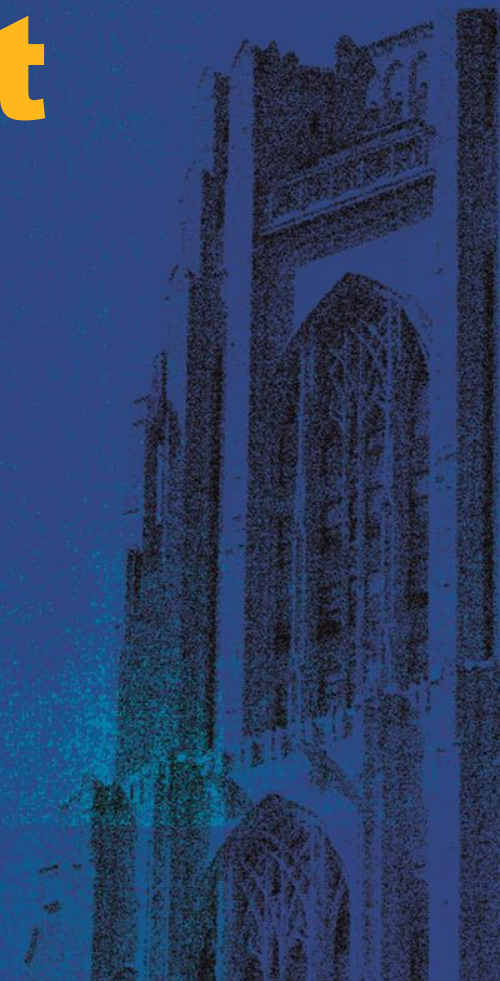


Travel and Expense Management

Lunch and Learn

Fall 2021



Important Info

- The presentation will be recorded, and all participants will receive an email with the link following the session. The recording will also be available on the Purchase, Pay & Travel website.
- All participants are automatically muted on Zoom to avoid any background noise throughout the presentation.
- Enter any questions they have into the chat feature of Zoom throughout the presentation. These questions will be answered during the Q&A session at the end.

COVID-19 Standards & Guidelines

Review the revised [COVID-19 Standards and Guidelines](#) which went into effect on August 9, 2021.

- All travel paid by the University must be booked through Concur/Anthony Travel
- All travel itineraries paid for by another host institution must be registered manually
- Any changes to non-personal international travel made outside of Concur or Anthony Travel should be added manually in the International SOS MyTrips portal
- The [University's Travel Card](#) must be used for all domestic and international travel expenses paid by the University

Anthony Travel/Concur

- University has contracted rates with major airlines, car rental agency, hotels
 - Discounts, Priority Boarding, Priority re-accommodations, etc
- Anthony Travel offers
 - 24/7 traveler support
 - Dedicated agents who only support Pitt
 - Hotel discounts ABC-CCRA Premier Hotel Program
 - Fly American Act knowledge
- All frequent traveler miles and hotel rewards are still earned by traveler
 - Add reward numbers to Concur profile
- Exceptions to booking through Concur/Anthony Travel for hotels:
 - Conferences
 - Airbnb
 - All itineraries for conferences or Airbnb should be forwarded to trips@tripit.com

University Travel Card

- Who should apply for a card?
 - Faculty and Staff who travel even if it is only once a year.
- Can I use a personal card when traveling?
 - No, the University Travel card needs to be used to pay for travel related expenses.
- Do I have to use the Travel Card for meals or can per diem still be claimed?
 - Yes, it depends on departments regulations on meals. If per diem is not being claimed, a University Travel Card should be used to purchase meals.

Student Travel

- Students who are University employees have profiles in Concur.
- Students who are not employees, must be booked as guests
 - If University is reimbursing travel in full
 - University Travel Card of the admin
 - Admin should book through Concur
 - Hotel credit card authorization form. Note: Anthony Travel can request this on your behalf from the hotel
 - For students only being reimbursed a portion
 - A request should be created for this booking by a department administrator, the student can then use the Request ID to book travel through Anthony Travel on their own credit card

Student Travel Continued

- Student “Traveler Type” has been added in Request
- Booking fee for students regardless of they book in Concur or with Anthony Travel is only \$5

Expense Report Submission Items

- Reminder to all those registering for in-person conferences:
 - Submit registration fee and all travel expenses upon completion of trip on one single report
- Hotels being booked through conference link.
 - When expensing your hotel charges please note in the comment section of the expense that the conference link was used to book.
- Tickets that are part of the Unused Airline Ticket Bank should not be added to expense reports. These are allocated at the end of each month on the back end.

Purchase, Pay & Travel Customer Service

Purchase, Pay & Travel (PPT) Customer Service was unable to accept live phone calls in recent months due to staff shortages.

We are pleased to share that **as of Friday, October 1, 2021**, the PPT Customer Service team is accepting live phone calls again.

PPT Customer Service is available to assist with questions related to making purchases or payments, booking travel, and managing expenses. Visit [this page](#) to contact them.

Return to Travel Series

- The series will feature multiple travel-related topics and presenters, including industry experts and University providers.
- The first two sessions were presented by University-wide Contracted Supplier for travel management, Anthony Travel.
- Upcoming Sessions:
 - Enterprise Car Rental on October 20
 - Southwest Airlines on November 17
- Visit [this page](#) to find the latest information, register for upcoming sessions, and view recordings or materials from the previous sessions.

Purchase, Pay & Travel Website

The Purchase, Pay & Travel website is the consolidated web and customer service resource for Purchasing Services, Payment Processing & Compliance, and Strategic Sourcing & PantherExpress System Solutions.

This site provides guidance and training resources for the buy-to-pay process, including travel and expense management and Concur, the online booking tool.

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
- Visit the [Purchase Pay Travel Website](#)