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

Guest Traveler Addresses in Concur

requisitions or invoices, it is important to ensure POETAF information is above the purchasing authority of the PO Requisitioner. When approving and above, nonPO invoices regardless of dollar amount, and requisitions Financial Unit Approvers are responsible for approving PO invoices $10,000 purchases as well as travel and entertainment expenses.

determining the appropriate method of payment for common business

Take a look at our updated Procure-to-Pay Decision Matrix

The course provides an overview of UC San Diego travel policy and procedure, the Travel & Entertainment Card, and how to take advantage of TripIt Pro.

Faculty and staff who travel or book business travel can further their improve traveler satisfaction when they use TripIt, a popular travel app and perk not only provide the same functionality as is provided through TripIt Pro. Forwarding travel plans to plans@concur.com

SAP Concur is retiring support for accounts linked so that the confirmation emails sent to available with

Concur

automatically synced to Concur Travel.

Invoices for General Contracts and KR Service Agreements used to be

New Schedule for the Generate Invoice job for General Projects

the release. OPAFS will then move the restricted balance from Financial the budget period from which the funds were unexpended. Once approval is Requests should be submitted in a timely manner, within one year of the end of assigned to the project and signed by the Authorized Organization request carryover approval, which must be made via email to the GMS Please work with the Office of Contract and Grant Administration (OCGA) to OPAFS will restrict the balance in OFC using the "Financial Resources" budget authority to carryover from one competitive segment to another.

condition will state whether the grantee has automatic carryover authority, or if condition to indicate the disposition of unobligated balances. The term and

Office Depot Jan San Punchout is Now Live

This punchout specializes in janitorial and cleaning supplies and can be Office Depot Jan San Punchout is Now Live

submitting to NIH.

awards and submit the Financial Expense Reports early in the month to ensure awards with an end date of 3/31/2021. Please prioritize reconciling these and condition of every NIH award, recipients must submit timely, accurate grant

It is crucial that UCSD submits final financial reports in a timely manner National Institutes of Health (NIH) - Enforcement of Closeout Policies

More Specifically:

31, 2021.

In the event that additional time is needed to fulfill the closeout requirements PMS with expenditure reports submitted to NIH.

expenditure reports, and reconcile cash transaction reports submitted to the and condition of every NIH award, recipients must submit timely, accurate grant

More Specifically:

31, 2021.

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