Reminder: Submit expense reports and move tickets for approval before the respective fiscal close cutoff dates. Expenses must be reconciled and card transactions must be accounted for within a reasonable period of time. Add expenses and move tickets to the system and reconcile the transactions in Concur. To avoid declines, the department move coordinator/cardholder must have the moving company pay with the T&E Card, and reconcile the transaction in Concur. To arrange moving company service, visit the UC San Diego travelers, hosts, and cardholders must adequately account to the University for expenses within a reasonable period of time. Add expenses and move tickets to the system and reconcile the transactions in Concur. To avoid declines, the department move coordinator/cardholder must have the moving company pay with the T&E Card, and reconcile the transaction in Concur. 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