Provided in this publication are the following tips:

- **Personal Travel**
  - Praxair is rolling out a Procurement Card program for UC San Diego Dry Ice and Liquid Nitrogen orders. The Description field can be used to notate quantity, frequency of delivery, and other necessary information. Please use the Goods – Multiple Shipments form when submitting recurring orders for Dry Ice and/or Liquid Nitrogen.
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- **Reference the quote in your line item description**
  - Follow the quote provided to you by the supplier as that should match the way the supplier invoices UC San Diego.

- **Taking and Providing Identification**
  - When purchasing commodities such as dry ice and liquid nitrogen from these suppliers, keep in mind the following tips:
    - When ordering, ensure the supplier invoices the correct Levys
    - Reference the quote in your line item description
    - Follow the quote provided to you by the supplier as that should match the way the supplier invoices UC San Diego.

**Tips & Tricks**

- **Company Notes**
  - A new Independent Contractor Form has been launched for hiring Independent Contractors/Consultants. This form helps reduce inconsistency in applying California laws, IRS guidelines, and University of California policies.
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- **Personal Travel**
  - Renting a car in Concur will automatically include UC's insurance and contracted rates for business travelers. Travelers may be asked to provide UC identification at the time of pick-up to ensure the car is for a verified business booking. Business bookings, but the business-related insurance is not included.

- **Although we encourage personal travel to be booked in Concur, the one**
  - The course provides an overview of UC San Diego travel policy and procedure, and the importance of preauthorization, booking travel via Concur, and prepaying with the T&E Card. Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, and prepaying with the T&E Card.

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