Introductions

University of Pittsburgh
• Emily | Travel Program Manager

Anthony Travel | University-Wide Supplier
• Crystal Timmerman | Director, University Business Travel

Dedicated Consultants
• Chrissie Akarman | Travel Consultant
• Melissa Mohar | Travel Consultant
Update to University Standards + Guidelines

COVID-19 Impacts to Purchasing, Payments & Travel

As the University of Pittsburgh continues to monitor and respond to the COVID-19 pandemic, the health and well-being of the Pitt community and our partners is a priority. The following is a listing of all COVID-19 updated that are related to the purchase and payment of goods and services as well as travel:

- **Purchasing and Payment of Goods/Services**

- **Travel**
  - University Policy
    - Review the University's COVID-19 Standards & Guidelines: Travel Management in effect until Monday, August 9, 2021
    - Review the Revised Standards and Guidelines effective Monday, August 9, 2021
  - Unused Airline Ticket Bank & Travel Reminders - 3/23/21
  - COVID-19 Guidance for Travel & Expenses - 3/19/20

- **For Suppliers that will be on property owned/controlled by the University**

- **Monthly Update on PPE and COVID-19 Mitigation Supplies**
Update to University Standards + Guidelines

University-wide Contracted Suppliers

The University has institution-wide contracted agreements with a number of suppliers through competitive bidding or negotiated arrangements. It is University policy that you should always use a University-wide Contracted Supplier for purchase of any items for which the University has an agreement.

University-wide contracted suppliers offer the best overall value to the University. This means that, in addition to discounted prices for the University’s most frequently purchased items, University-wide contracted suppliers offer excellent service, direct, on-time and generally free delivery, no-hassle returns, a quick and easy paperless ordering and payment process through the PantherExpress System, and other important contractual protections for the University. Utilize the directory of University-wide Contracted Suppliers included below.

If your product is not available or you found better pricing elsewhere

University-wide Contracted Supplier Directory

Purchases from the following University-wide Contracted Suppliers should be made through the purchasing method specified. Typically the purchasing method is the PantherExpress System, but varies depending on the commodity.

Supplier Classifications

Suppliers with Personal Purchase Discount (PPD) Programs
Post-Covid Travel

• Travel Bank and Unused Tickets
• Passports
• Rental Cars
Safe Travel and Requirements

The Healthcare Advisory Group updated guidance for travelers:

- University members may engage in professional and personal travel, but should be cognizant of pandemic conditions at their destination and along their route. Local conditions and rules inform the advisability of any travel.
- University members should follow CDC guidelines for travel, including any travel-related quarantine. Further restrictions may also apply and must be adhered to, as determined by current guidance from the Pennsylvania Department of Health, the Allegheny County Health Department, or other county health departments applicable to the home.
Concur Online Booking Tool

- Agent Information
- Triplt

- Frequent Traveler Rewards Programs
  - Add numbers to profile in Concur so all benefits are received
Managed Program Benefits

• Discounts from suppliers
• Priority boardings, etc.
• Include booking seen as corporate not leisure for name changes/unused tickets
• Fly America Act
• Group Air Program for 10 or more
• ABC-CCRA Premier Hotel Program
• Pittsburgh hotel agreements
• Managed Hotel Program for group room blocks/events
SERVICE + SAVINGS = SUCCESS

Leverage Spend  Traveler Experience
One-Stop Shop  Travel Policy Compliance
Time & Resources  Data Consolidation  Duty of Care
THANK YOU