Hot Topics: Procurement and Travel & Entertainment Cards

Faculty and staff who travel or book business travel can further their understanding of the processes involved in using Concur for their financial transactions. This webpage provides a quick overview of this process.

1. Hotel Reservations
   - Concur automatically syncs available hotel rooms to the Concur Travel database.
   - Use the Hotel Reservations tool to view the Concur Travel database and search by city.

2. Guest Traveler
   - Concur will not display the address of anyone marked as a guest traveler.
   - Instead, you will see one of two options: guest travel or employee travel.

3. Prepaying Travel
   - Concur processes for prepaying travel are available with SAP Concur.
   - The SAP Concur tool allows you to prepay travel expenses.

Additional information can be found on the Hot Topics webpage.

**Resources to Operating Expenses and Indirect Costs**

Resources to Operating Expenses and Indirect Costs budget categories and accounts are suspended following an NIH Notice of Awards. Requests for Operating Expenses and Indirect Costs budget categories and accounts should be submitted in a timely manner, within one year of the end of the budget period for which the funds were unexpended. In such cases, please work closely with your OPAFS Award Management DI to ensure that requests are not rejected. If you have any questions about this process, please contact Cindy Tsuei, UCSD Office of Contracts and Grants Administration, at plans@concur.com.

**SAP Concur is retiring support for**

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