Purchase, Pay & Travel

Travel & Expense Management

August 26, 2026

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Important

- The presentation will be recorded. All 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 to avoid any background noise throughout the presentation.

- Enter any questions into the chat feature throughout the presentation.

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On Today's Call

Purchase, Pay & Travel

- Emily Duchene – Purchasing Services – Travel Program Manager
- Elizabeth Lanzy – Payment Processing - Manager
- Jessica Rybak – Payment Processing – Coordinator
- Sarika Sethia- OneCard Administrator
- Gene Baumgarten- Manager, PPT Customer Service
- Jennifer Theleen- PPT Communications Manager

Anthony Travel

- Allison Jones- Managed Hotel Program
- Ricky Madrid-Managed Hotel Program

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Today's Agenda

- Uber for Business
- Travel Price Audit
- Car Rental Reminders
- Carbon Offset
- Signature Venue Updates
- Travel Reminders
- Managed Hotel Program
- Payment Processing & Compliance Reminders
- Payment Processing Audit – Broniec Associates
- Customer Service Sneak Peek
- Upcoming Events

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Uber for Business

- **Simplified Expense Reporting:** Business and personal trips are easily separated. E-receipts will automatically sync with Concur, auto-populating most expense report fields for your business trips.
- **Sales Tax Exempt Status:** Automatically includes tax exemption status across all Uber products where applicable.
- **Ride Vouchers-** Student and guests rides can be covered
- **Enhanced Rewards:** Get access to enhanced benefits such as a complimentary Uber One Membership, double reward points, and optional profile linking to loyalty programs.
- **Advanced Safety:** Access Uber's suite of safety features designed for travelers.
- To activate and link your business profile, please click here

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Travel Price Match Audit

Average savings when booking through Pitt Travel Program

Contracted Vendors	FY2025[1] 3rd Quarter Average Savings	FY2025 4th Quarter Average Savings	FY2026 1st Quarter Average Savings	FY2026[2] 2nd Quarter Average Savings	FY2026 3rd Quarter Average Savings	FY2026 4th Quarter Average Savings
DELTA **	2.13%	2.72%	2.29%	6.32%	3.83%	2.12%
UNITED **	3.71%	2.71%	4.75%	1.96%	1.60%	4.89%
Southwest	2.07%	0.94%	2.89%	2.84%	3.10%	3.78%
American Airlines **	7.21%	5.23%	4.32%	1.78%	1.53%	2.95%
enterprise	29.92%	32.79%	19.49%	7.07%	22.52%	25.51%

[1]February 2025 is the first month AA agreement was reinstated and applied to search

[2]FY2026 2nd Quarter Average Savings only includes October and November due to contract negotiations with 3rd party vendor

**30% of airfares are international

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Additional Negotiated Benefits

Pitt's negotiated agreements with the following preferred air carriers also provide various additional benefits to travelers:

Benefit	Delta	United	American	Southwest
Duty of care	✓	✓	✓	✓
Corporate Discount	✓	✓	✓	✓
Seating / Boarding Upgrade	✓	✓	✓	
Free Ticket Change (additional fare may apply)	✓	✓	✓	✓
Status Match	✓	✓		✓
Special Route Promos		✓		
Precheck/Clear Discounts		✓		
Joint Venture/Alliance Discounts (INTL ONLY)	✓	✓		
Free Wi-Fi (requires a frequent flyer number)	✓	✓	✓	✓

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Car Rental Reminders & Safety Tips

Before You Leave the Rental Lot

Inspect the Vehicle

- Walk around the car and look for dents, scratches, cracked glass, or wheel damage.
- Take photos and videos of all sides of the vehicle, including the interior and fuel gauge.
- Make sure any existing damage is documented on the rental agreement.

