Expense Report: How to Use Zoom in UC!

During the 2021-22 academic year, each department requires all employees to submit expense reports through Zoom.

To submit an expense report, please follow these steps:

1. Access Zoom and log in to your account.
2. Click on "Expense Reports" in the main menu.
3. Select the appropriate expense category for your submission.
4. Fill out the required information, including Description, Business Purpose Type, and Supervisor's Name.
5. Attach any supporting documents, such as receipts or invoices, if necessary.
6. Review your submission and submit it for approval.

For more detailed instructions on submitting expense reports, please refer to our website.

Virtual Conference Registration

You can now purchase from Digi-Key Electronics, Fastenal, and Genesee through the world of Concur and Travel at UC San Diego.

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To pay for a virtual conference registration, faculty and staff should use their Procurement Card. For employee pocket or with your Travel & Entertainment (T&E) Card, there is guidance on reimbursement. Select and submit an Events & Other Reimbursements Expense Report. For employee pocket or with your Travel & Entertainment (T&E) Card, there is guidance on reimbursement. Select and submit an Events & Other Reimbursements Expense Report.

