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.

**1:00pm - 3:00pm Thursday, September 22, 2022**

**UC San Diego Travel: Reporting Expenses**

Topics Covered:
- Claiming traveler reimbursement
- Reporting expenses
- Making deposits, such as for hotels
- Events: Learn how to submit event payment requests and employee reimbursements via Concur

**10:00am - 11:00am Tuesday, September 13, 2022**

**Oracle: Buying and Paying for PO**

**Requisitioners**

- Introduction to Oracle Procurement & Payables eCourse
- Components of requisitioning
- Implementation of requisitioning
- Requisitioner training and best practices

**11:00am - 12:00pm Wednesday, September 7, 2022**

**Equipment Asset Management Office Hours**

- Equipment management office hours
- How to Dispose of equipment when it is no longer of use
- Using your office as a department, or broken.
- Join us to learn more about equipment life-cycle management, ask questions and share your experiences.

**Every Thursday**

**Finance-related Q&A Office Hours**

- How do I figure out the source of a GL-PPM discrepancy?
- Can't figure out how to get your direct retro with cap gap to work?
- See a wire you need to claim but have no idea what to do next? Bring your issue to office hours and phone a friend.
- This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager does is off the table.

**10:00am - 11:00am**

**Equipment Management Office Hours**

- We invite you to attend the Equipment Management Office Hours to learn how to Dispose of equipment when it is no longer of use.
- Use the equipment to your department or broken. Join us to learn more about equipment life-cycle management, ask questions and share your experiences.

**May 18, 2022**

**Oracle Workflow Notifications**

- Oracle Workflow Notifications have been updated with more detailed information to allow you to help escalate any questions you may have.

**Camp IPPS Travel & Expense Classes**

- Join us for our last class in our series on 09/13 at 10:00am.
- Learn how to book travel via Concur Travel
- Learn how to submit event payment requests and employee reimbursements via Concur

**Camp IPPS Recordings Posted**

- View our recordings of the classes and access the materials used in the sessions.

**Travel and Entertainment Card**

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

**Procurement Card and Exception Transition**

- Beginning August 29, 2022, 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.
- If you have a Procurement Card and currently have food-related Merchant Category Code (MCC) restrictions lifted on their account, these restrictions will remain as they currently are.

**Campus Budget Office Updates**

- Review the updated financial calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics.

**Tips & Tricks**

- **Campus Budget Office updates**
  - Every week we will highlight important budget-related updates, tips, and resources.
  - **How to register for the next webinar on 09/13 at 10:00am.**
  - Be sure to try out the different calendar views in the upper right corner!
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.