Learn the Vehicle Controls

- Adjust mirrors, seat position, and steering wheel.
- Locate headlights, windshield wipers, hazard lights, parking brake, and fuel door release.
- Familiarize yourself with any advanced driver-assistance features. (i.e.cruise control, lane assist, blind spot detection, etc)

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Car Rental Reminders & Safety Tips

While Driving

Always Follow Local Traffic Laws

- Observe speed limits and parking regulations.
- Be especially careful when driving in unfamiliar cities, states, or countries.

Avoid Distracted Driving

- Program GPS before starting your trip.
- Use hands-free features if phone use is necessary.
- Focus entirely on driving in unfamiliar areas.

Maintain Safe Following Distance

- Leave extra space between your vehicle and others.
- Rental cars may handle differently than your personal vehicle.

Park Smart

- Choose well-lit, secure parking areas.

Carbon Offset Pilot Program

PPT, in partnership with Pitt's Office of Sustainability have launched the Pitt Air Travel Carbon Offset Pilot.

Led by Jennifer Barnes, Supplier Diversity & Sustainability Manager, this pilot will allow Pitt to test the concept of charging a carbon fee for domestic and international air travel.

- Air travel represents approximately 21.1% of Pitt's annual greenhouse gas emissions (49,850 MT CO2e) so,
- The Pitt Climate Action Plan (Pitt CAP) identifies a travel offset program as a potential solution to help Pitt reach carbon neutrality by 2037.

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Carbon Offset Pilot Program

The pilot is scheduled to run through FY28 and we are looking for departments that are willing to volunteer to be assessed a charge of

- $10 for domestic flights
- $25 for international flights
- Funds to be deposited into a Carbon Offset Fund managed by the Office of Sustainability.

The Travel Carbon Offsets Working Group will meet to determine which carbon-eliminating project(s) will receive funding at the end of each fiscal year.

If you or your department is interested in more information, contact Jennifer Barnes at jcb182@pitt.edu.

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Signature Venues

Signature Venues are local venues with whom the University has an established Event Main Agreement template.

- Grand Concourse
- Heinz History Center
- Phipps Conservatory
- PINS Mechanical Co.
- The Rivers Club
- Soldiers & Sailors Memorial Hall
- Soiree Partners & Dreadnought Wines

It is important that the latest templates are utilized with planning an event because these agreement includes the University's specific terms and conditions.

- Let the venue know that you want to use the University's negotiated event agreement.
- Templates are and venues are listed on this page,

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Industry Trends

Travel Is Busier Than Ever

- Over 72 million Americans traveled during the July 4 holiday period, surpassing previous records.
- TSA screened nearly 18.7 million passengers during the holiday week.
- More than 3 million travelers passed through TSA checkpoints on the busiest single day.

Costs Continue to Rise

- Domestic airfare remains elevated.
- Hotel rates continue increasing.
- Rental car costs have risen significantly year over year.

Flights Are Fuller

- Global airline load factors exceeded 84%.
- Fewer unsold seats make last-minute changes more difficult.

"Know Before You Go"

Continuous Pricing: Why Airfares Change Constantly

Airlines no longer sell seats using only a few fixed fare levels. With continuous pricing:

- Prices are adjusted continuously based on real-time demand.
- Fares can change between searches.
- Lower-priced inventory disappears quickly as seats sell.

Best Practice: When you find an acceptable fare and your trip is approved, book it. Waiting often results in higher costs.

Concur Profile

Keep Your Profile Current

Verify:

- Legal name matches your ID
- Mobile phone number
- Email address
- TSA PreCheck/Known Traveler Number
- Travel preferences
- Loyalty program numbers

Why It Matters

A complete SAP Concur profile helps:

- Prevent booking errors
- Speed check-in and airport processing
- Ensure loyalty benefits are applied automatically
- Improve traveler support during disruptions

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Managed Hotel Program

Hotel Recently added to the Preferred Hotel Program

- EVEN Hotel Pittsburgh Downtown- IHG
- Holiday Inn Express Bradford
- Comfort Inn & Suites Johnstown
- Fairfield by Marriott Inn and Suites Washington DC/Downtown
- Hyatt Regency Bethesda

Would love to hear your thoughts on areas or hotels your department uses throughout the year

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Managed Hotel Program

The Renaissance Pittsburgh Hotel

- Officially now - The Atterbury Hotel, Autograph Collection
- Same physical address

Coming Soon

Loews Hotel

- 500 room hotel
- Connected to the Convention Center

- Pitt Travel Page: https://www.ppt.pitt.edu/travel-expenses/local-hotels

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2026 Preferred Hotel

- Staff can book directly through Concur/Anthony Travel Consultants
- Guest/Visitors- Share this flyer and website. This should be for all guest of the University to use.



