMorgan enrollment system to sign up for ACH/Direct Deposit.

Questions?

Contact Information

- Purchase, Pay & Travel Customer Service
 - Submit an [online inquiry](#) or call 412-624-3578 (4-3578 or “HELPU”)
- 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](#)