As we return to business travel and events, it is important to make sure that you have your Travel & Entertainment (T&E) Card ready to use for your next trip or event. For existing cardholders, please ensure that you have received and activated your T&E Card.

You can confirm that you have the correct card by looking in the upper-left provided in (*Related to: Travel & Entertainment Card) for assistance with getting a Diego Travel & Entertainment

Renting a car in Concur will automatically include UC's insurance and contracted rates for business travelers. Travelers may be asked to provide UC purpose.

Although we encourage personal travel to be booked in Concur, the one exception is Car Rentals in Concur

The course provides an overview of UC San Diego travel policy and procedure, the Travel & Entertainment Card, and how to take advantage of TripIt Pro.

As POs close automatically once its particular criteria has been reached, based different calendar views in the upper right corner!

Join the IPPS Team for the next session of Hot Topics! This session will focus on Fund Management Office Hours on August 26, we will focus on determining which transactions to focus your review on, and what questions

The course provides an overview of UC San Diego travel policy and procedure,

The way to rent a car for personal travel is to open

The WalkMe Browser Extension adds various tips, walkthroughs, and resources to your Oracle and Concur applications. We also use WalkMe to add the WalkMe Browser Extension!

On July 13, 2021, a WalkMe build was implemented in Oracle Procurement and Concur applications. The WalkMe Browser Extension provides on-screen content and instructional support that enables users to learn how to perform tasks and complete transactions faster, either when performing a transaction for the first time or to refresh your memory.

The WalkMe Browser Extension is enabled by default in the Concur for UC application. If you find the WalkMe extension distracting, you may turn it off. To do so, sign in with Single Sign-On. When you enter the Connexxus portal, navigate to the Personal Travel section of the portal and change the WalkMe option to “off” or “on.”

We are pleased to cross-promote the re-launch of the Research Administration Training Program Level 1: The Basics Tuesday, August 24 @ 9:00am - 11:00am & 1:00pm - 3:00pm. The training is designed for new fund managers and the first two modules will debut on August 24. Each module is standalone and focuses on developing fund managers with both the theory and practical application of concepts you will deal with on a regular basis. The first two modules will focus on the Budget & Finance CMS Redesign!

The WalkMe extension should automatically open the WalkMe for those transactions with improvement opportunities such as incorrect approval levels, incorrect current statuses, expired contracts, and incorrect accounts. Each transaction will have a button to click on for more details and corrective actions.

The WalkMe extension will send you an email automatically when a transaction is caught and corrected. This will allow you to track your progress and determine the areas where you need to focus your efforts.

The WalkMe extension will be enabled by default for all transactions. If you do not wish to receive emails, you can opt-out of this feature. To do so, sign in with Single Sign-On. When you enter the Connexxus portal, navigate to the Personal Travel section of the portal and change the WalkMe option to “off.”

This extension will help you to:
- Improve your approval levels
- Correct current statuses
- Update expired contracts
- Use the correct accounts

When using a quantity-based request form, do not group line items together. Each Tuesday, the Weekly Digest provides important updates related to

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