

Purchase, Pay & Travel

Travel and Expense Management

Lunch and Learn

March 2, 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.

Introductions

Anthony Travel

Crystal Timmerman- Director, University Business Travel

University of Pittsburgh

Tammy Nolan- Manager- Purchase, Pay & Travel Customer Service

Phillip Fry-Expense Report Analyst-Payment Processing and Compliance

Jennifer Theleen-Communications Manager

Emily Duchene- Travel Program Manager

Agenda

- University Standards and Guidelines
- University Wide Contracted Supplier
- Concur Online Booking Tool
- University Travel Card

University Guidelines and Policies

University Standards and Guidelines

- Anthony Travel/ Concur Online Booking Tool
- University Travel Card

University Wide Contracted Supplier

- Anthony Travel
- Enterprise/National Car Rentals

Concur Online Booking Tool

Concur Online Booking Tool

- Request
 - All travelers need to create a Request ID
 - How are you booking travel?
- Activation of University Travel Card
 - Once University Travel Card is activated you must set as the default card in Concur Profile
- Basic Economy
- Fare/Schedule
- Price Matching
 - Must have the following in the print screen
 - URL
 - Date/Time Stamp
 - Dates of Travel
 - Airline
 - Flight Number
 - Fare Class
 - Price

Price Matching

https://www.concursolutions.com/travelwizard/twAirChoose.asp?47643.66=118692312.049666&cbid=47645.01&HTTP_REFERER=%2Ftravelwizard%2Fwizard_processing.asp

Preferred Airline [More fares/details](#)

United ¹	Economy	Economy
07:05 AM PIT → 01:28 PM LAX 1 EWR 9h 23m	\$347.19	\$400.20
11:05 AM LAX → 10:37 PM PIT 1 DEN 8h 32m	Select	Select

¹ UA 3485 operated by REPUBLIC AIRWAYS DBA UNITED EXPRES

Preferred Airline [Hide fares/details](#)

DEPART Wed, Nov 9 – Pittsburgh, PA to Los Angeles, CA / 1h 29m layover in Newark, NJ [Hide details](#)

Wed, Nov 9	07:05a PIT → 08:31a EWR	1h 26m	United 3485 View seats
Operated by REPUBLIC AIRWAYS DBA UNITED EXPRES			
Layover in Newark, NJ 1h 29m Newark Liberty Intl Airport			
	10:00a EWR → 01:28p LAX	6h 28m	United 1076 View seats
Boeing 757-200			

RETURN Sat, Nov 12 – Los Angeles, CA to Pittsburgh, PA / 3h 09m layover in Denver, CO [Hide details](#)

Sat, Nov 12	11:05a LAX → 02:26p DEN	2h 21m	United 1013 View seats
Boeing 737-900			
Layover in Denver, CO 3h 09m Denver Intl Airport			
	05:35p DEN → 10:37p PIT	3h 02m	United 1211 View seats
Airbus Industrie A320-100/200			

Fare Options

	Free Checked Bags	Refundable		
Economy (T)	0	No	✓	\$347.19
Rules Benefits/Services				
Economy (S, S, T, T)	0	No	✓	\$400.20
Rules Benefits/Services				
ECONOMY FULLY REFUNDABLE (S, S, T, T)	0	Yes	✓	\$500.21
Rules Benefits/Services		Fees may apply		

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1:19 PM 2/28/2022

University Travel Card

Upon Receiving Card

- Activate Card
- Set as Default Card in Profile

Requesting Limit Increase

- Forms - [University Travel Card Change Request Form](#)

Travel Card Administrator

- pittcreditcards@cfo.pitt.edu

Upcoming Events

- Wednesday, March 23 – [Return to Travel- United Airlines](#)
- Travel & Expense Management Lunch & Learn sessions to occur monthly for the time being:
 - Wednesday, April 13 – focus on Managed Hotel Program
 - Wednesday, May 11
 - Wednesday, June 8
 - Wednesday, July 13
 - Wednesday, Aug 10