The course is intended for those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, preparers (Concur Delegates) and approvers. This course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for employees who travel or book business travel and want to further their understanding of travel budgeting and finance. The course will cover the following topics:

- Learn how to book travel via Concur Travel
- Review the process to request travel preauthorization via Concur Request
- Be able to view and reconcile Travel & Entertainment card transactions
- Learn how to submit event payment requests and employee reimbursements via Concur
- Be able to submit the following notifications:
  - Requisitions, Purchase Orders, and Change Orders
  - Accounts Payable Invoices and Invoice Holds
  - Project Cost Adjustments
  - Oracle Workflow Notifications have been updated with more detailed information to allow you to help escalate questions on your own.

On October 1, 2022, the process for purchasing food for Student Programmatic Activities will fully transition from the Procurement Card to the Travel & Entertainment Card. This transition will only impact cardholders who were granted an exception to purchase food for Student Programmatic Activities by the US Bank Procurement Card Policy Exception Update. Effective October 1, 2022, food-related Merchant Category Code (MCC) restrictions will be lifted on all Procurement Card accounts. However, US Bank will automatically remove food-related MCC exceptions on all Procurement Card accounts by the cutoff date. This transition will only impact cardholders who were granted an exception to purchase food for Student Programmatic Activities by the US Bank Procurement Card Policy Exception Update.
Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you. Not sure where to find answers? Get started using our Support Framework.