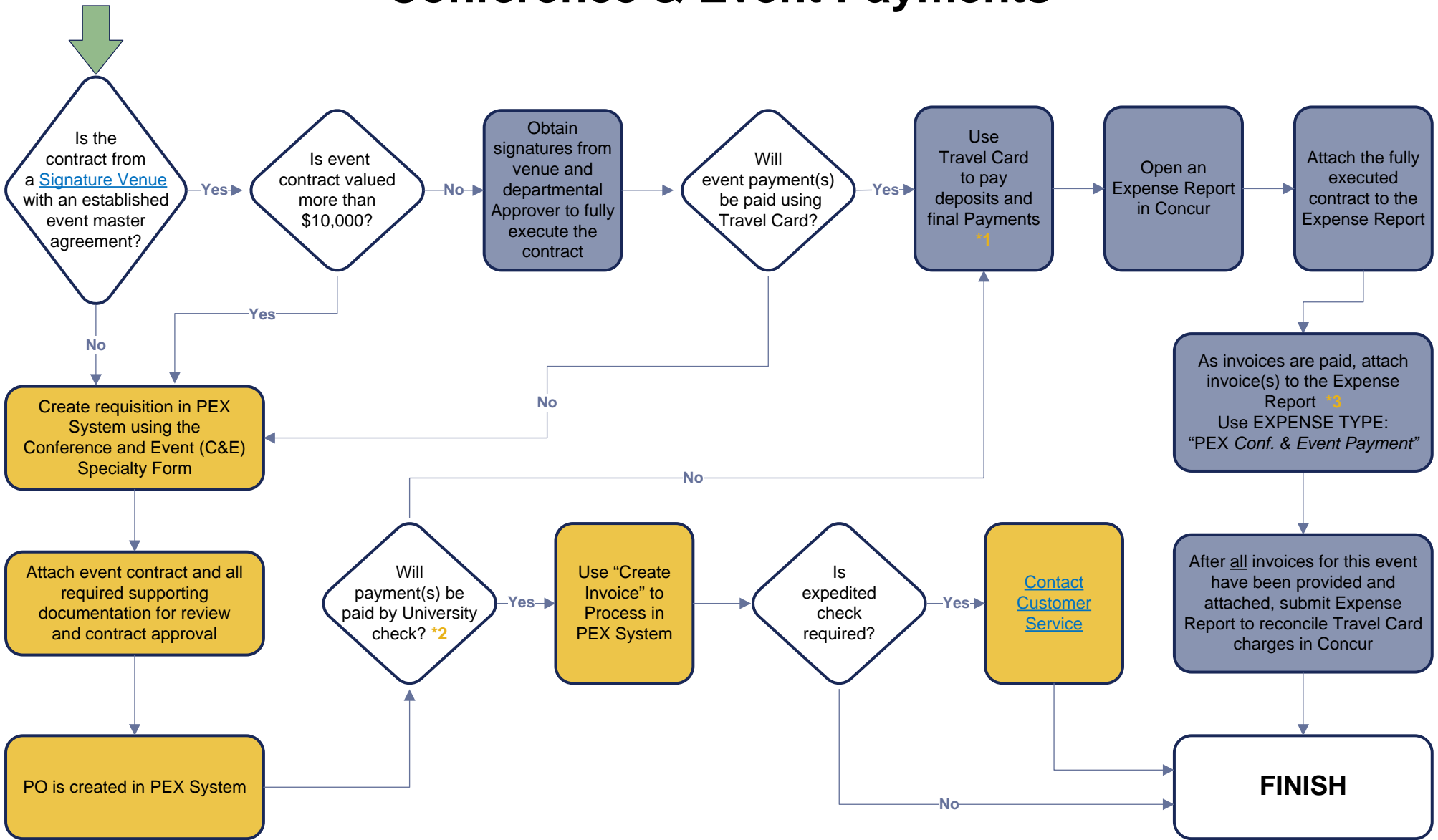


Conference & Event Payments



***NOTES:**

1. If a Conference & Event contract has been processed through the PantherExpress (PEX) System and the Travel Card is used for payment, the following procedure is required to establish an audit trail:
 - Open an Expense Report in Concur
 - Record the PEX PO Number in the Expense Report's 'Comment' field in Concur
 - Record Concur's 'Report Key Number' in the PO 'Comments' field in PEX
 - **CLOSE PO** in PEX
 - If an addendum to the contract is required after PO closure, contact Purchasing

2. For consistency in processing payments for Conference & Event and to avoid duplicate payments, the same method of payment must be used throughout the life of the transaction
3. Submit only one Expense Report per event

KEY:

- ◇ Decision Point
- PEX System
- Travel Card