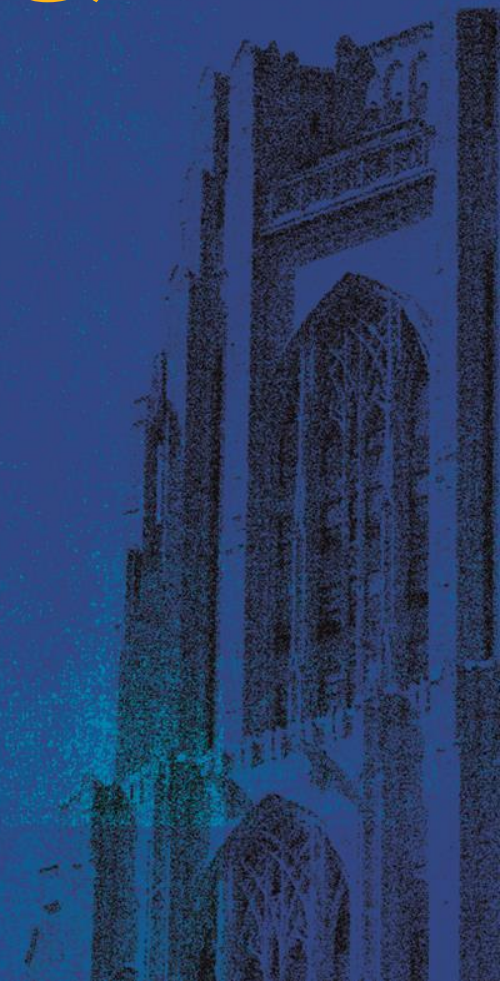


Purchase, Pay & Travel

Travel and Expense Management
Lunch and Learn
July 13, 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-New Addition
- Managed Hotel Program
- Covid-19 Testing Restrictions
- Hotel Industry
- Car Rental Industry
- Airline Industry
- FX Fees

Anthony Travel

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.

US Covid-19 Restrictions

Effective June 12, 2022- All Covid-19 US inbound flights testing restrictions have been lifted

If you are planning any international travel:

- Be aware of your destination country's COVID-19 regulations. Check the US Department of State [travel page](#) and the CDC's [website](#) to stay informed of the most recent travel restrictions.
- If you are traveling to a destination that requires testing, be sure to have a plan in place for a potential positive testing result prior to departure.

Hotel Industry

- Continued staffing shortages
- Hotel Amenities may not be available
- Housingkeeping services
 - Fresh towels
 - Beds being made
 - Daily room cleaning
- Self-service kiosks

Car Rental Industry

- One-way rentals
- Inflated pricing due to vehicle shortages
- Minimum rental days

University contracted pricing with Enterprise/National products pricing is rates are still locked in at contracted prices and include insurance

Emerald Club provides perks and offers contactless key pickup using their app when booking rentals with National.

Airline Industry

London Heathrow Airport (LHR) – Limiting daily passengers to 100,000 until September 11, 2022

- LHR asking airlines to stop selling any more tickets for summer travel
- Travelers should avoid connections through LHR until after 9-11-22
- The University travel management team will be reaching out to travelers currently booked through LHR to advise on possibility of cancelations
- Bookings through the University's managed travel program will be advised at time of booking not to route through LHR

Airline Industry

Airline	Total flights scheduled	Total cancellations	% Flights canceled
American Airlines	515,801	17,138	3.3%
Southwest Airlines	629,627	15,664	2.5%
Delta Airlines	489,738	9,064	1.9%
United Airlines	372,406	8,642	2.3%

*Statistics from Newsweek reported from January through June 2022

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
- 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
- Visit the [Purchase Pay Travel Website](#)
- 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