**Financial Accounting Program**

The Financial Accounting Program orientation session is held on campus or remotely from 9:00am - 11:00am. The program is designed to provide an overview of the Financial Accounting Program, including an introduction to the Concur Travel & Expense system. This coursefurthers understanding of the Concur Travel and Expense system.

*Thursday, February 24, 2022 @ 1:00pm - 3:00pm*

UC San Diego Travel: Reporting Expenses

This live course will include an in-depth explanation of Concur processes related to meetings, travel, and entertainment. Intended for preparers, hosts/payees, and travel managers.

*Tuesday, February 22, 2022 @ 9:00am - 11:00am*

Concur: Event and Expense Reimbursements

This course focuses on the reconciliation process in Concur. It is recommended that you also attend the preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and Faculty and staff who travel or book business travel can further their understanding of the reconciliation process in Concur.

*Thursday, March 3, 2022 @ 1:00pm - 3:00pm*

UC San Diego Reimbursements 101: Preparing for Reimbursements

This course will cover the basics of preparing for and submitting Reimbursement Requests in Concur. It includes an overview of the Reimbursement Request process and best practices.

*Thursday, February 24, 2022 @ 1:00pm - 3:00pm*

How to Create and Reconcile Travel Prepayments in Concur

This course provides an overview of UC San Diego travel policy and the trip reconciliation process. It covers how to take advantage of TripIt Pro. It is recommended that you also attend the preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and Faculty and staff who travel or book business travel can further their understanding of the reconciliation process in Concur.

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