University of Pittsburgh | PREFERRED HOTELS

Visit **https://www.ppt.pitt.edu/travel-expenses/local-hotels** for all University travel for faculty, staff, students, parents and guests. Reserve your stay at any University Preferred Hotel Properties listed below, where you'll receive a discounted rate. To view the current discounted rates, visit the "Book online here" link listed for each hotel property. Discounted rates will automatically apply once you enter your travel dates.

University departments looking for hotels (for a group of 10+ rooms) locally or out of the Pittsburgh area, **please complete the Conference & Event – Hotel (Room Blocks/Conf Space) in the PantherExpress System.** Travel & Expense Management, in coordination with Anthony Travel, provides a managed Hotel Program for all groups and events as it pertains to hotels.

For questions or assistance, please contact **Allison Jones,** the Anthony Travel Hotel Program Manager, at **allisonjones@anthonytravel.com.**

OAKLAND CAMPUS
4200 Fifth Ave, Pittsburgh PA 15260
- Courtyard Pittsburgh University Center
- Hilton Garden Inn Pittsburgh University Place
- The Oaklander Hotel, Autograph Collection — Marriott
- Residence Inn Pittsburgh Oakland/ University Place

DOWNTOWN PITTSBURGH
- Cambria Pittsburgh Downtown
- Drury Plaza Hotel Pittsburgh Downtown
- EVEN Hotel Pittsburgh Downtown- IHG
- Omni William Penn Hotel
- Marriott Pittsburgh City Center

TECHNOLOGY CENTER/SOUTHSIDE / BAKERY SQUARE
- Hotel Indigo Pittsburgh University — Oakland
- Hyatt House Pittsburgh South Side
- SpringHill Suites Pittsburgh Bakery Square
- SpringHill Suites Pittsburgh Southside Works

AIRPORT
- Drury Inn & Suites Pittsburgh Airport Settlers Ridge
- Hyatt Regency Pittsburgh International Airport

NORTH SHORE/ WATERFRONT
- Hampton Inn & Suites Pittsburgh/Waterfront — West Homestead
- Holiday Inn Express & Suites Pittsburgh North Shore
- The Landing Hotel Pittsburgh
- Residence Inn Pittsburgh North Shore
- SpringHill Suites Pittsburgh North Shore

LAWRENCEVILLE/ SHADYSIDE
- Hyatt House Pittsburgh/Bloomfield/ Shadyside
- TRYP by Wyndham Pittsburgh/ Lawrenceville

BRADFORD CAMPUS
300 Campus Dr, Bradford PA 16701
- Holiday Inn Express Bradford

GREENSBURG CAMPUS
150 Finoli Dr, Greensburg PA 15601
- Holiday Inn Express Greensburg

JOHNSTOWN CAMPUS
450 Schoolhouse Rd, Johnstown, PA 15904
- Holiday Inn Express Johnstown
- Comfort Inn & Suites Johnstown

MECHANICSBURG
- Courtyard Harrisburg West/ Mechanicsburg
- Hampton Inn Harrisburg West
- TownePlace Suites Harrisburg West/ Mechanicsburg

WASHINGTON DC
- Hampton Inn DC Convention Center
- Fairfield by Marriott Inn and Suites Washington DC/Downtown

BETHESDA
- Hyatt Regency Bethesda
- Hilton Garden Inn Bethesda Downtown

Recently added to the University of Pittsburgh Preferred Hotel Program

ppt.pitt.edu/

Anthony TRAVEL | ON LOCATION

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Payment Processing Audit

- Broniec Associates
- Is a 3rd Party company that Pitt hires to look for:
  - Outstanding items owed to Pitt .
  - Duplicate payments that were made in error
  - Credits that have not been received.

