Purchase, Pay & Travel

Travel and Expense Management
Lunch and Learn
February 15, 2023
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

Purchase, Pay & Travel
Emily Duchene- Travel Program Manager
Tammy Nolan- Manager- Purchase, Pay & Travel Customer Service
Stephanie Jones- Director- Payment Processing and Compliance
Elizabeth Lanzy-Supervisor-Payment Processing and Compliance
Philip Fry-Expense Report Analyst-Payment Processing and Compliance
Jennifer Theleen-Communications Manager
Caitlin Mutkus-Communications Specialist
Agenda

- Unused Ticket Update
- Mileage Rate
- Car Rental
- JPM OneCard & Integrated Payables
- Foreign Transaction Fees
- Q&A
Unused Ticket Bank

- March 2021 Unused Ticket Bank was established
- Effective February 1\textsuperscript{st} Unused Ticket Bank depleted
- Use of these funds saved the University $450K
- Moving forward all airfare will be charged to the credit card set as the default card in their Concur Profile
Mileage Rate

• IRS mileage rate increased on 1/1/23 $0.655
• Concur Expense was not updated until 1/10/23
• Any mileage claimed from 1/1/23-1/9/23 was incorrectly reimbursed
• Travelers who were reimbursed incorrectly will be notified to submit under Alternative Mileage Calculator expense type for the remaining $0.03 per mile
Car Rental

- When booking a car for faculty or staff the driver must present a credit card in their name when picking up the vehicle.
- Guest bookings—the guest should present a credit card in their name and the department will submit for a guest reimbursement following the trip.
- Student rentals contact PPT Customer Service for guidance.
- There are no prepaid car rentals.
OneCard

• Statements
  • Cardholders need to pull their own statement
  • It is not advisable to ever give your username and password in PaymentNet for someone to pull statements.
    • If you give someone your password to Payment Net, please note that they will be able to see your address, phone number, card number and limits.

• Default OneCard in Concur
  • Set this card as your default in Concur Profile
Profile Options

Select one of the following to customize your user profile.

**Personal Information**
Your home address and emergency contact information.

**Company Information**
Your company name and business address or your remote location address.

**Credit Card Information**
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
The University of Pittsburgh's preferred method of payment for all travel is our university card. Please click *here* to sign up for the card.

<table>
<thead>
<tr>
<th>Card Type</th>
<th>E-Receipt Enabled</th>
<th>Display Name</th>
<th>Sponsored Card</th>
<th>Credit Card Number</th>
<th>Expiration Date</th>
<th>Default</th>
<th>Update/Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISA</td>
<td></td>
<td>Corporate Card</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Use this card as the default card for:

- [ ] Plane Tickets
- [ ] Rail Tickets
- [ ] Car Rentals
- [ ] Hotel Reservations
Foreign Transaction Fees

• JP Morgan system had a glitch that led to the foreign transaction fees to appear in Concur

• University is working with JP Morgan to resolve issue

• The cardholder should allocate these fees to 02.02105.00000.000000.00001
  • Please note the reference code

• Use expense type Foreign Transaction Fees
Integrated Payables

• For Concur – Guest Expense and Student Payments

• All individuals (including guest speakers, honorariums and students) will be set at Immediate payment terms.
  • They will continue to receive checks unless they would like to receive an ACH/Direct Deposit payment.
  • If so, please include a comment in the expense report that says they want an ACH/Direct Deposit payment along with their email.
  • And please let them know that we will send them a link to the JPMorgan enrollment system to sign up for ACH/Direct Deposit.
Questions?
Contact Information

• Purchase, Pay & Travel Customer Service
  • Submit an online inquiry or call 412-624-3578 (4-3578 or “HELPU”)

• Emily Duchene, Travel Program Manager:
  • Call 412-624-4398 or email educhene@cfo.pitt.edu

• Travel Card Administrator
  • For the status of an application or other questions specific to the University Travel Card, email the Travel Card Administrator at pittcreditcards@cfo.pitt.edu

• Visit the Purchase Pay Travel Website