Learning all there is to know about budget & finance can feel daunting. To assist you, we have identified some of the most common questions and provided answers. When personal time is used while on business travel status, the traveler is eligible to receive reimbursement for the lesser of the business or personal costs or the actual costs incurred. The traveler is required to obtain written approval from their supervisor in order for reimbursement to be claimed. Documentation is provided when submitting your Concur expense report. Per UC Travel Policy G-28, comparable airfare is to be used. There are no exceptions.

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.

For questions regarding the Concur expense reporting process or University of California Travel Policy, please reference the Blink Travel Page for University of California Travel Policy on Air Travel.

For Procurement Card Expenses or Expense Reports that have the status "Not Started" or "Pending Approval", the traveler is eligible to receive reimbursement for the lesser of the business or personal costs or the actual costs incurred. The traveler is required to obtain written approval from their supervisor in order for reimbursement to be claimed. Documentation is provided when submitting your Concur expense report.

To find out what the different Expense Report statuses mean, visit the Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. For Procurement Card Expenses or Expense Reports that have the status "Not Started" or "Pending Approval", the traveler is eligible to receive reimbursement for the lesser of the business or personal costs or the actual costs incurred. The traveler is required to obtain written approval from their supervisor in order for reimbursement to be claimed. Documentation is provided when submitting your Concur expense report.

For those who are unable to attend, we will be posting a recording of the session to our UC San Diego Budget & Finance YouTube channel.

At this week's office hours, Matt Frankos, Director of Payroll Accounting, will be on hand to answer your UCPath and payroll questions. Each Tuesday, the Weekly Digest provides important updates related to BI & Financial Reporting, including Oracle Financials Cloud and Concur Travel & Expense. For Procurement Card Expenses or Expense Reports that have the status "Not Started" or "Pending Approval", the traveler is eligible to receive reimbursement for the lesser of the business or personal costs or the actual costs incurred. The traveler is required to obtain written approval from their supervisor in order for reimbursement to be claimed. Documentation is provided when submitting your Concur expense report.

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