Learning all there is to know about budget & finance can feel daunting. The Support Framework: Your Guide to Finding Help

We have completely redesigned the BI & Financial Reporting Get Help Blink page to establish consistency and accessibility by streamlining training, resources, learning, and connections with BI & Financial Reporting. Our Get Help page will help you find what you need.

For the support you need:

- Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer questions.
- Explore the many benefits provided in UC's contracts with the major airlines, hotels and car rental companies and learn how to take advantage of them when booking travel.
- There were a lot of enhancements in Travel & Expense and Procure-to-Pay which came out of 2022. Join us in reviewing them for personal travel. UC's Risk Services will also join us to share information on insurance coverage for business rentals.
- Wednesday, November 2, 2022: Deconstructing the UC Travel Ecosystem
- Wednesday, November 9, 2022: PPM Reconciliation and Best Practices
- Wednesday, January 11, 2023: Procure to Pay and Travel & Expense
- Every Thursday:
  - 10:00am - 10:30am: Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the UC San Diego Budget & Finance YouTube channel
  - 11:00am - 12:00pm: At this week's office hours, we will host a Fund Manager Bootcamp Training to walk through the program's many layers, which can be a great refresher for those coming back to travel or those who are new to travel, but is not a "how to" training, but rather an exploration of the many questions on insurance or per diem – who you gonna call?

Travel for Students on Study Abroad Programs

UC’s contract with Student Universe provides a variety of benefits to our students and we will highlight those along with the exciting Airfare Deposit Program.

We will also talk about Travel Perks which are provided in UC’s contracts with the major airlines, hotels and car rental companies. (The most current list of travel perks can be found here.)

In order to take advantage of these benefits, you will need to book travel using authorized travel agencies. To find out which agency has access to all UC rates and benefits, use the UC San Diego Authorized Travel Agency List.

We encourage you to review the Travel & Expense Guidelines as well as the Campaign Authorization Requirements. You may be required to provide documentation to substantiate your travel claims. We have provided some tips on how to substantiate your claims.

If you are interested in learning more about travel-related questions, call the UC San Diego Finance Help Line: 858-822-6400 or go to the UC San Diego Budget & Finance YouTube channel and subscribe.

Who can have assistance with their OFC questions?

- If you are a sponsored project manager or CI/COO, you can ask questions about OFC.
- If you have a sponsored project, you may ask questions about OFC.
- If you work with sponsored projects, you may ask questions about OFC.
- If you work with financial sponsors with a DHHS salary cap mandate:

  - Sponsored Projects Finance (SPF) has developed an interim solution which will allow the Department of Health and Human Services (DHHS) to apply the salary cap to non-federal sponsored projects and awards.
  - This will go into effect for FY2023.
  - SPF will review and temporarily modify the award in OFC as a DHHS flowthrough.
  - Non-federal awards are captured in OFC as "No DHHS Salary Cap Applied" in the OFC award detail report.
  - The fund manager will need to enter an internal transfer to add the DHHS salary cap back to the fund.

Unallowable Benefits for Post Docs paid on NIH Training/Fellowship Awards

According to NIH, the following postdoc benefits on trainees on Training Grants and Fellowship awards are not allowable:

- Life Insurance – PSBP
- Disability Insurance – PSBP

The unallowable CBR components is:

- Permanent Disability Insurance – PSBP

To account for the above as calculated in the Composite Benefit Rates, please use the following rate for Post Docs excluding Life Insurance:

- FY21: 6.14% for FY2021
- FY22: 5.61% for FY2022
- FY23: 5.61%

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