Learning all there is to know about budget & finance can feel daunting. occurred. All expenses related to the trip should be on the same expense report. All expenses related to an event are also to require a Travel Request. Please note that Travel reconciliation in Concur is a two-step process. The first step is to preauthorize your trip by submitting account limit (default limits are: $4500 for T&E Cards and $4999 for P-Cards) this option, the cardholder will need to know details about their account including billing address, telephone number, and activation process:

Join our Community of Practice (COP)

your Vice Chancellor Office.

unit budgets. The Budget Preparer role could be responsible for budget entry or final review & approval. Not sure if you're Who is a Budget Preparer? Budget preparers are individuals assigned by their department to create and manage financial project-task within Oracle, the column displays the project-task that was converted. A "Task Source Reference" column has been added to the Project Overview report. The new column displays mapping Project Overview Report Update accessible. We've provided this table below to help guide you through this new change.

other reports and dashboards. Based on your feedback, reports and dashboards have been streamlined and made more

Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer

Sign up Reporting 1:1 Sessions

In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip The course provides an overview of UC San Diego travel policy and procedure, including summarized guidelines, resources, Intended for: Those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers,

Thursday, January 26 @ 1:00pm - 3:00pm

UC San Diego Travel: Reporting Expenses

Concur Travel terminology and concepts.

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

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

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

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

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

11:00am - 12:00pm

11:00am - 12:00pm

11:00am - 12:00pm

11:00am - 12:00pm

11:00am - 12:00pm

Don't miss it!

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

11:00am - 12:00pm

Watch recorded office hours and more on our }

Reminder that with the new Cost Transfer workflow enhancements, you may see some workflow steps showing as

Cost Transfer Workflow

more

25,000 Rapid Rewards points for each paid, ticketed flyer on affected reservations (including flights booked with Rapid

Refunds of unused, impacted tickets upon request

tool, which will replace the Oracle Procurement search bar. Please take the time to stop by and interface with that team!

withholding tax, AP cost corrections, and supplier setup.

Beginning Wednesday, January 18, the Accountability and Tax team will join

opportunities.

offering UC travelers access to many value added benefits, such as priority boarding, preferred seating and upgrade

The Central Travel Office continues to promote the travel program, across all 10 UC campuses and 5 medical centers, by

Annual Survey for UC's Systemwide Travel Program
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.

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