- Some Suppliers may suppress these credits.
- Departments are encouraged to follow up to ensure that when merchandise is returned the credit or refund is received.
- A check or ACH refund is the preferred method.
- Refund checks should be mailed directly to the department or Payment Processing
  - 200 S Craig St 210 Craig Hall
  - Pittsburgh PA 15213
  - Attention: Jessica Rybak

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Imputed Income - Reminder

- **Imputed Income occurs when expense report charges are** submitted after 90 Days – 91 days and beyond**.**
- This includes charges:
  - **Pitt OneCard**
  - **Personal / Cash Credit Cards**
- Common mistake – which policy to use
- **Pitt Non-Travel Policy**
  - Monthly
  - Transaction Date
- **Pitt Travel**
  - Upon Return from Trip
  - Business Last Date of Travel
- **Pitt Guest Policy**
  - Does not receive imputed income

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Imputed Income Continued

- **Imputed follows the cardholder / traveler.**
- If you are a Department Admin follow these instructions.
- **Submit two (2) expense reports**
- 1. Expenses that have invoices & proof of payments attendee list or contracts attached
- 2. Expenses that are missing invoices, proof of payment or attendee list or contracts
  - **Use Missing receipt Affidavit**
  - **You can add the receipts later**
- Report to your DOA
  - To recommend that travelers / buyers obtain their own Pitt OneCard
- Submit Monthly per FN28 30 Days
- Example: Transaction Date = 8.15.26 submit close to 9.5.26

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Pitt OneCard

- **Pitt OneCard is the preferred payment method when making purchases or traveling on Pitt Business.**
- If you do not already have a Pitt OneCard apply for a Pitt OneCard today.
- **Benefits of the OneCard**
  - **Automated email reminders – help prevent Imputed Income**
  - **Automatic receipt if opted in – Concur Profile**
  - **No out-of-pocket expenses**
  - **Purchase insurance – perfect for international travel**
  - **Fraud protection & alerts if opted in**
  - **Easy to increase card limits for purchases & travel**
  - **State Sales Tax Exemption – RC & Department can save funds**
- Note - Personal expenses are excluded from imputed income if the expense type is submitted as Personal Expense for accidental purchases made on the Pitt OneCard.

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Software

- Software purchases and renewals **require attachment** of the Pitt Digital - Vendor Security Risk Assessment Approval
  - Complete the OneCard Software Purchases Checklist & Certification every software or license purchase.
  - Attach all completed forms along with the Vendor Security Risk Assessment approval from Pitt Digital to your Concur expense reconciliation report when submitting.
- **Annual Training is required**
  - Pitt OneCard Software Training
- **Annual Assessment Form**
  - Pitt Digital Vendor Security Risk Assessment Approval Form
  - New Software purchases & Software Renewals
- Automated emails are sent to remind cardholders
- Stephen Vallejo is no longer with Payment Processing
  - If you have questions, contact PPT Customer Service
  - Submit an online inquiry or call 412-624-3578 (4-3578 or HELPU)

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Updating Approvers in Concur

- If an Expense Report does not have a Cost Object Approver (COA) or Manager Approver in Concur
- Payment Processing will send three (3) documents with instructions for the cardholder / Dept Admin to complete.
- The Cardholder needs to ensure that it is updated in Pitt Worx
- Concur Approver update template – use this link
  - https://pitt.sharepoint.com/sites/human-resources/Pitt-Worx/Core%20HR/Update%20Expense%20Approver%20and%20Account%20Information.aspx
- TDX Form Expense Approver (COA)
  - URL to obtain TDX form
  - https://pi.tt/COA
- Concur – 3 Distinct Workflows
- Approvers are based on the 32 digit GL String/Account

