



WVU / WVURC TRAVEL PROGRAM UPDATE

PCPS: WHO ARE WE

Ted Svehlik,
Assistant Vice President and
Chief Procurement Officer

Rachel Hays,
Director of Payment Services
and Travel

Caitlin Mutkus,
Travel Analyst

Procurement

Contracts

Accounts Payable/Disbursements

Travel

PCard

Supplier Registration

Mail Services

FY 2019: PCPS AT A GLANCE

- ✓ More than \$500 million in spending
- ✓ 31,000 purchase orders
- ✓ 90,000 invoices & 17,000 reimbursements
- ✓ 5,000 Travelers
- ✓ 4,000 PCards
- ✓ 150,000 PCard transactions

WE'RE HERE TO HELP!

Our team is here to help you:

- **Get or do the things you need**
- **When you need them**
- **In the most efficient way possible**
- **Within State and University guidelines**

PCPS TRAVEL PROJECTS

ENTERPRISE

- / Great rates
- / Insurance included

HOTEL CONTRACTS

- / Local and chain hotels

AIRLINE CONTRACTS

- / Southwest, Delta and more

UBER/AIRBNB

- / Developing relationship with non-traditional suppliers

**MYTRAVEL:
WVU'S
STANDARD
BOOKING TOOL**

Backed by World Travel

WVU's Travel Management Company

WHY USE MYTRAVEL?

- ✓ Save all of your travel reward programs and travel preferences in one spot
- ✓ Great-rate guarantees
- ✓ “Worry-free” booking
- ✓ Enterprise/National Car Rental rates/insurance applied
- ✓ Dedicated contact for any question or issues - **World Travel**
- ✓ “One WVU” for future savings
- ✓ Traveler safety

BASIC ECONOMY

- ✓ Tickets cannot be changed or refunded
- ✓ Limited baggage options
- ✓ Seat assignments are not given until check-in
- ✓ Ticket changes or upgrades are not allowed
- ✓ Last boarding group

FAQS

Q: Am I charged booking fees?

A: No fees are charged to travelers.

Q: How can I apply my conference rate to my hotel?

A: World Travel can assist or use comments in My Travel.

Q: Do I have to book my own trip?

A: No. A proxy can book travel on your behalf.

Q: Do I have to be on campus to book?

A: No. MyTravel can be accessed remotely from any device.

Q: Is the use of a PCard mandatory?

A: PCard use is encouraged but not mandatory.

Q: What about my personal travel?

A: World Travel can assist.

COMMUNICATIONS AND TRAINING



- / E-news
- / In-person information sessions
- / FAQs & Helpful Hints
- / Online training
- / Social Media
- / Know before you go

BOG TRAVEL RULE AND UPDATED TRAVEL MANUAL

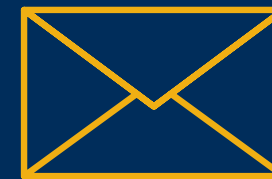


- Effective: October 1, 2019
- Strongly encourages the use of MyTravel and travel management company

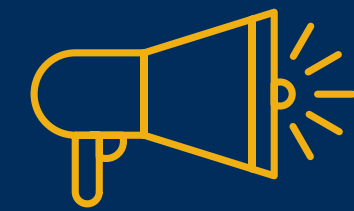
HOW TO CONTACT PCPS



Website: procurement.wvu.edu



Email: pcps@mail.wvu.edu



Not on the PCPSUSER listserv? Contact us to get added for the latest updates and information!