Quick Reference Card – Request & Travel

Getting Started
1. Log in to my.pitt.edu.
2. Click the link for PantherExpress Travel and Expense Management
3. You will be taken to the Concur home page.
4. If you are booking travel for another user, verify you have delegated in as them, and their name appears in the upper right.

Note: Your Concur Profile must be completely set up prior to creating Requests, or booking Travel. Refer to the Profile Quick Reference Guide, or the Travel and Expense Management User Guide for instructions.

Create a Travel Request
Create a Request in Concur, when an approved travel request is required before booking travel, or you would like to contact a travel agent with Anthony Travel for booking assistance.
1. Click Requests, New Requests.
2. In the Request Header, complete all required fields (red bar). For the field, “How are you Booking Travel?”, use option 2, for a request that must be approved before booking travel, or option 3, for Anthony Travel Agent Assisted Booking.
3. Click Save. A request number is generated.
4. Enter Segments (airfare, car rental, hotel), or other anticipated Expenses. If exact costs are not known, or you will be booking travel through Anthony Travel, you can enter estimated or not-to-exceed amounts. Click Save.
5. When finished click Submit Request.
6. Click Accept & Submit.

Recall a Request
You cannot change, cancel, or delete a Request that has been submitted unless you Recall it first.
1. Click Requests, Manage Requests. Click the Request Name.
2. Click Recall, then Yes to confirm the recall.
3. Cancel Request, or make necessary changes, Save, and Submit.

Make a Travel Reservation from an Approved Request in Concur
1. Click Requests, Manage Requests
2. Requests that have a status of Pending Online Booking are ready to begin the booking process
3. Click the Request name, or the Book link found under Action
4. Click Book with Concur Travel.
5. On Your Itinerary page, change departure/pickup time, if needed.
6. Click Proceed to Booking

Make a Travel Reservation without an Approved Request in Concur
Click Travel on the Quick Task Bar at the top of the home page.

Airfare
1. Select Round Trip, One Way, or Multi City, enter From and To locations, and Depart and Return dates/times and click Search.
2. Review flight availability and select a flight
   a. Flights can be viewed by Fares, or by Schedules
   b. Further sorting and filtering can be done using the Sorted By options, or the slider bars on the left side of the screen.
3. After selecting a flight, select a seat.
4. Click Close.
5. Assign your seats for all legs of your trip.
6. Review the method of payment, and make any necessary changes. Method of Payment should be University Travel Card, which is automatically labeled as “Corporate Card”.
7. Click Reserve Flight and Continue.
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Hotel
1. Click the Hotel icon
2. Enter Check-in/Check-out Dates, and other search criteria
3. Click Search
4. Click the button next to the desired room type
5. On the Review and Reserve Hotel page, verify all information, and check the box I agree to the hotel’s rate rules, restrictions, and cancellation policy.
6. Click Reserve Hotel and Continue

Rental Car
1. Click the Rental Car icon
2. The Pick-up/Drop-off dates, and Pick-up car at fields will be populated from other trip segments.
3. Enter additional search options, if needed. Click Search.
4. Select the appropriate rental car, then click Select.
5. On the Review and Reserve Car page, verify all information and select Reserve Car and Continue.

Note the following icons:

- Hotel or car rates are within University travel policy
- Hotel or car rates are outside the University travel policy

Completing the Travel Reservation (when starting with an approved Request in Concur)
1. On the Travel Details page, review the details of your reservation and the Total Estimated Cost. Click Next.
2. Trip Name and Description must be completed.
3. Click Next if you are ready to purchase the trip or select Hold Trip, if you are not ready to purchase the trip.
4. Click Confirm Booking.
5. The Request window will automatically open. Select “How are you Booking Travel” (choose option 1 – Request Auto-created from a Concur Travel Booking). Enter Trip Type, and Trip Purpose.

Change an Existing Travel Reservation
- Contact Anthony Travel

Cancel a Travel Reservation
- Click Travel > Upcoming Trips.
- Click on the trip to be canceled and choose Cancel Trip from the list of Trip Actions.

For further assistance:
Contact PantherExpress Customer Service:
- Phone – 412-624-3578
- Email – pantherexpresscs@cfo.pitt.edu

Contact Anthony Travel:
- Phone - 844-583-5963 or 412-246-9024
- Email – PITT@anthonytravel.com