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Got this as a forward?

Manage

An employee Travel supplier in Concur.

Take a look at our new KBA

learn about the Concur processes for reporting travel expenses on a Travel Expense Report.

procedure, including summarized guidelines and on-demand resources. Faculty and staff will

This course provides an overview of UC San Diego travel policy and the trip reconciliation

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

UC San Diego Travel: Reporting Expenses

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

Thursday, February 24, 2022 @ 9:00am - 11:00am

UC San Diego Travel: Before You Go

and financial managers who are familiar with policy and would like to learn about the expense

entertainment, and business expense reimbursements. Intended for preparers, hosts/payees,

This live course will include an in-depth explanation of Concur processes related to meetings,

how to get your direct retro with cap gap to work? See a wire you need to claim but have no

does is off the table. Trying to figure out the source of a GL-PPM discrepancy? Can’t figure out

This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager

Starting February 3 until March 31, the Campus Budget Office will be hosting Office Hours to

Thursdays, 10:00am - 11:00am

Campus Budget Office: Office Hours

purchases who want to further their understanding of buying on campus.

San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It

Thursday, February 17, 2022 @ 9:00am - 11:00am

Concur: Event and Expense Reimbursements

idea what to do next? Bring your issue to office hours and phone a friend.

How to find your PEB index?

If you did not receive an email and you applied

the Application Process section of the

March 4. The program is intended to provide fundamental accounting knowledge that can

Financial Accounting Program Application Period Opens This Friday!

We thank you for your continued support!

Finance Help Line is LIVE!

we have been receiving.

might still have a purpose to exist if the overall award isn’t closed out.

Note: Cumulative data was required for conversion from IFIS to Oracle, so if inactive indexes

were part of the larger award or capital project, those indexes were converted on purpose and

for that reason will continue to be active. These indexes were not changed back to inactive.

The Plant Accounting team will close the Capital Projects they are able to

Many of these projects still have balances and cannot be closed until zero.

The Sponsored Projects Finance (SPF) team will close any ended awards they are able to.

General Projects with those indexes will be reviewed and closed on your behalf centrally

Opt Out

to receive our future emails.

The Finance Help Line is LIVE!

Click to access the

UC San Diego Finance Help Line

Be sure to try out the different calendar views in the upper right corner!

Event Calendar

Executive Center Event Calendar

Budget & Finance Weekly Digest

Funding, Patents, Licensing, and Technology Transfer

February 15, 2022

Friday, February 18 - 25, 2022

Thursday, February 24, 2022

Friday, February 25, 2022

Friday, February 18, 2022

February 15, 2022

February 16, 2022

February 18, 2022

February 19, 2022

February 20, 2022

February 21, 2022

February 22, 2022

February 23, 2022

February 24, 2022

February 25, 2022