Concur with the security and protection of personal information. Read the new Concur FAQ.

As of April 1st, card requests in Concur with a home address listed will NOT be processed. All new cards will be requested via the "New Card Request via Concur" option. New Card Request can be found under the "Menu" tab, under "Tracking & Expense." If the home address is being used for the first time, you must submit a request ticket with the home address within the New Card Request in Concur. Before you submit the request, please verify the home address is correct in Concur. If the home address is incorrect, please update the address in Concur and resubmit the request. If the home address is correct, please submit the request ticket. Before submitting the request ticket, please confirm the home address is correct in Concur. If the home address is incorrect, please update the address in Concur and resubmit the request. If the home address is correct, please submit the request ticket.

Looking to request a brand new Procurement Card or Travel & Entertainment Card? Please contact your designated Procurement Card Manager for assistance. The live training course will include an in-depth explanation of Concur Travel Expense. The course is recurring on a monthly basis.

Thanks for your patience. We are working hard to ensure the most secure and efficient process for our customers.

Budget & Finance Weekly Digest

About the Weekly Digest

The weekly digest is a collection of key announcements, tips, and briefs for the University of California San Diego. The goal is to deliver timely information that is relevant to all financial units and departments, including Finance, Purchasing, and Contracts. It provides updates on various financial topics, such as budget planning, expense reporting, and compliance. The digest is available online and can be subscribed to through the university’s website.

Tip & Tricks

Tips from the Financial Officers

- How to Request a New Bill in Oracle: This guide will walk you through the process of creating a new bill in Oracle, including the information required and the steps involved. It is essential for anyone who needs to request a new bill in Oracle. The guide is available on the university's website.

- How to Remove a Supplier from Oracle: This guide will walk you through the process of removing a supplier from Oracle, including the information required and the steps involved. It is essential for anyone who needs to remove a supplier from Oracle. The guide is available on the university's website.

- How to Update Project Personnel in Oracle: This guide will walk you through the process of updating project personnel in Oracle, including the information required and the steps involved. It is essential for anyone who needs to update project personnel in Oracle. The guide is available on the university's website.

- How to Create a New Contract in Oracle: This guide will walk you through the process of creating a new contract in Oracle, including the information required and the steps involved. It is essential for anyone who needs to create a new contract in Oracle. The guide is available on the university's website.

- How to Create a New Subaward in Oracle: This guide will walk you through the process of creating a new subaward in Oracle, including the information required and the steps involved. It is essential for anyone who needs to create a new subaward in Oracle. The guide is available on the university's website.

- How to Create a New Expense Report in Oracle: This guide will walk you through the process of creating a new expense report in Oracle, including the information required and the steps involved. It is essential for anyone who needs to create a new expense report in Oracle. The guide is available on the university's website.

- How to Create a New Request in Oracle: This guide will walk you through the process of creating a new request in Oracle, including the information required and the steps involved. It is essential for anyone who needs to create a new request in Oracle. The guide is available on the university's website.

- How to Create a New Purchase Order in Oracle: This guide will walk you through the process of creating a new purchase order in Oracle, including the information required and the steps involved. It is essential for anyone who needs to create a new purchase order in Oracle. The guide is available on the university's website.

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