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

The Support Framework: Your Guide to Finding Help

New to using Concur or need a refresher?

For Travel and Entertainment-related charges, expense reports should be submitted within 45 days after the trip or event has occurred to be eligible for reimbursement. A Travel Request is required for both steps to be completed in order for the traveler to be reimbursed. Note that mileage-only reimbursements do not require a Travel Request.

Travel Requests and Travel Expense Reports

Account limit (default limits are: $4500 for T&E Cards and $4999 for P-Cards) must be within the account limit at the time of purchase. Cardholders can continue to activate their accounts by dialing US Bank's toll-free number at 800-344-5696 for activation. For questions about financial reporting and dashboards/panoramas in the Business Analytics Hub (BAH), please contact the VP of Business Administration or your Vice Chancellor Office.

Oracle Planning and Budgeting Training and Budget Development Begins this Month!

A "Task Source Reference" column has been added to the Project Overview report. The new column displays mapping information for tasks that were converted either from the legacy system or from another task within Oracle. If the task was a project-task within Oracle, the column displays the project-task that was converted.

Project Overview Report Update

The course provides an overview of UC San Diego travel policy and procedure, including summarized guidelines, resources, and the course provides an overview of UC San Diego travel policy and procedure, including summarized guidelines, resources, and preauthorization and UC San Diego's instance of Concur Travel booking tool. Intended for travel arrangers, delegates, and travel managers, this course will provide a solid foundation for understanding UC San Diego's travel policy and procedures. If you have questions about financial reporting and dashboards/panoramas in the Business Analytics Hub (BAH), please contact the VP of Business Administration or your Vice Chancellor Office.

Thanks for everything Project Panorama!

Wednesday, January 25 @ 10:00 AM – 11:00 AM

Learn how to navigate the enhancements coming to Oracle Procurement in January 2023 including redesigned request process and task lists.

Thursday, January 26 @ 9:00am - 11:00am

Learn how to submit event payment requests and employee reimbursements via Concur

Thursday, January 19 @ 9:00am - 11:00am

Learn how to solidify your knowledge and understanding from a useful and fun information packed session. Don't miss it!

Fund Management Office Hours

At this week's office hours, we will review how to lift commitments on a project. Come and get your questions answered and make your project a success.

IPPS Office Hours: Special Guests

During the weeks of Wednesday, January 18 and Monday, January 23, the Advanced Search team will be joining the IPPS Office Hours.

UC San Diego Budget & Finance YouTube channel

https://www.youtube.com/channel/UCSanDiegoBudgetFinance

Annual Survey for UC's Systemwide Travel Program

https://www.surveymonkey.com/r/Annual-Survey-for-UCs-Systemwide-Travel-Program

Blink Page

https://ucsd.usesoft.com/blink/

Digitize Receipts using the

UC San Diego Budget & Finance Office's DIGITIZE Receipts program, which helps you get the most out of your travel expenses. We have a wealth of resources for you. Explore our web pages on:

- Move and Relocations KBA
- Procurement Card
- Travel & Entertainment Card
- "Role Requests"
- "Travel & Entertainment"
- "Procurement"
- "Expense",
- "Travel", "Concur", "Guest Traveler", "Travel Request", Travel & Entertainment Card,, "Procurement Card"
- Cognos Community of Practice meetings on the last Tuesday of every month at 10 am.

Reminder that with the new Cost Transfer workflow enhancements, you may see some workflow steps showing as completed even though no mailing process is applicable, see "future assignee".

Move and Relocations KBA

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The Support Framework is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their resources based on the following questions:

- What can I do on my own?
- Where can I get help?
- Who can help escalate?
- How do I suggest enhancements?

Bookmark or download a copy for quick links to various resources available to you.

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.

Visit Our Website | Subscribe to our YouTube | Contact Us

Manage your preferences | Opt Out using TrueRemove™

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