support and success in managing their fiscal responsibilities.

- More tips can be found on the Guest Traveler in our systems. Instead, you will see one of two options:
  - Quick overview of this process.
  - TripIt Pro Email Functionality

- The course provides an overview of UC San Diego travel policy and procedure, understanding of preauthorization, booking travel via Concur, prepaying with on card best practices, including Procurement Card allocating expense and reporting.

- Join the IPPS Team for the next session of Hot Topics! This session will focus on the PPP and Travel & Entertainment Cards.

- The restricted balance in the Financial Resources may not be expended until the release. OPAFS will then move the restricted balance from Financial category.

- Reminders of NIH Policies Related to Closeout
  - NIH Enforcement of Closeout Policies
  - Period Reporting & Closeout - NIH FFRs Due

- Prior to submitting the payment request in PMS, submit a prior approval request, if requested, and a justification for the late payment request. The recipient must also describe what action is being taken by the recipient to preclude similar situations in the future.

- In circumstances where OPAFS receives the FER from the department late or in circumstances where the recipient is unable to submit the FER in PMS, OPAFS will notify the recipient of the rejection.

- Invoices for General Contracts and KR Service Agreements used to be running during the 8 o'clock hour. New Schedule for the Generate Invoice job for General Projects.

- Office Depot Jan San Punchout is Now Live.

- Reports due through September 2021 are also posted. This ensures timely information that matters to you.

- As OFC stabilization continues in FY22 and beyond, work groups will explore the General Ledger only at the Entity - Financial Unit – Fund – Function – Project level (versus only at Project level in the GL). For FY21, the following central campus assessments were transacted in the Central Administration Differential Income (DI) Assessment

- PPM at the Project & Task level (versus only at Project level in the GL).

- Student Billing, Payments, Refunds

- For more details, please do not submit tickets to request changes / backlog reporting.

- Office of Financial Control (OPAFS) for project-period or closeout reporting.

- Central Administration Differential Income (DI) Assessment

- Changes / Backlog

- General Ledger only at the Entity - Financial Unit – Fund – Function – Project level (versus only at Project level in the GL).

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- For more details, please do not submit tickets to request changes / backlog reporting.