The Learning all there is to know about budget & finance can feel daunting.

Don't miss out on our upcoming

Entertainment Process

user of Concur, our Travel and Expense application, review the below links:

Review the knowledge of policies and processes.

Travel and Entertainment Processes

portal plans to implement this change in the coming months.

different VC areas. 79% of respondents indicated a preference for an annual lump sum allocation. The Campus Budget Office

Core Fund Resource Allocations Survey Results

questions

Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer

a Travel Expense Report.

guidelines and on-demand resources. Faculty and staff will learn about the Concur processes for claiming travel expenses on

This course provides an overview of UC San Diego travel policy and the trip reconciliation procedure, including summarized

1:00pm - 3:00pm

UC San Diego Travel: Reporting Expenses

travelers and preparers also attend the

Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that

Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via

9:00am - 11:00am

Thursday, July 28, 2022

Concur: Event and Expense Reimbursements

requirements. This virtual training is set to

Register for this comprehensive training course providing instruction on contract, event, and invoice creation and

PPM Contract and Invoice Training

Thursday, July 7, 2022 @ 9:00am - 11:00am

At next week's office hours, representatives from the Office of Contract and Grant Administration (OCGA) will demo the

Every Thursday @ 11:00am - 12:00pm

Fund Management Office Hours

questions answered about what you need to do next.

Come to this week's office hours to see a demo of the newly released Project Setup to GL Match Errors report and get your

Every Monday @ 11:00am - 12:00pm

Watch recorded office hours and more on our

UC San Diego Budget & Finance YouTube channel

Please feel free to

submit a ticket

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

shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs,

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

Thursday, July 7, 2022 @ 9:00am - 11:00am

This course is designed to help the Budget & Finance community, including faculty or staff with financial

To obtain an overview and checklist of the business travel lifecycle. If you are new or an infrequent

How do I

suggest enhancements

Who can

where can I

What can I do

Financing Services

Our goal is to deliver timely information that matters to you.

July Virtual Instructor-Led Training Classes

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

Click to access the Event Calendar

which showcases a consolidated view of Office Hours, Instructor-Led Training sessions,

Best Practices

and Hot Topics.

Our goal is to deliver timely information that matters to you.