### Training & Support

#### UC San Diego Travel: Before You Go
- **Date:** Thursday, September 15, 2022 @ 9:00am - 11:00am
- **Topics Covered:**
  - Concur Travel terminology and concepts.
  - Meetings and entertainment terminology and concepts.
  - 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.

#### UC San Diego Travel: Reporting Expenses
- **Date:** Thursday, September 22, 2022 @ 1:00pm - 3:00pm
- **Topics Covered:**
  - Reporting expenses
  - Making deposits, such as for hotels
  - Claiming traveler reimbursement
- **Intended for:** Travelers, preparers (Concur Delegates) and approvers.

#### Concur: Event & Expense Reimbursements
- **Date:** Tuesday, September 13, 2022
- **Topics Covered:**
  - How to submit event payment requests and employee reimbursements via Concur
- **Intended for:** Preparers, meeting/event hosts, financial managers, and entertainment approvers who are familiar with Entertainment Policy BUS-79 and would like to learn about more advanced meetings and entertainment terminology and concepts.

#### PPM Contract and Invoice Training
- **Dates:** Tuesday, September 6, 2022 | Thursday, October 11, and November 8
- **Topics Covered:**
  - Contract, event, and invoice creation and management training
- **Intended for:** Contract managers, business analysts, and others.

#### Equipment Management Office Hours
- **Date:** Wednesday, September 7, 2022 @ 8:30am - 9:30am
- **Topics Covered:**
  - Equipment life-cycle management
  - Disposal of equipment
- **Intended for:** Equipment managers and other interested parties.

#### Business Analytics Hub
- **Features:**
  - Dashboards and reports in List View
  - Viewing dashboards and reports in List View
- **Link:** [Event Calendar](#)

#### Tips & Tricks
- **How to Manage a Move Trip KBA**
  - A guide for managing move trips

#### Have Finance-related questions? Call the UC San Diego Finance Help Line!
- **Phone:** 858-246-1237
- **Email:** FinanceHelp@ucsd.edu

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### Topics Covered:
- Concur Travel terminology and concepts.
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- Preauthorization and UC San Diego's instance of Concur Travel booking tool.

#### Reporting Expenses:
- Reporting expenses
- Making deposits, such as for hotels
- Claiming traveler reimbursement

#### Event & Expense Reimbursements:
- How to submit event payment requests and employee reimbursements via Concur

#### PPM Contract and Invoice Training:
- Contract, event, and invoice creation and management training

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### Contact Information:
- **Event Calendar**: [Event Calendar](#)
- **KBA**: How to Manage a Move Trip
- **Help Line**: UC San Diego Finance Help Line
- **YouTube**: UC San Diego Budget & Finance Channel
- **Office Hours**: [Internal Controls Office Hours](#)
- **Best Practices**: [Internal Controls Best Practices](#)
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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