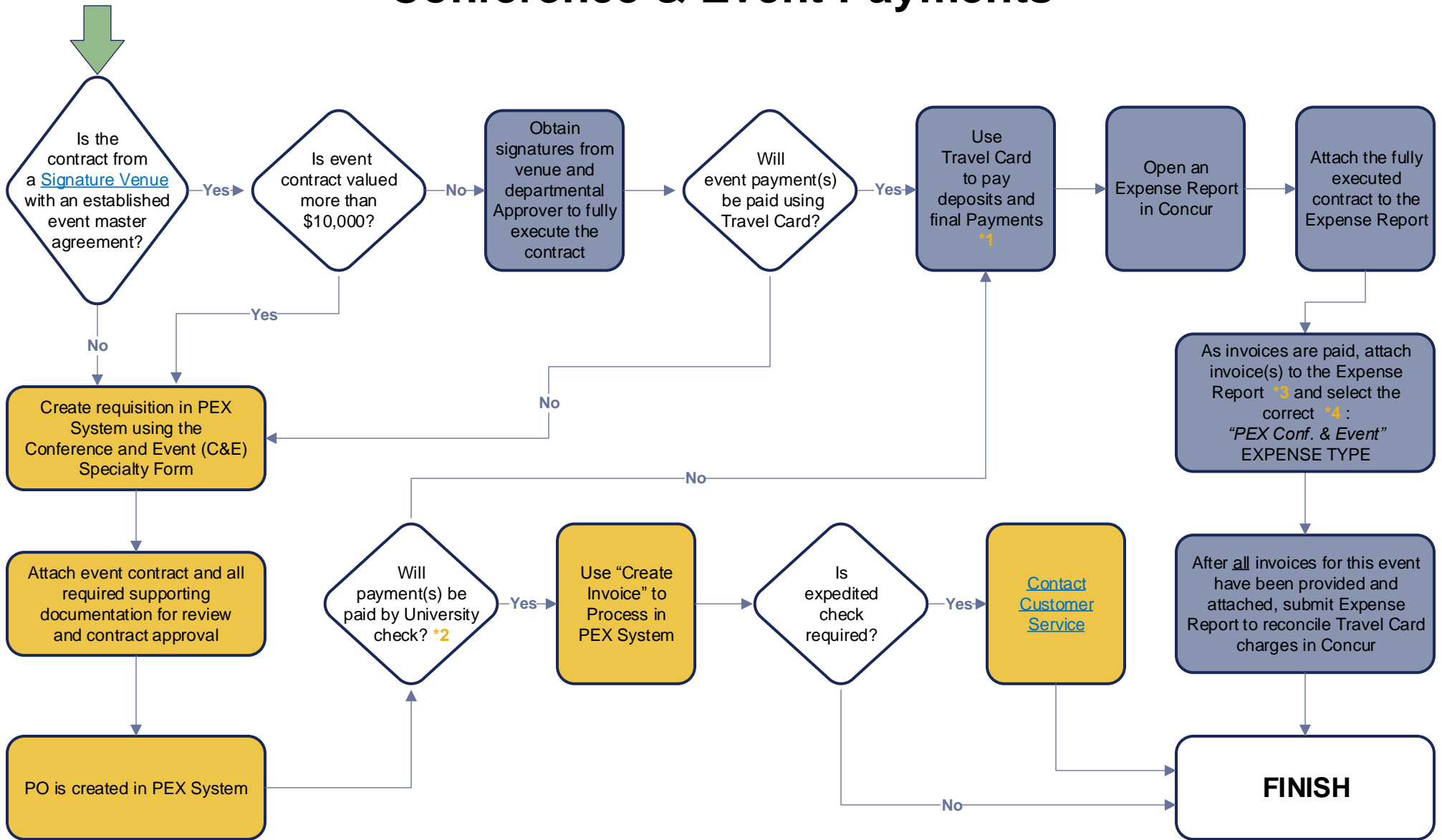


# Conference & Event Payments



## \*NOTES:

- If a Conference & Event contract has been processed through the PantherExpress (PEX) System and the Travel Card is used for payment, the following procedure is required to establish an audit trail:
  - Open an Expense Report in Concur
  - Record the PEX PO Number in the Expense Report's 'Comment' field in Concur
  - Record Concur's 'Report Key Number' in the PO 'Comments' field in PEX
  - CLOSE PO** in PEX
    - If an addendum to the contract is required after PO closure, contact Purchasing

- For consistency in processing payments for Conference & Event and to avoid duplicate payments, the same method of payment must be used throughout the life of the transaction
- Submit only one Expense Report per event
- Select either "PEX Conf. & Event Payment" or "PEX Conf. & Event Payment w/ Alcohol"

## KEY:

◇ Decision Point

■ PEX System

■ Travel Card