The Support Framework: Your Guide to Finding Help

For additional questions on how to gather comparable airfare, please refer to the Blink page for Travel Policy on Air Travel. These rules offer an overview of the policies and procedures to ensure that all employees receive equal treatment. A positive and safe traveling environment is necessary to maintain the highest standards of business travel. Personal travel is discouraged and must be approved by your supervisor.

The traveler is eligible to receive reimbursement for expenses related to the business purpose of the trip, including transportation, lodging, meals, and incidental expenses. Please consult the Travel Policy on Air Travel for further details.

To find out what the different Expense Report statuses mean, visit the Procurement Card FAQ Blink page. This page provides comprehensive information and FAQs to assist you in understanding the status of your Expense Reports. It is important to ensure that your Expense Reports are submitted in a timely manner to avoid any delays in reimbursement.

If you have any questions or need further assistance, do not hesitate to contact the UC San Diego Finance Help Line. Knowledgeable agents are standing by to assist you and answer any questions you may have.

Tips & Tricks

New BFS Costing Policy & Analysis Office operating guidance has been published for Sales & Service Activities. Read the full document for a comprehensive overview of the new policy and analysis guidance.

An Expense Report is considered complete when these status in Concur states Sent for Payment or Processing Payment. Ensure that all Procurement Card charges are assigned to an Expense Report. Then, submit the Expense Report for quick links to various resources available to you. To remind Cardholders that there are unassigned transactions, transactions on an unsubmitted Expense Report, or an Expense Report is pending approval, 25 days: one notification email reminder will be sent to the Cardholder and Delegate. 15 days: one notification email reminder will be sent to the Cardholder and Delegate.

Where do I go to find answers? Get started using our Support Framework for quick links to various resources available to you.

Submit a request for Procurement Card notification emails for the Procurement Card will be as follows:

Starting on June 13, you may notice a change in the Concur notification emails for Procurement Card transactions. We have made changes to the frequency of when these notification emails will go out. In addition, we have also changed some of the wording and language to improve clarity and ensure that Cardholders receive the necessary information.

Why are these emails being sent?

For Procurement Card Expenses or Expense Reports that have the status Unassigned, Not Submitted, Not Processing Payment, or an Expense Report is pending approval, 25 days: one notification email reminder will be sent to the Cardholder and Delegate. 15 days: one notification email reminder will be sent to the Cardholder and Delegate.

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