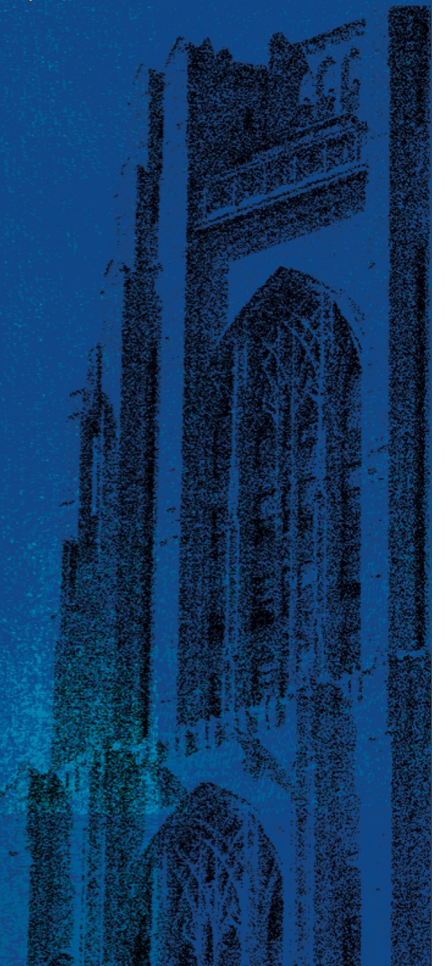


# Purchase, Pay & Travel

Travel and Expense Management  
Lunch and Learn  
May 11, 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  
Stephanie Ford Jones-Payment Processing and Compliance Manager  
Elizabeth Lanzy-Payment Processing and Compliance Supervisor  
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
- Booking Fees
- University Standards and Guidelines
- Travel Advances
- Reconciliations of Expense Reports
- Forced Reconciliations
- Foreign Transaction Fees



# Anthony Travel

Welcome to Cheryl Elkins

- Returning to the University!
- Pittsburgh native
- Most recently worked as a Senior Associate VIP Desk

Conference and Events Managed Hotel Program

- Allison Jones
- PantherExpress
- Hotel requiring contracts
  - Room blocks
  - Conference/Event meeting space

No booking fees- Effective May 1, 2022



# COVID-19

## Standards and Guidelines

- No longer required to book travel using Anthony Travel and the Concur online booking tool and the University Travel Card
- The Concur online booking tool, Anthony Travel, and the University Travel Card remain the preferred methods to book travel and pay for travel expenses
- Travelers are still required to comply with other COVID-19 Standards & Guidelines for travel, which include registering international travel to provide travelers with travel safety information, and to facilitate assistance for in-travel health and other emergencies. If you are not booking via Concur or Anthony Travel, instructions for manually registering your travel with iSOS may be found on the Global Operations page [here](#).



# Travel Advances

Should be only used for rare occurrences

Must have access within Concur to request a Cash Advance

- Call Customer Service or request access via Salesforce
- Once access is granted
- Completed Cash Advance Request form
  - Very similar to a Travel Request form
  - Add detailed comments why Cash Advance is necessary
- Department Approver will Review and Approve or Decline
  - Follows normal Concur Department Workflow process
- Must be submitted at least 20 days prior to departure date
  - Otherwise the traveler may not have the funds available prior to the trip
- If Approved by Payment Processing the funds will be deposited 10 days prior to departure date



# Travel Advances Continued

## Inclusion

- Rare occurrences
- For use when traveling to a country where the Travel Card (Credit Cards) are not accepted

## Exclusions – Please use your Travel Card

- Airfare
- Hotels
- Taxi, Uber, Lyft etc.
- Meals
- Conference fees

Reconcile within 30 days upon return from trip.



# Reconciliation of Expense Reports

If you are a Department's Super User

- Monthly Expense Reports

Traveler

- By Business Trip
- Monthly for all other incidental expenses
  - Keep in mind Fiscal Year End closing.



# Fiscal Year End

Payment Process is beginning the annual FYE Forced Recons

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
- If you want the report in this Fiscal Year please complete and submit your report
- Giving your approver time to review and approve your expense report
- Then Payment Processing will have time to review the thousands of reports coming in at one time.

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](#)