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**August 17, 2021** | **33rd Edition**

**To the Community**

In this week's edition:

- **A Return to Travel and Events**
- **Car Rentals in Concur**
- **Essential Ordering Tips**
- **Fund Management Office Hours**

**A Return to Travel and Events**

For existing cardholders, please ensure that you have received and have your Travel & Entertainment (T&E) Card ready to use for your next trip or event. For new cardholders, you can confirm that you have the correct card by looking in the upper-left tile and selecting your rental agency of choice. You can refer to the T&E Card Guide for help with the onboarding process and how to request access to the Card menu. If you have not received your T&E Card, please contact IPPS via Services & Support.

**Car Rentals in Concur**

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 for personal bookings. The rates for personal bookings are the same as for business bookings, but the business-related insurance is not included.

**Essential Ordering Tips**

- When purchasing commodities such as dry ice and liquid nitrogen from these suppliers, keep in mind the following tips:
  - **Do not group taxable and non-taxable items together**.
  - Only use a quantity of "1" when you are ordering "1" item.
  - Follow the quote provided to you by the supplier as that should be what you are ordering.
  - Reference the quote in your line item description.
  - Do not group line items together if you are using a quantity-based request form.

**Fund Management Office Hours**

Come to this week's office hours on **Thursday, August 19, 2021 @ 11:00am - 12:00pm** to talk about lifting commitments associated with requisitions, purchase orders, and the period of time covered by the Purchase Order.**Ashlyn Bernal** will host and answer your questions about lifting commitments. Attend the in-person session or join via Zoom.