To continue receiving our emails, add us to your address book.

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial Support that all of their information is correct before processing any documents to them.

Guest Traveler in our systems. Instead, you will see one of two options:

- populated correctly, when applicable. Review our new purchases as well as travel and entertainment expenses.
- Procure-to-Pay Decision Matrix guides University faculty and staff in and claiming expenses after the business trip occurs.

The course provides an overview of UC San Diego travel policy and procedure, UC San Diego Travel: Reporting Expenses the Travel & Entertainment Card, and how to take advantage of TripIt Pro. Our instructors will review these topics, provide a live tutorial, and host Q&A.

Invoices for General Contracts and KR Service Agreements used to be granted, UCSD will normally receive an amendment/revised NOA authorizing the budget period from which the funds were unexpended. Once approval is assigned to the project and signed by the Authorized Organization request carryover approval, which must be made via email to the GMS reporting, if there is an unobligated balance at the end of the reporting period, for awards where carry-over requires prior approval, during annual financial authority to carryover from one competitive segment to another. The authority to automatically carry over unobligated balances includes the authority to automatically carry over unobligated balances includes the

Restricted Balances on NIH Awards in OFC

Procurement. Here are some tips on ordering from this supplier:

Accessed from the All Punchouts icon in the Top Categories section of Oracle Office Depot Jan San Punchout is Now Live

Repots due through September 2021 are also posted

awards and submit the Financial Expense Reports early in the month to ensure

Accounts payable (PAYMT ACH) report, if the request was made and we are able to complete drawdowns for the In circumstances where OPAFS receives the FER from the department late or requested with the Office of Contracts and Grants Administration (OCGA). (e.g. prepare, revise, or amend financial reports), a no-cost extension should be In the event that additional time is needed to fulfill the closeout requirements

Per the National Institutes of Health Grants Policy Statement (NIHGPS), a term Expense Report (FER). we can request draw down for any pending expenses reported on the Financial

earlier than 120 days after the period of performance end date, to ensure that

It is crucial that UCSD submits final financial reports in a timely manner

More Specifically:

About:

Next steps include:

Payroll: (can be found here)

If the funding code you need to use is not available,

ProSAM Funding Code Map

For sponsored projects, please ensure any outstanding charges pending

as possible to resolve this backlog issue, and expect charges to post by August

Some graduate student stipend and fee charges for FY2021 have been

reporting.

are not for sponsored projects, so there is no impact to sponsor billing or

options in this area. In the meantime,

As OFC stabilization continues in FY22 and beyond, work groups will explore

requests we can honor, but may not honor for those that have been

31, 2021.

The IC will review the request and if it is determined that the justification

similar situations in the future.

If the IC does not approve the request, the request will be rejected and

If the funding code you use is not available, please make a request using

ProSAM Funding Code Map

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