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.

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Introductions

Anthony Travel

Crystal Timmerman- Director, University Business Travel

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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

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Agenda

- University Standards and Guidelines

- University Wide Contracted Supplier

- Concur Online Booking Tool

- University Travel Card

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University Guidelines and Policies

University Standards and Guidelines

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

University Wide Contracted Supplier
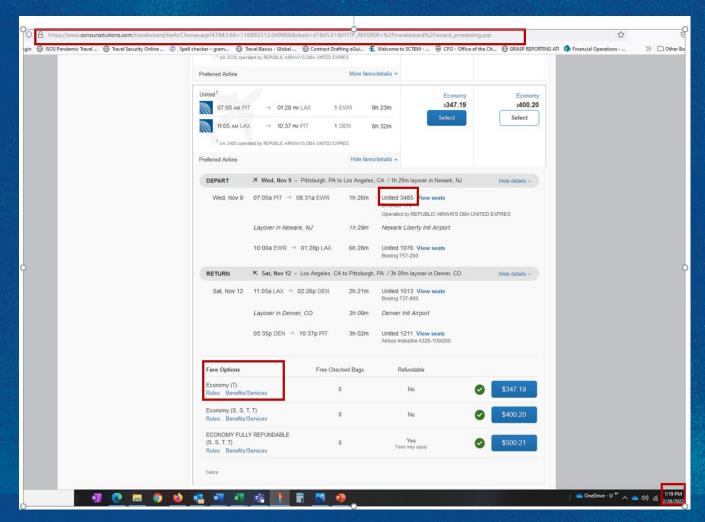
- Anthony Travel
- Enterprise/National Car Rentals

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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

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Price Matching

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

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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

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