Announcements

Training & Support

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**UC San Diego Travel: Reporting Expenses**

The course provides an overview of UC San Diego travel policy and procedure, including summarized guidelines, resources, and information about online tools. In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip occurs in accordance with Travel Policy G-28.

**UC San Diego Travel: Before You Go**

This course is intended for those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, preparers (Concur Delegates) and approvers.

**UC San Diego Travel: Reporting Expenses**

Topics Covered:

- Concur Travel terminology and concepts.
- Travel arrangements and reimbursement for preauthorization and UC San Diego's instance of Concur Travel booking tool.

Intended for travel arrangers, delegates, and financial managers who are familiar with Travel Policy G-28 and would like to learn about more advanced preauthorization and UC San Diego’s instance of Concur Travel booking tool. Intended for travel arrangers, delegates, and financial managers who are familiar with Travel Policy G-28 and would like to learn about more advanced meetings and entertainment terminology and concepts.

**PPM Contract and Invoice Training**

Register for the upcoming comprehensive training course providing instruction on contract, event, and invoice creation and requirements. This virtual training is set to occur every 2nd Tuesday of the month at 10:00am. The next session is 09/13, and will reoccur on 10/11 and 11/08.

**Concur: Event & Expense Reimbursements**

The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business travel. Concur Travel terminology and concepts.

**Concur Travel terminology and concepts.**

**Learn how to book travel via Concur Travel**

- Be able to request a new University Travel & Entertainment Card
- Review the process to request travel preauthorization via Concur Request
- Be able to view and reconcile Travel & Entertainment card transactions
- Review the process to submit event vendor payments
- Learn how to submit event payment requests and employee reimbursements via Concur

**Equipment Asset Management Office Hours**

We invite you to attend the Equipment Management Office Hours to learn how to Dispose of equipment when it is no longer of use to your department or broken. Join us to learn more about equipment life-cycle management, ask questions and share tips and tricks for report consumers. Come learn how to create a linked copy (aka view) of a report, personalize your linked copy, and use to your advantage.

**Fund Management Office Hours**

At this week's office hours, special guest Sarah Parnell from ITS Business Intelligence and Analytics will show some Cognos tips and tricks for report consumers. Come learn how to create a linked copy (aka view) of a report, personalize your linked copy, and use to your advantage.

**Internal Controls Office Hours**

Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the UC San Diego Budget & Finance YouTube channel. Watch recorded office hours and more on our UC San Diego Budget & Finance YouTube channel.

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Questions? Please submit a Frage or email accounting@ucsd.edu.
The Support Framework is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their resources based on the following questions:

- What can I do on my own?
- Where can I get help?
- Who can help escalate?
- How do I suggest enhancements?

Bookmark or download a copy for quick links to various resources available to you.

Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you.

Not sure where to find answers? Get started using our Support Framework.

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