Find answers, request services, or get help from our team at the UC San Diego Budget & Finance Support. Our team promotes training, tools, and communications to take full advantage of the financial resources available to you. If you have any questions, please feel free to contact us.

Virtual Events and Conferences

For virtual events and conferences, you will need to create a Business Purpose Type form field. If you used your T&E Card, select the Business Purpose Type as Virtual Conference. This will ensure that your expenses are properly classified and can be reviewed for reimbursement.

Reimbursement for Virtual Conferences

The preferred payment method for virtual conference registration is your UCSD Card. If you paid for the conference on your own, you may submit a request for reimbursement through Oracle PPM. To submit a reimbursement request, go to the Oracle PPM module and search for the appropriate project. From there, create a new requisition or invoice. You can also refer to our video on how to request a reimbursement.

Unapplied Receipts

Tips & Tricks

If your Outlook is associated with an email ending in @eng.ucsd.edu, you can access the Unapplied Receipts portal to view and resolve any unapplied receipts. You can also use the Oracle PPM module to view and resolve unapplied receipts. For more information, refer to our video on how to navigate the Unapplied Receipts portal.

New Monthly Meeting Series

Oracle Budget: Introduction to Budget Review and Approval

Each Tuesday, we hold an introduction to the budget review and approval process. The meeting is designed to provide an overview of the budget review and approval process, including how to prepare for the review and how to submit your budget.