Purchase, Pay & Travel

Travel and Expense Management

Lunch and Learn

December 5, 2023

Important

o 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.

o All participants are automatically muted on Zoom to avoid any background noise throughout the presentation.

o 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-Hotel Program Manager

University of Pittsburgh

Emily Duchene- Travel Program Manager
Tammy Nolan- Manager- Purchase, Pay & Travel Customer Service
Elizabeth Lanzy-Manager-Payment Processing and Compliance
Jessica Rybak – Payment Processing Coordinator - PPC
Sarika Sethia – OneCard Administrator - PPC
Stephen Vallejo - Expense Report Analyst - PPC
Caitlin Mutkus-Communications Specialist

Agenda

- Travel Program Price Audit
- Passport Processing Times
- Mobility Works
- Managed Hotel Program
- Concur Changes: Pitt General Policy
- Expense and Payment Reminders
- Tax Updates

University of
Pittsburgh

Travel Program Price Audit

An independent third-party will be conducting an ongoing formal audit of prices available through Pitt's Travel Program on a quarterly basis. This audit compares the price for airfare and car rental searches to the top destinations for Pitt travel, through the following booking platforms:

- Concur online booking tool that works in conjunction with Anthony Travel, Pitt's contracted Travel Management Company

- Direct booking through the travel provider (i.e. airline or rental agency)

- Consolidator sites (i.e. Expedia, Orbitz, etc.)

Review the audit results by visiting <u>this page</u>

University of Pittsburgh

Passport Processing Times

- As of November 6, 2023, the processing times are as follows:
  - Routine: 7 to 10 weeks
  - Expedited: 3 to 5 weeks

- Processing times only include the time your application is at one of the passport agencies or centers. Mailing times are not included in processing times. The total time to get your passport includes both processing and mailing times.

- **If your passport is going to expire or you need to obtain a first-time passport, submit your application as soon as possible to account for the extended processing times.**

- Visit the U.S. Department of State website for information and links to renewing or obtaining your passport. If you require additional assistance with obtaining a Visa or Passport, visit the Global Operations Support website, note that a fee is attached for using these services.

Mobility Works

Mobility Works is a local organization that rents handicap accessible vehicles.

- Local to the Pittsburgh area, they also assist in finding handicap accessible vehicles nationally.

- This local organization has built their business around ensuring everyone is able to travel and is committed to assisting ADA travelers.

- For more information about Mobility Works, visit the PPT website.

University of Pittsburgh

Managed Hotel Program

Departments needing the following:

- Room block of 10 or more sleeping rooms per night
- Meeting space at a hotel
- Combination of both

- Submit a Contract Request within the PantherExpress System with the contact type selected as "Conference & Event- Hotel (Room Block/Conf Space)"

- Directed or Sole Source Justification Form (DSSJF) must be
    - Provided when contract exceeds $10,000
    - Fully completed including description
    - Proper signatures as indicated in MyDisclosure Database
    - Submit via DocuSign,"live" signatures or Adobe
    - For additional details refer to https://www.coi.pitt.edu/mydisclosures

University of Pittsburgh

Concur Changes - Pitt General Policy

To improve efficiency and user experience with managing expenses in the Concur system, a new process is available in Concur to reconcile non-travel expenses for OneCard purchases.

This new policy went into effect on September 25, 2023

Instead of the selecting the Pitt General Expense Policy, you will select one of the following:
- **Pitt Travel**
- **Pitt Non-Travel**

The two new expense-specific reports tailor the required report fields to the types of expenses the user is submitting, eliminating any unnecessary fields. Training materials are available on the Concur Travel & Expense Sharepoint Site.

