UC San Diego Travel: Before You Go

September 15, 2022 @ 9:00am - 11:00am

Topics Covered:
- Concur Travel terminology and concepts.
- Preauthorization and UC San Diego's instance of Concur Travel booking tool. Intended for travel arrangers, delegates, travelers, 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.
- for requesting employee reimbursements for business expenses may attend this course. Intended for preparers, travelers, 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.
- The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business card and expense reimbursements. This course is especially valuable for employees who host meetings and events and want to further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments for request and approval of small dollar amounts will benefit from attending this course.

UC San Diego Travel: Reporting Expenses

Thursday, September 22, 2022 - 1:00pm - 3:00pm

Topics Covered:
- expenses after the business trip occurs in accordance with Travel Policy G-28.
- Information about online tools. In this course, you will learn about Concur processes for prepaying travel and claiming traveler reimbursement.
- 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 traveler reimbursement.

UC San Diego Travel: Event & Expense Reimbursements

September 13, 2022 @ 10:00am - 11:00am

Topics Covered:
- Claiming traveler reimbursement
- Reporting expenses
- Making deposits, such as for hotels
- Arranging for prepayment of fees, such as registration
- 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

PPM Contract and Invoice Training

Tuesday, September 13, 2022 - 10:00am - 11:00am

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 the schedule will reoccur on 10/11 and 11/08.

Equipment Asset Management Office Hours

Wednesday, September 7, 2022

We invite you to attend the Equipment Management Office Hours to learn how to Dispose of equipment when it is no longer of value. You will also learn how to best utilize the equipment life-cycle inventory within your department. There will be time for informative discussions, equipment asset management, and Q&A. This is an opportunity for anyone with the responsibility of managing equipment to ask questions and share ideas with others.

Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the internal controls page, and for tips and tricks for report consumers. Come learn how to create a linked copy (aka view) of a report, personalize your linked copy, schedule your linked copy and more.

Every Monday

11:00am - 12:00pm

Every Thursday

11:00am - 12:00pm

Watch recorded office hours and more on our UC San Diego Budget & Finance YouTube channel.

Deadline for Submitting Taxable Travel/Move Expense Reports

Expense Reports with taxable expenses that are submitted after the deadline will be processed for payment in October 17. For instructions on the move process in Concur, please review the How to Manage a Move Trip KBA. Deadlines for employee moves, or trips including taxable payments/reimbursements, must be completed with required attachments and approved by the Financial Unit Approver by the deadline date due to payroll reporting deadlines. Expense Reports for employee moves, or trips including taxable payments/reimbursements, must be completed with required attachments and approved by the Financial Unit Approver by the deadline date due to payroll reporting deadlines.
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.