expenses after the business trip occurs in accordance with Travel Policy G-28.

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. 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.

Training & Support

1:00pm - 3:00pm
Thursday, September 22, 2022
UC San Diego Travel: Reporting Expenses

Topics Covered:
- Concur Travel terminology and concepts.
- Travelers, preparers (Concur Delegates) and approvers.
- 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.
- Preauthorization and UC San Diego's instance of Concur Travel booking tool. This course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for employees who travel or book business travel and want to further their understanding of travel policy and procedure.

9:00am - 11:00am
Thursday, September 15, 2022
Concur: Event & Expense Reimbursements

Topics Covered:
- Preauthorization and UC San Diego's instance of Concur Travel booking tool. This course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business travel. This course is intended for 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.
- Preauthorization and UC San Diego's instance of Concur Travel booking tool. Intended for preparers, financial managers, and entertainment approvers who are familiar with Entertainment Policy BUS-79 for requesting employee reimbursements for business expenses may attend this course. Intended for preparers, financial managers, and entertainment approvers who are familiar with Entertainment Policy BUS-79 for requesting employee reimbursements for business expenses may attend this course.

10:00am - 11:00am
Tuesday, September 13, 2022
PPM Contract and Invoice Training

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

8:30am - 9:30am
Wednesday, September 7, 2022
Equipment Management Office Hours: Disposing of Equipment

We invite you to attend the Equipment Management Office Hours to learn how to Dispose of equipment when it is no longer of value to the department or broken. Join us to learn more about equipment life-cycle management, ask questions and share ideas to help us serve you better.

11:00am - 12:00pm
Every Thursday
Fund Management Office Hours

Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the Best Practices page and Case Studies page of the InTouch's Internal Controls Blink page. Watch recorded office hours and more on our UC San Diego Budget & Finance YouTube channel.

Tips & Tricks

- Be sure to try out the different calendar views in the upper right corner!
- Click to access the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, PPM Office Hours, and Hot Topics.

Questions? Please submit a service request through the Services & Support portal. If you require a response immediately, please call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer your questions.

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