University of Pittsburgh

Expense Reminders for Purchases and Reports

- <u>Miscellaneous Purchases</u>
  - Miscellaneous expense type should **Only be selected** in rare occurrences, please select best expense type for purchase.
  - If the miscellaneous category is selected when the expense can be placed under a different category, reports will be returned to the report owner for the correct expense type to be for the expense and resubmitted
  - Common expenses that are incorrectly placed under "miscellaneous"
    - Food Purchases for offices, teams or trips
    - Trophies
    - Conferences
    - Express/Regular Mail
    - Office/Scientific/Event Supplies

University of **Pittsburgh**

Expense Reminders for Purchases and Reports

- Alcohol on Expense Reports
  - If you will be purchasing alcohol with University funds, you must get a **PRIOR** approval memo from your supervisor to attach to the expense report **prior to submitting** the report.
  - Reports without the memo attached will be returned. This will result in a delay in the report being fully approved and will likely cause additional work for both the expense owner and approvers.

- Accidental personal charges made on the OneCard
  - Submit the expense report for OneCard charge, by selecting "personal/non reimbursable" as the expense type **NOT** the actual expense type for the charge.
  - Submit the expense report **PRIOR** to sending the reimbursement check to Payment Processing.
  - Review the report to obtain the correct amount due to the University and write check in that amount

University of **Pittsburgh**

Expense Reminders for Purchases and Reports

- <u>Accidental personal charges on the OneCard Continued</u>
  - Write the 6 Digit Report Key number in the memo of the check.
  - Send the check addressed to the following:

    University of Pittsburgh

    Payment Processing & Compliance

    C/O Jessica Rybak

    200 S. Craig Street – 210 Craig Hall

    Pittsburgh PA 15260

Expense Reminders for Purchases and Reports

- Honorariums
  - When submitting honorariums, **add a comment** to the expense report to notate if it is in-person or virtual.
  - Meaning was it performed inside the US or outside of the US.

- University-Wide Contracted Supplier Payments
  - Payments for University-wide Contracted Supplier's invoices should be submitted through the PantherExpress System **NOT through Concur**.

University of Pittsburgh

Tax Updates and Information

Please review the following tax information and latest helpful updates:

- The tax exemption for the District of Columbia is currently pending. Currently, there is not an effective date for the new exemption to be processed but it will be added to the PPT website when available.

- Illinois does not accept state tax exemption for lodging and meals.

- Please note: that when paying for lodging, there can be many tax items billed such as; occupancy tax, local, resort, these are payable, however the State Sales Tax is exempt when using the State Sales Tax exemption. This includes Pennsylvania and the other state sales tax exemptions on the PPT website.

University of Pittsburgh

Tax Updates and Information

Tax Exemptions for OneCards vs Personal Cards

- It is highly recommended to use your OneCard for allowable purchases to ensure acceptance of the State Sale Tax exemption by merchants and suppliers. Using the OneCard further ensures the funds stay within the department for future spending opportunities.

- Purchases made on personal cards, are not guaranteed to be reimbursed the State Sales Tax charged because the Pitt OneCard was not used.

- Departments can make more stringent restrictions on the non-reimbursement of State Sales Tax paid on personal cards due budgetary constraints.

- For more information about tax exemptions, visit the State Tax Exemption and W-9 page on the PPT website.

University of
PITTSBURGH

Donations

- Donations **are** to be paid via PantherExpress **are not to be paid** on your OneCard or your Personal Credit Card.

- Donations should not be processed through Concur

- These are not advertisements, prizes, tables - business entertainment, awards or any other expense type

- Donation need to be placed on a specific sub-code via PantherExpress which is not available within Concur
  - Ensuring proper recording during the Tax reporting for the University

University of Pittsburgh

Rents

- Rents **are** to be paid via PantherExpress and **are not to be paid** on your OneCard or your Personal Credit Card.

- Rents should not be processed through Concur
    - This is for rental for University Business
    - As these are 1099 reportable by IRS regulations

- Rents for temporary housing during relocation is permitted to be paid and reimbursed via Concur.
    - These are typically submitted as relocation expenses
    - The Relocation deadline for 2023 is December 8, 2023, after that date all relocation expenses are required to be held until January 2024

University of Pittsburgh

Questions?

University of Pittsburgh

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:
  - Allison Jones- Call 412-267-7151or 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

University of Pittsburgh