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**January 12, 2021- 2nd Edition**

**Budget & Finance Support** promotes training, tools, and communications to take full advantage of the financial origination set as in-person and changed to virtual.

**Travel & Expense**

If there are other expenses claimed that relate to the G-28 Travel Policy (e.g. business/technical meeting, trade show, etc.), you will need to create a separate Expense Report.

- **Business/Technical Meeting**
  - Reimbursement for registration is available through Concur Travel & Expense. If you paid for the registration out-of-pocket and there are no travel expenses, you can submit an Events & Other Reimbursements Expense Report for reimbursement. For employee reimbursement, select the *Events & Other Reimbursements* tab in the Concur Mileage Calculator.
  - If your Outlook is associated with an email ending in @eng.ucsd.edu, you can create a requisition or invoice from your worklist. You can also approve requisitions or invoices via Outlook. You can always go directly into Oracle and @health.ucsd.edu, or any other specialty email you cannot approve. If your Outlook is associated with an email ending in @eng.ucsd.edu, you can create a requisition or invoice from your worklist. You can also approve requisitions or invoices via Outlook. You can always go directly into Oracle and...@health.ucsd.edu, or any other specialty email you cannot approve.

**Reimbursement for Virtual Conferences**

- **Concur Travel & Expense**
  - If you have any questions or need assistance with your virtual conference reimbursement, please contact your Finance Department. Reimbursement requests should be submitted through Concur Travel & Expense.

- **Oracle Procurement**
  - Reimbursement for Virtual Conferences also follows the same process as Concur Travel & Expense. However, if you have any issues with reimbursement, please contact your Finance Department. Reimbursement requests should be submitted through the Oracle Procurement system.

**Procurement Card**

- **Oracle Financials Cloud**
  - Reimbursement for Virtual Conferences also follows the same process as Concur Travel & Expense. However, if you have any issues with reimbursement, please contact your Finance Department. Reimbursement requests should be submitted through the Oracle Procurement system.

**Tips & Tricks**

- **Oracle Financials Cloud**
  - Reimbursement for Virtual Conferences also follows the same process as Concur Travel & Expense. However, if you have any issues with reimbursement, please contact your Finance Department. Reimbursement requests should be submitted through the Oracle Procurement system.

- **Oracle Procurement**
  - Reimbursement for Virtual Conferences also follows the same process as Concur Travel & Expense. However, if you have any issues with reimbursement, please contact your Finance Department. Reimbursement requests should be submitted through the Oracle Procurement system.

**Lockdown**

- **Security**
  - Migration of فيها... on DEV4 Development Deadline for Lockdown Security on DEV4 Development Deadline for Lockdown Security.