

# Purchase, Pay & Travel

Travel and Expense Management  
Lunch and Learn  
June 8, 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

Cheryl Elkins-Pitt Dedicated Travel Consultant

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-New Addition
- Managed Hotel Program
- Airline Industry
- Navigating Travel Disruptions
- Forced Reconciliations
- Foreign Transaction Fees

# Anthony Travel

Welcome to Cheryl Elkins

## 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 of Pittsburgh Travel Page: 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.

# Airline Industry

## Airline Pilot Shortage-

- Mandatory retirement at 65 for pilots
- Almost 50% of pilots will need to retire by 2030
- 14,500 pilots needed to be hired annually to fill that void
- Only 5,000-7,000 pilots produced annually in US

## What does this mean for travelers?

- Fewer flights available
  - United Airlines 13% down from 2019
  - Delta Airlines 16% down from 2019
  - American Airlines 8% down from 2019
- Higher ticket prices
- Expect delays, cancelations and flight changes

[https://www.insidehook.com/daily\\_brief/travel/pilot-shortage-through-2030](https://www.insidehook.com/daily_brief/travel/pilot-shortage-through-2030)

# Navigating Travel Disruptions

- **Afterhours Assistance**
  - Anthony Travel After-hours: 40–50-minute wait time
  - Airlines 4-5 hours wait time
- **Rebooking**
  - Airlines will only rebook on their airline
  - Anthony Travel will explore all airlines to get you to your destination
- **Utilize mobile apps to stay informed**
  - Triplt Pro
  - Airline apps

# Navigating Travel Disruptions Continued

- **Travel Waivers**
  - Issued by the airlines if there is any cost incurred from flight disruption
  - If airline does not offer to cover all costs ask to speak to a manager or contact Anthony Travel if you booked through the University's program
- **Options in event of flight cancelation and new flights are not readily available**
  - Car rental may be an option depending on distance
  - Hotel room can be promptly booked to allow you to get out of a congested airport and booked on next available flight
- **Flexibility**
  - **Leave a day earlier if possible**
- **Patience**



# Air Service Update

## Air Service Update

### AIR CANADA

- Operating daily service to Toronto, with Montreal resuming on June 1.

### *Alaska*

- Alaska continues to operate nonstop service to Seattle. A second daily flight begins June 16.

### American Airlines

- Serving Charlotte, Chicago, Dallas, Miami, New York-JFK and LGA, Philadelphia, Phoenix, Raleigh/Durham, and Washington, D.C. Partner British Airways resumes London service June 3.

### Breeze

- In May, Breeze has nonstop flights to Charleston, Norfolk, Hartford and Providence.

### DELTA

- Operating nonstop service to Atlanta, Boston, Detroit, Minneapolis, New York-Kennedy, and New York-LaGuardia.

### jetBlue

- JetBlue continues to operate nonstop service to Boston with up to three daily roundtrips.

