UC San Diego Travel: Before You Go

Topics Covered:
- Concur Travel terminology and concepts.
- Meeting and entertainment terminology and concepts.
- Arranging for prepayment of fees, such as registration.
- Requesting employee reimbursements for business expenses.

The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments expense reimbursements. This course will be especially valuable for employees who host meetings and events and want to:
  - Understand more advanced meetings and entertainment terminology and concepts.
  - Be able to view and reconcile Travel & Entertainment card transactions.
  - 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.

The course will be especially valuable for those who would like to learn about more advanced meetings and entertainment-related matters with the support of a professional Concur Travel support.

9:00am - 11:00am
Thursday, September 22, 2022


deadline will reoccur on 10/11 and 11/08.

PPM Contract and Invoice Training

This virtual training is set to occur every 2nd Tuesday of the month at 10:00am. The next session is 09/13, and

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

The concept is to help teams become more effective in managing their contracts, particularly those related to

First Tuesday of the month at 10:00am.

At this week’s office hours, special guest Sarah Parnell from ITS Business Intelligence and Analytics will show some Cognos

11:00am - 12:00pm
Every Thursday

Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the

11:00am - 12:00pm
Every Monday

Internal Controls Office Hours

For any questions about the Guidance or other finance-related

Questions? Please submit a

@ucsd.budgetandfinance

UC San Diego Budget & Finance YouTube channel

Service & Support

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Tips

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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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