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Got this as a forward?
Manage

employee Travel supplier in Concur.
Take a look at our new KBA
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 in Concur.

Faculty and staff who travel or book business travel can further their understanding of 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 financial managers who are familiar with policy and would like to learn about the expense reconciliation process in Concur.

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

UC San Diego Travel: Before You Go
How to get your direct retro with cap gap to work? See a wire you need to claim but have no purchase order for. Many of these projects still have balances and cannot be closed until zero.

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.
The Financial Accounting Program application cycle is set to open again on February 18 through March 31. The program is designed to provide financial accounting training for faculty, staff, and students who are involved in university business processes.
This course is especially valuable for individuals responsible for departmental requisitions and POs, closing POs, processing non-PO payments, and checking invoice tracking purposes.

The Financial Accounting Program application cycle runs a bit later each year, so February 18 through March 31 is the upcoming application period. The program is designed to provide financial accounting training for faculty, staff, and students who are involved in university business processes.
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