Is your Travel & Entertainment Card ready to use?

You can confirm that you have the correct card by looking in the upper-left corner of the card. T&E Card applicants may submit their T&E Card application at the link below: [Click here to submit your T&E Card application](#).

If you need the card mailed to a different address, please follow the instructions provided in this email.

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When purchasing commodities such as dry ice and liquid nitrogen from these suppliers, it is important to follow the instructions provided by the supplier. For example, if you are ordering dry ice, you may need to provide specific information such as the exact weight of the dry ice and the preferred delivery day. You may also need to provide other necessary information such as the description of the dry ice, the frequency of delivery, and the preferred delivery method.

The Description field can be used to notate quantity, frequency of delivery, or other necessary information. If you want to group line items together, you may do so in an amount-related request form: [Click here for the full program schedule](#).

To subscribe to our email list, please visit our website or contact us at [Alicia.Alvarez@linde.com](mailto:Alicia.Alvarez@linde.com) or 800-266-4369, x26196.

On August 17, 2021, the Connectxus portal was launched for budget and finance offices, including Oracle Financials Cloud and Concur Travel & Expense. This portal allows you to manage your budget and finances in a centralized location.

For existing cardholders, please ensure that you have received and activated your T&E Card. If you have not received your card, please follow the instructions provided in this email.

For new cardholders, please submit your T&E Card application at the link below: [Click here to submit your T&E Card application](#).

The course provides an overview of UC San Diego travel policy and procedure, including summarized guidelines, resources, and information about online tools. In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip occurs.

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