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OneCard & Personal Expenses

- Accidental personal expenses on the OneCard do occur (this should be rare)
- Concur users are permitted to add their personal credit cards to their Concur Profile
- If you make a personal charge – use the personal expense type
- If you use your personal credit card and the expense type is personal expense – do not add the charge to the expense report
- If the Traveler / Cardholder owes funds to Pitt they will receive an automated email that gives the dollar amount owed, report key and where to send a check or money order
- If unsure in Concur > Select Print / Email > University of Pittsburgh Details > Scroll to bottom of the page & will list >> Amount Due University
- Check or Money Order must be in the exact amount & expense report & the expense report must be approved

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Meals & Per Diems

- Per Diem rates in Concur are based on the IRS GSA rates
- These rates are based on the City and State
- Please utilize & complete the Itinerary and Travel Allowances
- Then if you use your Pitt OneCard use
  - Actual Meals Cost (Applied to Per Diem)
  - Actual Meals Cost (In Lieu of Per Diem) if No Per Diem added
    - **Note cannot exceed GSA Rates**
- The GSA Rates can be found at:
  - https://www.gsa.gov/travel/plan-book/per-diem-rates
  - international gsa rates 2026
- Reminder – Subtract any meals provided
- Hotels & Conferences
- Group Business Meals

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Foreign Nationals Suppliers & Foreign Addresses

- Check Payments are not available or permitted with Pitt's banking partner

- If invoice is in Foreign currency
  - Must be paid by wire transfer
  - Wire form & source document are required

- ACH is available for all foreign suppliers that have a domestic bank account
  - Must be paid in USD

- VC – Virtual Card
  - Must be able to process a credit card in USD
  - Not a cash card & cannot be used to make purchases online

Required Documentation

- A detailed itemized receipt – Invoice
- Proof of payment – includes the last 4 digits of Credit Card #
- Pitt Digital - Vendor Security Risk Assessment Approval

- **Payment Processing requires the above to be attached.**

- Payment Processing will be introducing a new add on product to Concur soon, it will be based on receipts, so the receipts will need to be accurate.

- **Working towards approval of**
  - E-receipts from Concur partners
  - Auto-payments

