



**Procure-to-Pay Office Hours
January 22, 2026
Summary Notes**

Travel

- Manage expenses and travel on your schedule with the SAP Concur Mobile App - designed to keep things simple, even when you're on the go.
 - <https://travel.ucmerced.edu/concur-reimbursement/concur-mobile-application>
 - Receipt photos captured in app will automatically upload to your concur profile for easy report creation
 - The more you use the app the smarter it gets – the app learns your categorization habits for more intelligent usage
 - Supervisors can approve reports within the app as well
 - P-Card usage is eligible within the app for expense reports and uploading receipts
- Hotels now make it very easy to accept digital card payments for bookings
 - If you don't have a T&E card and you need to be able to make bookings within 2-weeks - team can expedite with ~2-3day turnaround

Accounts Payable & Tax Service

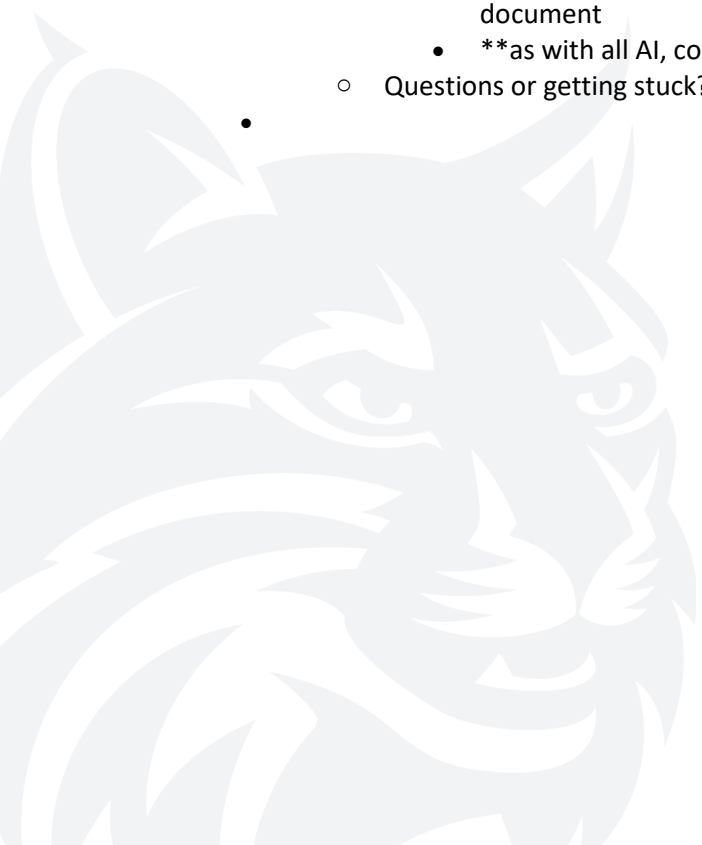
- Please utilize our AP email for direct questions, updates, or other needs, not the invoices email – the AP email is closely monitored and you'll receive better support
 - accountspayable@ucmerced.edu
- When submitting invoices, do not use multi-invoices per file. Each invoice needs to be a separate file with the PO number clearly indicated.
 - If a supplier is registered with Transcepta they must submit via Transcepta
- Invoices on hold- an email will be sent to dept requestor and supplier, with notice and reason why it is on hold
 - If you receive a notice not intended for you let AP know and they will redirect to the appropriate individual
- Non-PO Payment Requests: COA needs to include the entire account number (typically X's or 0's) but the account needs to be included in the request, and specified per item in the payment request
 - If the PO is linked to the request, the COA is pulled from the PO

Procurement

- P-Card Updates
 - Bi-weekly expense report approval for 2-weeks of expenses – please ensure you are logging into Concur to review expenses and submit on time for the [P-Card Submittal Schedule and Calendar](#)



- Shipments to personal home addresses are prohibited
 - if a non-University address (Campus, Fresno center, DCC, other University locations) is needed as the delivery for a purchase, you have to reach out to p-card via email for approval, then need to attach approvals to the concur expense report
- Any special approvals – restricted items or ship location - must include all approvals in the concur expense report as an attachment to the report
- P-Card Policy update *in progress* - announcement and email notice to all holders soon
 - Single transaction \$4999 (current) increase to \$9999 (future)
 - New application and training needed for the increase - will not be applied to card holders automatically
- Unauthorized Purchase Policy
 - Policy has been updated and the new form is in effect
 - Read more at <https://supplychain.ucmerced.edu/procurement/how-buy-uc-merced>
- Hilton Garden Inn
 - New Hotel Opening and room offerings
 - See below for instructions for booking and **confidential** rate sheet; do not externally share the rate sheet, it is only intended to use when making a booking as reference,
 - Specific questions regarding T&E usage with hotels? Reach out to the Travel Team
 - Specific questions regarding our agreement with Hilton? Reach out to Procurement
- BobcatBuy+ New Features
 - Quote Order
 - With suppliers within BobcatBuy+ you can now upload your quote directly in the shopping platform
 - Search for your supplier, then Upload & Parse the quote
 - The tool will read the quote, pulling in SKU/Price/Name/Quantity from the document
 - **as with all AI, confirm accuracy before adding to cart
 - Questions or getting stuck? Reach out to Procurement@ucmerced.edu





UC Merced & Hilton Garden Inn – Purchase Request Process

Step 1: Obtain Sales Group Contract from Hotel

- ✓ Jamie Fox, Director of Sales
- ✓ 209-219-3800
- ✓ jamie.fox@hilton.com; and FATMC_hotel@hilton.com
- ✓ Reference Attached UC Merced Contract → PDF
- ✓ Individual Travel must be placed on a Travel & Entertainment Card.



