

# Travel and Expense Management

Lunch and Learn  
Spring 2021



# COVID-19 Standards & Guidelines

- COVID-19 Standards and Guidelines-Travel Management
  - 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
- COVID-19 Standards and Guidelines-Safe Mobility
  - Authorized Travel
    - High Risk- No travel permitted-Exceptions approved by Senior Leadership
    - Elevated Risk-Travel restricted to only essential travel necessary to fulfill a core job function-Approval from Senior Leadership required
    - Guarded Risk-Travel is permitted-Approval set by the unit.

# COVID-19 Standards & Guidelines

- COVID-19 Standards and Guidelines-Safe Mobility Cont.
  - Commuting and Personal Travel
  - Quarantine
- Complete list of COVID-19 Standards and Guidelines
  - <https://www.policy.pitt.edu/university-policies-and-procedures/covid-19-standards-and-guidelines>
  - Others
    - Meetings, Conferences, Events and Guests
    - Shared Spaces
    - Fieldwork and Research Travel

# Central Unused Ticket Bank

- The value of unused airline tickets which were booked through Anthony Travel and charged to subcode 8119 for COVID-19 expenses are now part of the University's central unused airline ticket bank. Any employee traveling for approved University-related business, in accordance with the University's operational postures and the COVID-19 Standards and Guidelines for Travel Management, should use this ticket bank for any new airline bookings until it is exhausted.

## How to Utilize the Unused Airline Ticket Bank:

- Call Anthony Travel to initiate the booking at (844) 583-5963 or (412) 246-9024, or book online via Concur. Note: If booking online, you will be contacted by Anthony Travel about your use of the ticket bank.
- For all non-05 sponsored project travel: The traveler's department will be charged for the new ticket cost at the time of the booking.
- For 05 sponsored project travel ONLY: All new 05 sponsored project travel booked through the unused airline ticket bank will not be charged to the department/project but will be applied to subcode 8119 since the initial expense remains on the project. All 05 sponsored project travel must be specifically identified at time of booking to ensure usage is tracked in the general ledger account.

# Managed Hotel Program

Anthony Travel, in coordination with the University, will provide a managed Hotel Program

- Groups, events and individual business reservations that require hotel accommodations.
- Help mitigate risk in the negotiation phase, with Anthony Travel working directly with hotels to obtain the most favorable pricing and terms.
- Increase buying power by leveraging total spend across the University and Anthony Travel.
- Discounted accommodations that meet the University's standards of quality and service.
- All contracts with any hotel, regardless of dollar amount, must be initiated through Allison Jones, Anthony Travel's dedicated Hotel Program Manager.
- To begin planning your area's next event please complete the Hotel Room Blocks and Hotel Conference/Meeting Space Request Process in the PantherExpress System.

Allison Jones, Anthony Travel's dedicated Hotel Program Manager, can be contacted directly at: [allisonjones@anthonytravel.com](mailto:allisonjones@anthonytravel.com) or 412-267-7151.

# Car Rentals

Enterprise/National Rentals are the University's contracted car rental agency

- Current rental car shortage
  - Book as far in advance as possible
  - 12 Passenger Vans are in high demand
- University Travel Card in drivers name must be provided at time of pick up
- No direct billing available for Faculty or Staff

# Expense Report Submission

- Forced Reconciliation
- Year End Guidance
- Expense Types Overview
  - Services
  - Honoraria
- One on One Refreshers for Departments Available after July 1<sup>st</sup>

# Purchase, Pay & Travel Website

Purchase, Pay & Travel is the consolidated web and customer service resource for Purchasing Services, Payment Processing & Compliance, and Strategic Sourcing & PantherExpress System Solutions. This site provides guidance for the buy-to-pay process, including our cloud-based purchasing tool, PantherExpress System, and travel and expense management, including Concur

Website: [www.ppt.pitt.edu](http://www.ppt.pitt.edu)



# Contact Information

- PantherExpress Customer Service  
412-624-3578 (4-3578 or “HELPU”)
- Anthony Travel Booking Consultants  
412-246-9024 or [Pitt@AnthonyTravel.com](mailto:Pitt@AnthonyTravel.com)
- Allison Jones-Managed Hotel Program  
412-267-7151 or [allisonjones@anthonytravel.com](mailto:allisonjones@anthonytravel.com)
- Emily Duchene-Travel Program Manager  
412-624-4398 or [educhene@cfo.pitt.edu](mailto:educhene@cfo.pitt.edu)

Purchase Pay Travel Website

[ppt.pitt.edu](http://ppt.pitt.edu)