

Getting Started

1. Log in to **my.pitt.edu**.
2. Click the link for PantherExpress Travel and Expense Management
3. You will be taken to the Concur home page.
4. If you are booking travel for another user, verify you have delegated in as them, and their name appears in the upper right.

Note: Your Concur **Profile** must be completely set up prior to creating Requests, or booking Travel. Refer to the Profile Quick Reference Guide, or the Travel and Expense Management User Guide for instructions.

Create a Travel Request

Create a **Request** in Concur, when an approved travel request is required before booking travel, or you would like to contact a travel agent with Anthony Travel for booking assistance.

1. Click **Requests, New Requests**.
2. In the **Request Header**, complete all required fields (red bar). For the field, “How are you Booking Travel?”, use option 2, for a request that must be approved before booking travel, or option 3, for Anthony Travel Agent Assisted Booking.
3. Click **Save**. A request number is generated.
4. Enter **Segments** (airfare, car rental, hotel), or other anticipated **Expenses**. If exact costs are not known, or you will be booking travel through Anthony Travel, you can enter estimated or not-to-exceed amounts. Click **Save**.
5. When finished click **Submit Request**.
6. Click **Accept & Submit**.

Recall a Request

You cannot change, cancel, or delete a Request that has been submitted unless you **Recall** it first.

1. Click **Requests, Manage Requests**. Click the **Request Name**.
2. Click **Recall**, then **Yes** to confirm the recall.
3. **Cancel Request**, or make necessary changes, **Save**, and **Submit**.

Make a Travel Reservation from an Approved Request in Concur

1. Click **Requests, Manage Requests**
2. Requests that have a status of **Pending Online Booking** are ready to begin the booking process
3. Click the **Request name**, or the **Book** link found under **Action**
4. Click **Book with Concur Travel**.
5. On **Your Itinerary** page, change departure/pickup time, if needed.
6. Click **Proceed to Booking**

Make a Travel Reservation without an Approved Request in Concur

Click **Travel** on the Quick Task Bar at the top of the home page.

Airfare

1. Select **Round Trip, One Way, or Multi City**, enter **From** and **To** locations, and **Depart** and **Return** dates/times and click **Search**.
2. Review flight availability and select a flight
 - a. Flights can be viewed by **Fares**, or by **Schedules**
 - b. Further sorting and filtering can be done using the **Sorted By** options, or the slider bars on the left side of the screen.
3. After selecting a flight, select a seat.
4. Click **Close**.
5. Assign your seats for all legs of your trip.
6. Review the method of payment, and make any necessary changes. Method of Payment should be University Travel Card, which is automatically labeled as “Corporate Card”.
7. Click **Reserve Flight and Continue**.

Hotel



1. Click the **Hotel** icon
2. Enter **Check-in/Check-out Dates**, and other search criteria
3. Click **Search**
4. Click the button next to the desired room type
5. On the **Review and Reserve Hotel** page, verify all information, and check the box **I agree to the hotel's rate rules, restrictions, and cancellation policy.**
6. Click **Reserve Hotel and Continue**

Rental Car



1. Click the **Rental Car** icon
2. The **Pick-up/Drop-off dates**, and **Pick-up car at** fields will be populated from other trip segments.
3. Enter additional search options, if needed. Click **Search**.
4. Select the appropriate rental car, then click **Select**.
5. On the **Review and Reserve Car** page, verify all information and select **Reserve Car and Continue**.

Note the following icons:



Hotel or car rates are within University travel policy



Hotel or car rates are outside the University travel policy

Completing the Travel Reservation (when starting with an approved Request in Concur)

1. On the **Travel Details** page, review the details of your reservation and the **Total Estimated Cost**. Click **Next**.
2. On the **Trip Booking** information page, the **Trip Name** and **Trip Destination** fields will be populated from the **Request Header**.
3. Click **Next** if you are ready to purchase the trip or select **Hold Trip**, if you are not ready to purchase the trip.

4. Click **Confirm Booking**.
5. Once you receive the **Finished Page**, scroll to the bottom for the option to print or email your itinerary.

Completing the Travel Reservation when starting with Travel feature (no approved Request in Concur)

1. On the **Travels Details** page, review the details of your reservation and the **Total Estimated Cost**. Click **Next**.
2. **Trip Name** and **Description** must be completed.
3. Click **Next** if you are ready to purchase the trip or select **Hold Trip**, if you are not ready to purchase the trip.
4. Click **Confirm Booking**.
5. The **Request** window will automatically open. Select "**How are you Booking Travel**" (choose option **1 – Request Auto-created from a Concur Travel Booking**). Enter **Trip Type**, and **Trip Purpose**.

Change an Existing Travel Reservation

- Contact Anthony Travel

Cancel a Travel Reservation

- Click **Travel > Upcoming Trips**.
- Click on the trip to be canceled and choose **Cancel Trip** from the list of **Trip Actions**.

For further assistance:

Contact **PantherExpress Customer Service**:

- Phone – 412-624-3578
- Email – pantherexpresscs@cfo.pitt.edu
- Web inquiry -
<http://cfo.pitt.edu/pexpress/CustomerService/inquiry.php>

Contact **Anthony Travel**:

- Phone - 844-583-5963 or 412-246-9024
- Email – PITT@anthonytravel.com