

Purchase, Pay & Travel

Travel and Expense Management
Lunch and Learn
March 2, 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.

Introductions

Anthony Travel

Crystal Timmerman- Director, University Business Travel

University of Pittsburgh

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

Phillip Fry-Expense Report Analyst-Payment Processing and Compliance

Jennifer Theleen-Communications Manager

Emily Duchene- Travel Program Manager

Agenda

- University Standards and Guidelines
- University Wide Contracted Supplier
- Concur Online Booking Tool
- University Travel Card

University Guidelines and Policies

University Standards and Guidelines

- Anthony Travel/ Concur Online Booking Tool
- University Travel Card

University Wide Contracted Supplier

- Anthony Travel
- Enterprise/National Car Rentals

Concur Online Booking Tool

Concur Online Booking Tool

- Request
 - All travelers need to create a Request ID
 - How are you booking travel?
- Activation of University Travel Card
 - Once University Travel Card is activated you must set as the default card in Concur Profile
- Basic Economy
- Fare/Schedule
- Price Matching
 - Must have the following in the print screen
 - URL
 - Date/Time Stamp
 - Dates of Travel
 - Airline
 - Flight Number
 - Fare Class
 - Price

Price Matching

The screenshot shows a flight booking interface on a web browser. The browser's address bar contains the URL: https://www.concursolutions.com/travelwizard/twAirChoose.asp?47643.66=118692312.049666&cbid=47645.01&HTTP_REFERER=%2Ftravelwizard%2Fwizard_processing.asp. The page displays flight details for a round trip from Pittsburgh, PA to Los Angeles, CA, with a layover in Newark, NJ. The departure is on Wednesday, Nov 9, and the return is on Saturday, Nov 12. The flight is operated by United 3485. The fare options section is highlighted with a red box, showing three options: Economy (T) for \$347.19, Economy (S, S, T, T) for \$400.20, and Economy Fully Refundable (S, S, T, T) for \$500.21. The time and date of the screenshot is 1:19 PM on 2/28/2022.

Preferred Airline: United¹

07:05 AM PIT → 01:28 PM LAX 1 EWR 9h 23m Economy \$347.19 Select

11:05 AM LAX → 10:37 PM PIT 1 DEN 8h 32m Economy \$400.20 Select

¹ UA 3485 operated by REPUBLIC AIRWAYS DBA UNITED EXPRES

DEPART Wed, Nov 9 – Pittsburgh, PA to Los Angeles, CA / 1h 29m layover in Newark, NJ

Wed, Nov 9 07:05a PIT → 08:31a EWR 1h 26m United 3485 View seats

Layover in Newark, NJ 1h 29m Newark Liberty Intl Airport

10:00a EWR → 01:28p LAX 6h 28m United 1076 View seats

Boeing 757-200

RETURN Sat, Nov 12 – Los Angeles, CA to Pittsburgh, PA / 3h 09m layover in Denver, CO

Sat, Nov 12 11:05a LAX → 02:26p DEN 2h 21m United 1013 View seats

Boeing 737-900

Layover in Denver, CO 3h 09m Denver Intl Airport

05:35p DEN → 10:37p PIT 3h 02m United 1211 View seats

Airbus Industrie A320-100/200

Fare Options

	Free Checked Bags	Refundable		
Economy (T) Rules Benefits/Services	0	No	✓	\$347.19
Economy (S, S, T, T) Rules Benefits/Services	0	No	✓	\$400.20
ECONOMY FULLY REFUNDABLE (S, S, T, T) Rules Benefits/Services	0	Yes Fees may apply	✓	\$500.21

Sabre

1:19 PM 2/28/2022

University Travel Card

Upon Receiving Card

- Activate Card
- Set as Default Card in Profile

Requesting Limit Increase

- Forms - [University Travel Card Change Request Form](#)

Travel Card Administrator

- pittcreditcards@cfo.pitt.edu

Upcoming Events

- Wednesday, March 23 – [Return to Travel- United Airlines](#)
- Travel & Expense Management Lunch & Learn sessions to occur monthly for the time being:
 - Wednesday, April 13 – focus on Managed Hotel Program
 - Wednesday, May 11
 - Wednesday, June 8
 - Wednesday, July 13
 - Wednesday, Aug 10