**Process Change for Shipping a New Corporate Card to a Home Address**

Concur Travel & Expense

New Card Request via Concur, you must submit a request ticket with the cardholder’s home address within the New Card Request in Concur. Before you submit the request, please be aware that the requester should no longer include the cardholder’s home address using the UC San Diego Services & Support Link. This process change is to align with the security and protection of personal information. Read the new instructions on how to properly submit the request.

**Tips & Tricks**

Concur: Event and Expense Reimbursements Live Training Course

The new travel process involves the completion of the Travel Request (preauthorization) and the Travel Expense Report (trip reconciliation) via Concur. For an end-to-end overview of creating a Travel Request, please view the Travel Request video. For a quick overview of the process, check out the travel process video. The course is recurring on a monthly basis.

**New Videos on the Travel Process: Travel Request & Expense Report**

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**Oracle Procurement**

This report is for operating funds only. A similar report for Sponsored Project Accounting will be released in the future. Also, Blink Assist is available to help you understand the data and financial processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, and financial managers! The live training course will include an in-depth explanation of Concur terminology and concepts.

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**Oracle Financials Cloud**

You may view each address in full by hovering over the text. Oftentimes when you select a supplier in a request form in Oracle Procurement, you may not see all of their addresses. In this video, you will learn how to modify your search and how to see all supplier addresses. Also, Blink Assist is available to help you understand the data and financial processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, and financial managers! The live training course will include an in-depth explanation of Concur terminology and concepts.

**Oracle BI & Financial Reporting**

New Oracle BI Report Released: Financial Deficit Report - Operating Funds

The report displays all financial unit/fund deficits in excess of $25,000 as of the report date. The report is available in Oracle BI Publisher in a downloadable data file format. The report is for operational accounts only. A similar report for Sponsored Project Accounting will be released in the future.

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