Step 2: Submit Group Travel Request through ServiceNow!

- ✓ https://ucmerced.service-now.com/dfa?id=dfa_kb_article&sys_id=28cc0602c3cae0106c5c8dd9d0013100&form_id=88ab45e89748b1505a8c355e6253afda

Step 3: Travel Review & Approval

- ✓ Once submitted, the Group Travel request and supporting documents will be reviewed by a Travel Group member. Approval is based on budget availability, business need, and compliance with UC Travel & Procurement policies.

Step 4: Procurement Review & Approval

- ✓ After Travel Group's approval, if a signature is required for a Contract (Groups Sales Agreement or Banquet Event Order) tickets will be routed to Procurement for contract negotiations and execution. The team may reach out for additional documentation if needed.
- ✓ Individual Travel must be placed on a Travel & Entertainment Card.

Step 5: Final Approval

- ✓ Once the Group Sales Contract is fully executed by the UC and Hotel. The fully executed contract will be attached to the ServiceNow! ticket and the Travel & Entertainment Card can be used to pay for the hotel.

❖ Do not sign agreements or authorized payments on behalf of UC. This is a violation of UC policy. Only your Procurement Department can sign on behalf of the UC.



NOT FOR PUBLIC RELEASE



01/14/2026

UC Merced
5200 N. Lake Road
Merced, Ca 95343

Below are the details of our confidential rate agreement proposal for The Regents of The University of California, Merced. On behalf of Hilton Garden Inn Merced with an address of 1001 S. Coffee Street Merced, Ca 95341. We look forward to being your preferred hotel and developing a strong relationship between our Hotel and your travelers.

STATIC PRICING OFFER

- Rates are valid from [January 2026 – December 2026.](#)
- Rates are NET, NON-COMMISSIONABLE

Room Type(s)	Single, Double Occupancy
Single King Double Queen Single King Deluxe	\$99.00 Rate for standard room, \$109 for deluxe. Rates are based on Last Room Availability (LRA) in the contracted room category type(s) and are quoted <i>exclusive</i> of taxes, fees, and assessments.

Rates quoted at the time of booking are in U.S. Dollars and are valid per room, per night and are inclusive of (include applicable items, examples follow):

- Complimentary Standard High-Speed Internet Access
- Hilton Honors Points (for your travelers that maintain a current Hilton Honors membership)
- Additional Amenities included:
 - Complimentary parking
 - Fitness Center
 - Guest Laundry
 - Business Center use
 - Pool/Spa

HOTEL TERMS & CONDITIONS

- **RESERVATIONS:** To confirm a reservation for late arrival, the Hotel requires a guarantee by the traveler's valid credit card or purchase order at the time of booking the reservation. A fee in the amount of the first night room rate plus applicable tax will be charged if the traveler fails to check-in to the Hotel for any reason whatsoever (no-show) or if the traveler fails to cancel the guaranteed reservation by the Hotel's applicable cancellation deadline.

NOT FOR PUBLIC RELEASE



- **PAYMENT:** Travelers must settle their bill upon departure, unless credit has been established by your company pursuant to a separate written credit agreement between your company in the form requested by Hotel.
- **CANCELLATIONS:** Are subject to the Hotel's current "House Policy:" Until 48 hours before day of arrival - no charge. Cancellation of a guaranteed reservation less than 48 hours before day of arrival - the first night room rate plus applicable tax will be charged as a cancellation fee.
- **CHECK-IN:** 3:00 PM
- **CHECK-OUT:** 12:00 PM

ADDITIONAL TERMS AND CONDITIONS

- **UNAVAILABILITY OF ROOMS.** On occasions due to unanticipated circumstances, the Hotel may not have rooms available for all guests who wish to check-in on a particular night. While the Hotel will use reasonable efforts to avoid such situation impacting your company, in the event any traveler with a confirmed reservation cannot be accommodated by the Hotel, the Hotel will provide the following:
 - Accommodation paid by the Hotel at a comparable hotel as close as possible for the entire duration the traveler is displaced from the Hotel.
 - One complimentary round trip ground transportation between the Hotel and the alternate hotel.
- **TAX AND OTHER CHANGES.** Hotel reserves the right to unilaterally, at its sole discretion, in good faith, change the rates in case of changes in applicable government taxes, fees or assessments as well as any changes in applicable labor or service charges. We will notify you of any increases before they go into effect.

To accept the terms and conditions of this proposal, please sign and return this agreement. Once this document is countersigned by our Hotel, UC Merced and your travelers can begin to enjoy the benefits of this discount program.

AGREED TO AND ACCEPTED BY:

Hilton Garden Inn Merced

Name: Jamie Fox

Director of Sales/Marketing

A blue ink handwritten signature, appearing to be "J. Fox", written over a horizontal line.

AGREED TO AND ACCEPTED BY:

The Regents of the
University of California,
Merced

**Ramon
Moradi**

Name: Ramon Moradi

Title: Contracts Administrator

Date: 01/15/2026

Digitally signed by
Ramon Moradi
Date: 2026.01.15
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