Topics Covered:

and information about online tools. In this course, you will learn about Concur processes for prepaying travel and claiming

travelers, preparers (Concur Delegates) and approvers.

This course is intended for those involved in the process of trip reconciliation for business travel at UC San Diego, including

Thursday, September 22, 2022

UC San Diego Travel: Reporting Expenses

Learning all there is to know about budget & finance can feel daunting.

The Support Framework: Your Guide to Finding Help

When activating your new Travel & Entertainment Card, you will be prompted to enter the last four digits of your Social

Travel & Entertainment Card - Activating a New T&E Card

Budgets and core resource allocations in fiscal years 20/21 and 21/22 will remain posted as monthly (1/12) increments for

basis and are now allocated annually as a lump sum amount (starting July 1, 2022). In line with this change, the total annual

FY23 Final Budget Data Now Available in OFC

Topics Covered:

Concur Travel terminology and concepts.

travelers, and financial managers who are familiar with Travel Policy G-28 and would like to learn about more advanced

preauthorization and UC San Diego's instance of Concur Travel booking tool. Intended for travel arrangers, delegates,

The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will

9:00am - 11:00am

Thursday, September 22, 2022

Concur: Event & Expense Reimbursements

The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business

requirements. This virtual training is set to occur every 2nd Tuesday of the month at 10:00am. The next session is 09/13, and

Tuesday, September 13, 2022

PPM Contract and Invoice Training

you need to claim but have no idea what to do next? Bring your issue to office hours and phone a friend.

Fund Management Office Hours

Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the

11:00am - 12:00pm

Every Monday

Watch recorded office hours and more on our

Thank you all for attending Camp IPPS travel & expense and procure-to-pay classes last week! If there are any sessions you

application guidance and FAQs.

Card, apply today to ensure it reaches you before the cutoff date. Visit the

To prepare for this transition, please check the status of your T&E-Card to make sure it is active. If you do not have a T&E-

with a Procurement Card and currently have food-related Merchant Category Code (MCC) restrictions lifted on their account.

Procurement Card Policy Exception Update

On October 1, 2022, the process for purchasing food for Student Programmatic Activities will fully transition from the

Campus Budget Office Updates

E-mail to Budget Office Help Desk to submit issues to our Help Desk.

This Budget Briefing for Travel: Finding Ames

You can connect to Blink for quick links to various resources available to you.

on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions,
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.