Have Concur basics questions? We can help! Please see our Concur Request & Expense Help Center for quick links to various resources available to you.

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

Use quick links to navigate to Concur Request & Expense articles, library, Q&A discussions, and more. This digest is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, stay up to date on UC San Diego travel policy, and integration with Concur. Each Tuesday, the Weekly Digest provides important updates related to our Finance-related resources. Be sure to try out the different calendar views in the upper right corner!

Have Finance-related questions? Call the UC San Diego Finance Help Line.

- Toll-Free: 1-866-783-0124
- Monday - Friday: 9:00am - 5:00pm

Have you completed your travel expenses or reconciled them based on the following questions:

- Don’t miss out on our upcoming

Entertainment Process has been a while since you have hosted business events and reconciled entertainment expenses? Review the

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

- Review the
- knowledge of policies and processes.

As departments get ready to plan business travel, university events and business meals, take a moment to refresh your

Travel and Entertainment Processes portal plans to implement this change in the coming months.

Thank you for your participation in the Core Resource Allocation survey last month. There were 104 respondents from 8

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.

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

1:00pm - 3:00pm
Thursday, July 28, 2022
UC San Diego Travel: Reporting Expenses

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
PPM Contract and Invoice Training

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

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
Oracle: Buying and Paying for PO Requisitioners

Research Administration Activity Dashboard and answer your questions about the recent reorganization of OCGA.

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

Please note the

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
Oracle: Buying and Paying for PO Requisitioners

Watch recorded office hours and more on our

CBO Events

Experts in Procurement, Finance, and Grants. The course will not include analytical or project-based exercises.

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