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**Financial Accounting Program**

**Take a look at our new KBA**

**How to Create and Reconcile Travel Prepayments in Concur**

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

process in Concur. **entertainment,** and financial managers who are familiar with policy and would

like to learn about the expense

reconciliation process in Concur.

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

**Concur: Event and Expense Reimbursements**

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

isn’t familiar with. Our team members will also provide examples of solutions to common issues.

**Thursdays, 11:00am - 12:00pm**

**Fund Management Office Hours**

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