Responsibilities, identify their resources based on the following questions:

- Can I find answers to my questions via UC’s 
  Learning all there is to know about budget & finance can feel daunting. The Support Framework: Your Guide to Finding Help 

And for all new employees or employees who just need a refresher, the Travel & Entertainment Process in Concur 

UC’s contract with Student Universe provides a variety of benefits to our students and we will highlight those along with the Travel for Students on Study Abroad Programs 

11:00am Wednesday, November 30, 2022 
2022 Year End Review 

including summarized guidelines, resources, and information about online tools. In this course, you will learn about Concur preparers (Concur Delegates) and approvers. The course provides an overview of UC San Diego travel policy and procedure, Intended for: Those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, 

1:00pm - 3:00pm Thursday, November 17, 2022 
UC San Diego Travel: Reporting Expenses 

Concur Travel terminology and concepts. The 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 

The course will also cover topics such as processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible 

11:00am - 12:00pm Monday, November 14, 2022 
Reporting Workshop: Dashboard of the Week Series 

an interactive report demo, discussion of what questions the report can answer, opportunities to ask questions and walk 

The course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as 

Thursday, November 10, 2022 
Concur: Event Expenses & Other Reimbursements 

for requesting employee reimbursements for business expenses may attend this course. Intended for preparers, 

11:00am Deconstructing the UC Travel Ecosystem 

Need to book travel, want to know which agency has access to all UC rates and benefits, seeking reimbursement, have 

11:00am Thursday, November 9, 2022 
Travel for Students on Study Abroad Programs 

or 

Where can I 

for departmental purchases who want to further their understanding of buying on campus. 

11:00am - 12:00pm Thursday, November 9, 2022 
Introduction to Oracle Procurement & Payables eCourse 

Please note the 

for quick links to various resources available to you. 

Wednesday, November 9, 2022 
Concur Basics 

for those coming back to travel or those who are new to travel, but is 

7:00pm Tuesday, November 8, 2022 
Travel for Students on Study Abroad Programs 

program’s many layers, which can be a great refresher for those coming back to travel or those who are new to travel, but is 

11:00am - 12:00pm Monday, November 8, 2022 
UC San Diego Travel: Reporting Expenses 

Open to anyone interested. 

Thursday, November 8, 2022 
Project Payroll 

The names and descriptions of each form have been updated to clarify when to use each form. 

Thursday, November 8, 2022 
UC San Diego Services & Support, Budget & Finance Request Forms 

Virtual Card), are required to be reconciled within 45 days from the trip or event end date. 

Virtual Card), are subject to account suspension or closure. 

Wednesday, November 8, 2022 
Financial Reconciliation Meeting 

All Travel and Entertainment Card Product transactions (including T&E Card, CTS Air, CTS Hotel, and T&E - Temporary 

Tuesday, November 8, 2022 
Timely Reconciliation of Travel & Entertainment Card Products 

Be sure to try out the different calendar views in the upper right corner! 

(These sessions are recorded and made available on UCPath, on the MyUCPath tab and in Blink. For more details, see 

December 11, 2022 - January 19, 2023 
Virtual Office Hours: Financial Reconciliation meeting 

Access the Office Hours page in Blink. Blink contains information on upcoming Office Hours and the dates they occur. 

Tuesday, November 29, 2022 - Friday, December 2, 2022 
Blink Financial Reconciliation Office Hours 

Have Finance-related questions? Call the UC San Diego Finance Help Line. 

Tuesday - Thursday: 9:00am - 5:00pm | Friday: 9:00am - 2:00pm 

106-240-0377