### Southwest

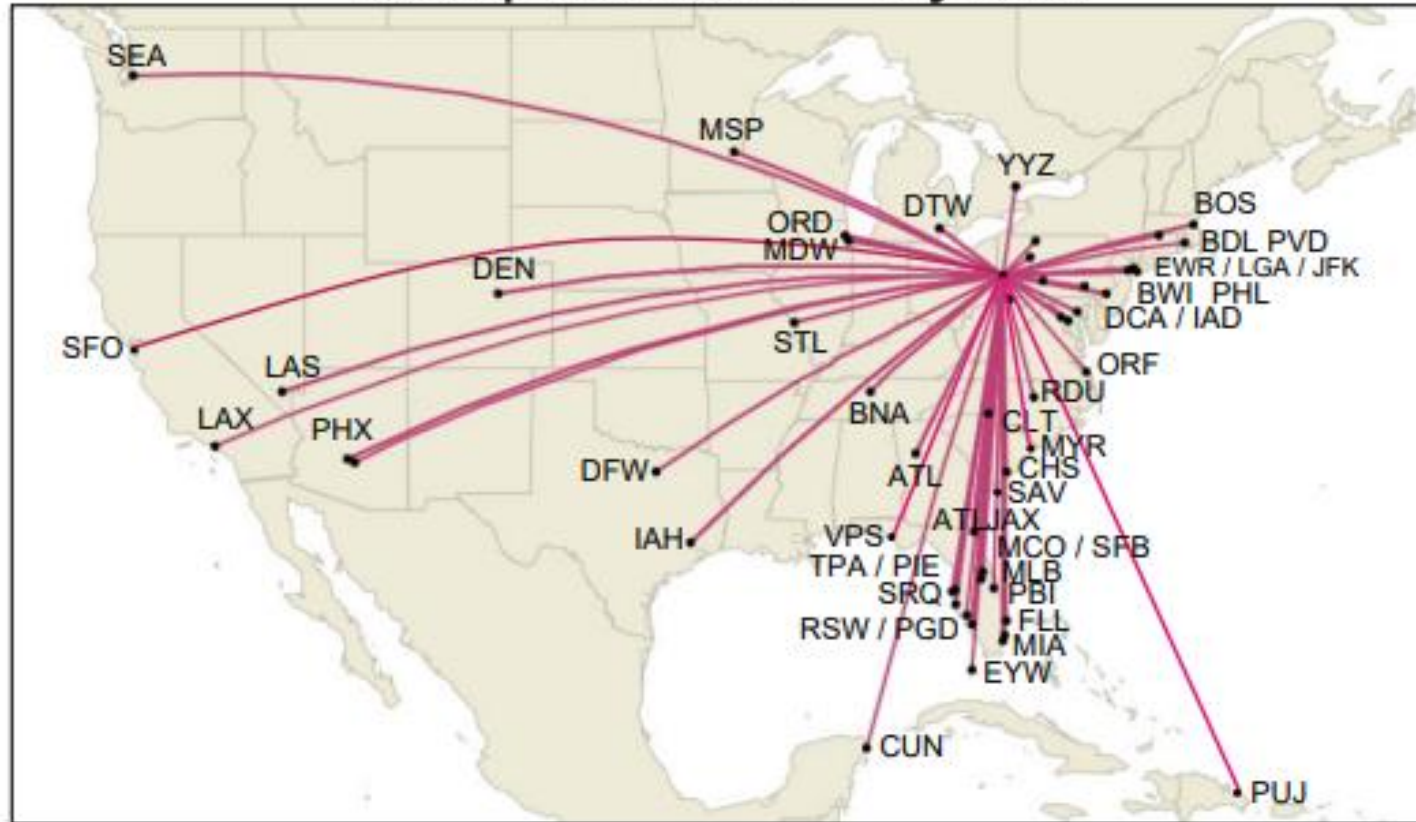
- Operating flights to Atlanta, Baltimore, Cancun, Chicago-Midway, Denver, Ft. Lauderdale, Ft. Myers, Las Vegas, Nashville, Orlando, Phoenix, Sarasota/Bradenton, St. Louis, and Tampa.

### UNITED

- Operating nonstop service to Chicago-O'Hare, Denver, Houston, Newark, San Francisco and Washington-Dulles.

# Air Service Update

## Nonstop Destinations – May 2022



# Fiscal Year End

The annual FYE Forced Reconciliations are taking place

With Fiscal Year End – Please comment which Fiscal Year the Expense Report should be in

- Once on Payment Processing has on a Report DO NOT remove
  - You can change the Expense Report Name on the Header
  - You can change the GL Account
- Add valid receipts to justify the business purpose the travel.
- If you want the report in this Fiscal Year please complete and submit your report
- If the report has already gone thru the whole approval process, approvers: look at the account # used and do a journal entry if it's incorrect to put it to the correct acct #.

Please note:

- If you are not traveling until next year, most likely the expense report should not be submitted until next Fiscal Year.

# 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.

# 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](mailto:Pitt@AnthonyTravel.com)
- Allison Jones, Managed Hotel Program:
  - Call 412-267-7151 or email [allisonjones@anthonytravel.com](mailto:allisonjones@anthonytravel.com)
- Emily Duchene, Travel Program Manager:
  - Call 412-624-4398 or email [educhene@cfo.pitt.edu](mailto:educhene@cfo.pitt.edu)
- Visit the [Purchase Pay Travel Website](#)