Thank you for your participation in the Core Resource Allocation survey last month. There were 104 respondents from 8 different VC areas. 79% of respondents indicated a preference for an annual lump sum allocation. The Campus Budget Office would like to encourage departments to stick with the annual method of allocation. Funding will be distributed in two installments. The first will occur on July 15, 2022, and the second is scheduled for mid-August 2022. There will be a list of recipients available online.

Thank you again for your participation in this important process. If you have any questions, please contact the Campus Budget Office at 858-534-3906 or email us at CBO@ucsd.edu.

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For an overview of the business travel lifecycle, view the following video on how to plan and book your trip:

[UC San Diego Travel: Before You Go]

 UC San Diego Travel: Before You Go is a virtual training designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, understand how to plan and book business travel. This virtual training will cover the different steps involved in planning and booking business travel, including how to utilize the Concur Travel application, how to book flights, how to book accommodations, and how to submit travel expenses for reimbursement. This training is recommended for anyone who plans to travel for business purposes.

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The support framework is a comprehensive guide to help you find the resources you need to succeed in your role. This guide includes a list of questions to help you determine your needs, as well as links to various resources available to you. Here are some of the key sections:

1. [Concur Basics]
2. [Concur Request & Expense]
3. [Concur FAQ]
4. [Introduction to Oracle Procurement & Payables]
5. [PPM Contract and Invoice Training]
6. [Research Administration Activity Dashboard]
7. [Contract and Grant Administration (OCGA)]
8. [Internal Controls Office Hours]
9. [Fund Management Office Hours]
10. [New Oracle Procurement Request Form]

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Please feel free to suggest enhancements or ask questions about the internal controls guidance posted on the Research Administration Activity Dashboard. We are committed to providing the best possible support and guidance to help you succeed in your role.

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The UC San Diego Travel: Before You Go course is offered on an annual basis. The next session is set for Thursday, July 28, 2022, from 9:00am to 11:00am. This course is designed to help you prepare for your next trip by covering the different steps involved in planning and booking business travel, including how to utilize the Concur Travel application, how to book flights, how to book accommodations, and how to submit travel expenses for reimbursement. This training is recommended for anyone who plans to travel for business purposes.

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