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

To ask travelers and vendors to log in to Payment Compass to confirm employee travelers, Concur will not display the address of anyone marked as non-employee. When the invoice is populated correctly, when applicable. Review our new tools. In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip occurs.

The course provides an overview of UC San Diego travel policy and procedure, use tax, and Travel and Entertainment Card use and transaction reconciliation. Join the IPPS Team for the next session of Hot Topics! This session will focus on procurement and travel & entertainment cards.

SAP Concur is retiring support for TripIt Pro Email Functionality. Forwarding travel plans to plans@concur.com will continue to be supported. TripIt Pro Email Functionality is provided through TripIt Pro. Forwarding travel plans to plans@tripit.com will only sync to Concur Travel. Concur is not supporting TripIt Pro Email Functionality.

Invoices for General Contracts and KR Service Agreements used to be available with UCOP Assessment. These assessments have been moved to the Central Campus Assessments in the General Ledger. For FY21, the following central campus assessments were transacted in the General Ledger:

- UCOP Assessment
- Central Administration Differential Income (DI) Assessment
- Auxiliary and Self
- Other

Requests should be submitted in a timely manner, within one year of the end of the period. If there is no request for carryover approval, which must be made via email to the GMS, the award cannot be closed. The IC will review the request and if it is determined that the justification is adequate to carry over the funds, the GMS must also describe what action is being taken by the recipient to preclude the funds from being utilized in another category.

The National Institutes of Health (NIH) Notice of Awards includes a term and conditions that require the completion of the closeout process within 120 days of the end of the period. If the award is not closed within the 120 days, the Payment Management System (PMS) will automatically request draw down for any pending expenses reported on the Financial Expense Report (FER). It is crucial that UCSD submits final financial reports in a timely manner and that your OPAFS Award Accountant has enough time to reconcile before the NIH Reports due for July 2021 are posted in the NIH FFRs Due for June through September 2021 Now Posted.

In some cases, we can request draw down for any pending expenses reported on the Financial Expense Report (FER). If there is a no-cost extension, this should be requested as early in the month to ensure that the NIH Reports due for July 2021 are posted in the NIH FFRs Due for June through September 2021 Now Posted.

For inquiries or other support, please contact us.

Next steps include:

- Make a request using this Google Form
- Verify the funding code you want to use is available in the ProSAM Funding Code Map
- If the funding code you need to use is not available, make a request using this Google Form
- For questions about this edition, contact Student Payment Support

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