Purchase, Pay & Travel

Travel and Expense Management
Lunch and Learn
October 18, 2022
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

University of Pittsburgh
Tammy Nolan- Manager- Purchase, Pay & Travel Customer Service
Stephanie Ford-Jones-Director-Payment Processing and Compliance
Phillip Fry-Expense Report Analyst-Payment Processing and Compliance
Jennifer Theleen-Communications Manager
Caitlin Mutkus-Communications Specialist
Emily Duchene- Travel Program Manager
Agenda

- Communications Poll
- OneCard Solution
- Concur New User Interface
- Travel Booking Items
- Questions
Poll Questions
OneCard
Expected Delivery

• 2nd or 3rd week in November
• Activation of card required
• PIN to be sent separately
• Calling J.P. Morgan – Info needed to access your card
  • Birthdate: MM-DD
  • Birthyear: YYYY

• If you don’t receive your card by 11/24/22, notify pptcustomerservice@cfo.pitt.edu
Governing Policies

• OneCard policy is coming

• For now, follow FN20 P-card policy and FN26 Travel Card policy

• Also, reconciliation will be following FN28 Travel and Business Expense policy (updating)
New Agreement

• A new agreement for this new card will need to be signed by all OneCard cardholders.

• Will be sent to you via Docusign by Oct. 31\textsuperscript{st}
  • Reminders sent every 2 days afterward
## Spending Tiers

Current Travel card holders: Tier will remain the same or to closest tier.

Current P-card holders: Tier will be set closest to Travel card tier.

<table>
<thead>
<tr>
<th>Option Types:</th>
<th>Option 1 Rare Traveler</th>
<th>Option 2 Infrequent Traveler</th>
<th>Option 3 Frequent Traveler</th>
<th>Option 4 Heavy Traveler, Dept. Admin, Group Travel Arranger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Limit</td>
<td>$2,000</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>Daily Limit</td>
<td>$2,000</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>Cycle Limit</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$30,000</td>
<td>$50,000</td>
</tr>
</tbody>
</table>
Closing of Current Forms

• P-card and Travel Card applications
  Closed on 10/10/22

• Change Forms for both cards
  Open

These forms that are open and closed do NOT affect your current cards.
Travel During Closing Process

• Advanced noticed when the cards will be inactivated.
• If you’re traveling, the recommendation is to have both cards with you – your Travel Card and your new OneCard.
• Worst case scenario, we can increase your travel card limit until you return from travel.
• If the OneCard isn’t working, it is most likely due to a Merchant Category code that we can easily fix.

• What will I do with my old Pcard/Travel Card?
  We will send out a notification in December when you can destroy your Pcard and/or Travel Card. Until then, please keep those cards in a safe and secure place.
Disputes

- Do you have disputes still outstanding on your current card?
- The P-cards and Travel Cards won’t be closed for a few months.
  - In December, the card limits will be taken to a $1 limit to allow for disputes to be resolved.
  - Once it’s resolved, you’ll see a credit in your Concur queue for the amount of the dispute.
    - Reconcile it on an expense report

- Likewise, any new disputes that you may have on the OneCard should be reported to JP Morgan as soon as possible.
Recurring Charges

• Once you have your new Onecard…
  
  • Update any recurring charges on your current P-card or Travel Card to the OneCard.
  
  • Transactions will decline if it’s not done by 1/1/23.
Online Statement Access

• J.P. Morgan PaymentNet System

• User name and temporary password coming
Foreign Transaction Fees

- Will still be paid by the Central University’s Travel Account
  
  - Continue to put on Travel Account:
    02.02105.(subcode).00000.000000.00001
New OneCards

• Faculty and Staff who want to apply for a OneCard, the new application will be uploaded to our site by Nov. 7, 2022.

• If traveling prior to that, please reach out to the Credit Card Admin at pittcreditcards@cfo.pitt.edu
Communications

• More Communications are coming about the OneCard

• Stay Tuned!
Concur New UI Overview
Travel Booking

- Charter Buses - Parking and Transportation
- Supplemental airline fees
  - Seat assignments
  - Early boarding
- Basic Economy
- Government Hotel Rates
- Real ID – Pennsylvania deadline is May 3, 2023
Questions?
Contact Information

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

- Anthony Travel Booking Consultants
  - Call 412-246-9024 or email Pitt@AnthonyTravel.com

- Allison Jones, Managed Hotel Program:
  - Call 412-267-7151 or email allisonjones@anthonytravel.com

- 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