The Learning all there is to know about budget & finance can feel daunting.

For additional questions on how to gather comparable airfare, please call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer any questions.

Thinking of adding some personal travel dates during your business trip? No problem! Just make sure that the required documentation is provided when submitting your Concur expense report. Per UC Travel Policy G-28, comparable airfare is required when personal time is used while on business travel status. The traveler is eligible to receive reimbursement for the lower of the following amounts:

- Actual airfare costs
- Latest comparable airfare

An Expense Report is considered complete when these status in Concur states one of the following:

- Approved
- Unapproved
- Resubmission
- Rejected
- Hold

These notification emails will be sent to Cardholders and Delegates if:

- The status changes to Approved
- The status changes to Unapproved
- The status changes to Rejected
- The status changes to Hold

For Procurement Card Expenses or Expense Reports that have the status Unassigned, Not Submitted, Not Approved, or an Expense Report is pending approval:

- 45 days: every weekday, a notification email will be sent to the cardholder and delegate to take action
- 15 days: one notification email reminder will be sent to the Cardholder and Delegate

To remind Cardholders that there are unassigned transactions, transactions on an unsubmitted Expense Report, or an Expense Report is pending approval:

- 15 days: one notification email reminder will be sent to the Cardholder and Delegate

Why are these emails being sent?

The University needs to ensure that all financial transactions are claimed properly and accounted for. This includes verifying that all expenses align with the approved budgets and that all expenses are properly documented.

What can I do?

If you receive one of these emails, you should check your Concur account and ensure that all expenses are properly claimed.

What do I need to do?

If you receive one of these emails, you should check your Concur account and ensure that all expenses are properly claimed.

Where can I find answers?

For help with your Concur account, please contact the UC San Diego Finance Help Line. Knowledgeable agents are standing by to assist you and answer any questions.

Where do I go to submit a request?

For help with your Concur account, please contact the UC San Diego Finance Help Line. Knowledgeable agents are standing by to assist you and answer any questions.

Where do I go to submit an enhancement or idea?

For help with your Concur account, please contact the UC San Diego Finance Help Line. Knowledgeable agents are standing by to assist you and answer any questions.

How do I access the University's Oracle Procurement & Payables system?

For help with your Concur account, please contact the UC San Diego Finance Help Line. Knowledgeable agents are standing by to assist you and answer any questions.

How can I learn more about the new BFS Costing Policy & Analysis Office operating guidance?

For help with your Concur account, please contact the UC San Diego Finance Help Line. Knowledgeable agents are standing by to assist you and answer any questions.

How can I find answers to my Concur-related questions?

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