Join us for an upcoming live training: UC San Diego Travel Before You Go. The training will be held on [date] from [time] to [time].

What are the benefits of attending the training?
- Learn about the UC San Diego Travel policy and procedure
- Understand the process of submitting and reimbursing expenses
- Gain knowledge on managing travel funds

Who should attend the training?
- Employees who travel for the university
- Travelers who need to submit travel claims
- Travel administrators who must approve travel claims

What is covered in the training?
- Overview of the UC San Diego Travel policy
- Steps for submitting travel claims
- Tips for efficient expense reimbursement

Register now to secure your spot! Space is limited, and registration is required to attend the training. Contact [contact information] for any questions or assistance with registration.

Oracle: Buying and Paying for Campus Clients

In this training, you will learn about the Oracle Procurement and Accounts Payable systems. The course will cover:
- Understanding the Oracle Procurement and Accounts Payable processes
- Submitting and tracking purchase orders
- Submitting and processing invoices
- Receiving and approving payments

Who should attend the training?
- Employees who manage purchasing and payable processes
- Faculty, staff, and students who need to perform Oracle Procurement and Accounts Payable transactions

What is covered in the training?
- Introduction to Oracle Procurement and Accounts Payable systems
- Hands-on practice with the Oracle Procurement and Accounts Payable interfaces
- Q&A session for any questions or concerns

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