Conference & Event Payments

Is the contract from a Signature Venue with an established event master agreement?

Yes → Is event contract valued more than $10,000?

No → Create requisition in PEX System using the Conference and Event (C&E) Specialty Form

Yes → Obtain signatures from venue and departmental Approver to fully execute the contract

Will event payment(s) be paid using Travel Card?

Yes → Open an Expense Report in Concur

No → Use Travel Card to pay deposits and final Payments

Attach the fully executed contract to the Expense Report

As invoices are paid, attach invoice(s) to the Expense Report

Use EXPENSE TYPE: "PEX Conf. & Event Payment"

Contact Customer Service

After all invoices for this event have been provided and attached, submit Expense Report to reconcile Travel Card charges in Concur

FINISH

*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