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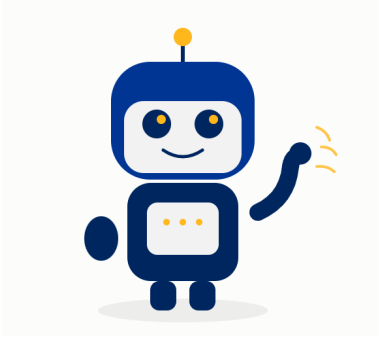
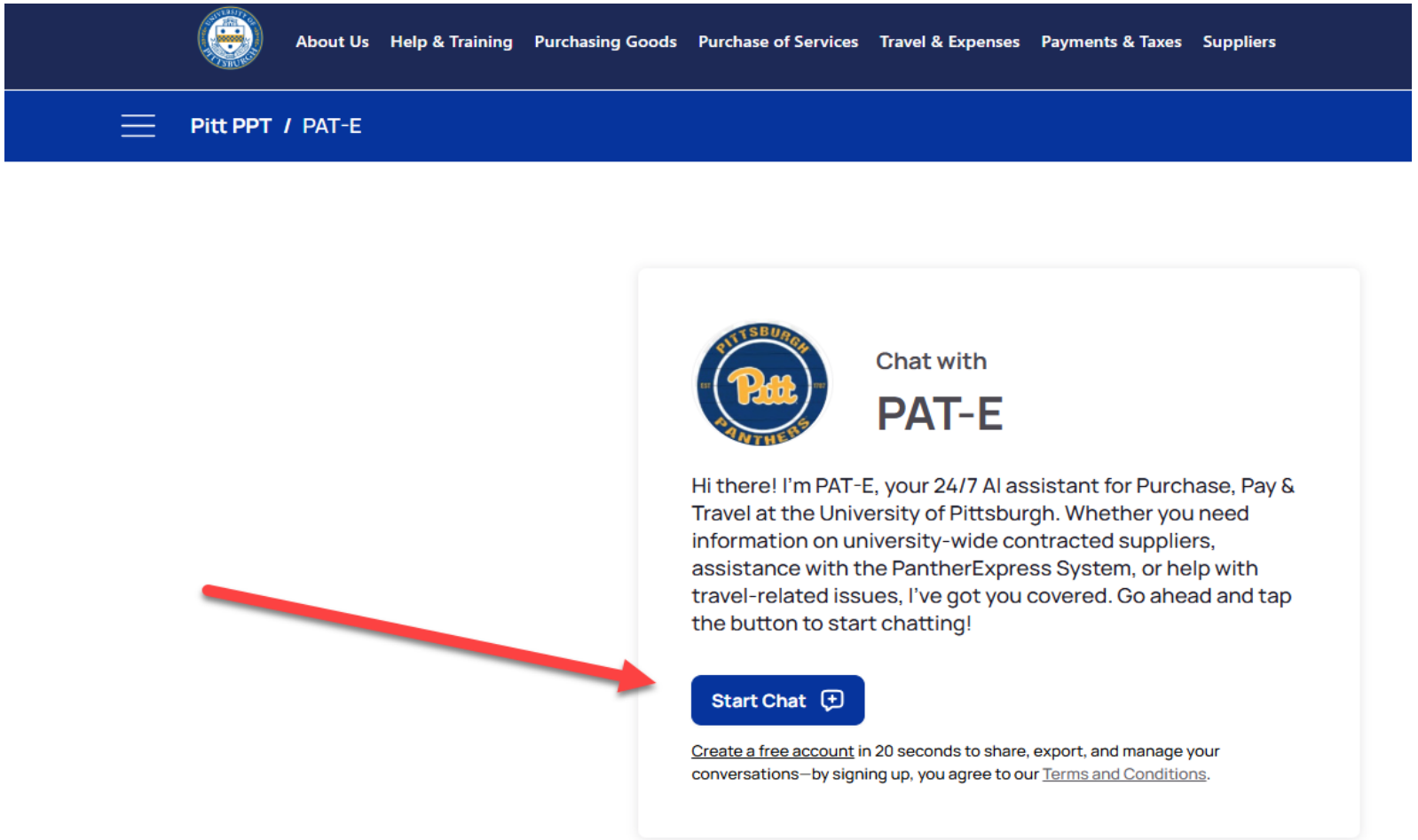
Introduction to PAT-E





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Upcoming Events

- **Accounts Payable 101 Lunch & Learn: Supplier Onboarding on August 20**
- **Save the date: Supplier Showcase & Travel Fair on October 8**
- **Coming Soon: Conference & Events Lunch & Learn**

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Anthony Travel Can Help

- ✅ Early booking assistance
- ✅ Group travel planning
- ✅ Unused ticket tracking and application
- ✅ Airline contract and corporate benefit utilization
- ✅ 24/7 emergency assistance

PITT Travel Team

pitt@anthonytravel.com

412-246-9024

844-583-5963

After-Hours Emergency Support

(888) 645-4280

VIT Code: IN2F

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Contact Information

- Purchase, Pay & Travel Customer Service

  Submit an online inquiry or call 412-624-3578 (4-3578 or HELPU)

- Travel Card Administrator

  For the status of an application or other questions specific to the University OneCard, email pittcreditcards@cfo.pitt.edu

- Emily Duchene – Purchasing Services – Travel Program Manager

  Email educhene@cfo.pitt.edu or call 412-624-4398

Training Resources

- Training Reference Guides
- Frequently Asked Questions | Purchase, Pay & Travel | University of Pittsburgh
- Additional resources can be found on Purchase, Pay and Travel website, ppt.pitt.edu

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Questions