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August 17, 2021 | 33rd Edition

Is your Travel & Entertainment Card ready to use?

A Return to Travel and Events

The way to rent a car for personal travel is to open Concur and search the rental car portal. When you enter the Concur portal, you should select the option to “Book a car for personal use.” Entering the company credit card information is not required when booking personal travel. Business bookings, but the business-related insurance is not included. Please make sure you have the correct card.

You can confirm that you have the correct card by looking in the upper-left of the screen. For existing cardholders, please ensure that you have received and not received your new T&E Card, please contact IPPS via Services & Support or 858-652-3355.

If you need the card mailed to a different address, please follow the instructions on the replacement card.

If you are still not receiving your new T&E Card, please contact IPPS via Services & Support or 858-652-3355.

Ordering from Praxair and Airgas

Praxair is rolling out a Procurement Card program for UC San Diego Dry Ice customers, with more information to come soon! Have your Praxair account number handy. The 8-digit number can be found on your dry ice delivery slip or invoice. Contact Praxair Dry Ice directly to switch to Procurement Card and reference the quote in your line item description.

Only use a quantity of “1” when you are ordering “1” item. If you want to group line items together, you may do so in an amount-based request form:

The Description field can be used to notate quantity, frequency of delivery, and other information.

The Amount field can be used to notate the full dollar amount over the period of time covered by the Purchase Order.

As POs close automatically once its particular criteria has been reached, based on its creation date or the number of items received, you may want to lift commitments associated with requisitions, purchase orders, and invoices (e.g. Closing POs). Our instructor will walk through the system steps on lifting commitments associated with requisitions, purchase orders, and invoices.

In next week’s Fund Management Office Hours on August 26, we will focus on topics including summarized guidelines, resources, and information about online ledger review and reconciliation.

The course provides an overview of UC San Diego travel policy and procedure, including summarized guidelines, resources, and information about online ledger review and reconciliation.

Faculty and staff who travel or book business travel can further their knowledge on travel and events by participating in the UC San Diego Travel: Before You Go event. For existing cardholders, please ensure that you have received and not received your new T&E Card, please contact IPPS via Services & Support or 858-652-3355.

For students, keep in mind the following tips:

**Steps for Ordering**

1. Log into Concur with Single Sign-On.
2. When you enter the Connexxus portal, navigate to the UC San Diego Travel and Events page.
3. Select the tab for “Travel and Events”, and then click on the “More...” button.
4. Enter the travel dates and destination.
5. Click on the “Add” button to add your travel and event information.
6. Select the payment method for your trip.
7. Review your information and submit your request.

For instructors and administrators, keep in mind the following tips:

**Steps for Concur Travel**

1. Log into Concur with Single Sign-On.
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3. Select the tab for “Travel and Events”, and then click on the “More...” button.
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6. Select the payment method for your trip.
7. Review your information and submit your request.

For department or business use, keep in mind the following tips:

**Steps for Concur Business**

1. Log into Concur with Single Sign-On.
2. When you enter the Connexxus portal, navigate to the UC San Diego Travel and Events page.
3. Select the tab for “Travel and Events”, and then click on the “More...” button.
4. Enter the travel dates and destination.
5. Click on the “Add” button to add your travel and event information.
6. Select the payment method for your trip.
7. Review your information and submit your request.

For all users, keep in mind the following tips:

**Steps for Concur General**

1. Log into Concur with Single Sign-On.
2. When you enter the Connexxus portal, navigate to the UC San Diego Travel and Events page.
3. Select the tab for “Travel and Events”, and then click on the “More...” button.
4. Enter the travel dates and destination.
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For instructors and administrators, keep in mind the following tips:

**Steps for Concur Travel**

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4. Enter the travel dates and destination.
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6. Select the payment method for your trip.
7. Review your information and submit your request.

For all users, keep in mind the following tips:

**Steps for Concur General**

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3. Select the tab for “Travel and Events”, and then click on the “More...” button.
4. Enter the travel dates and destination.
5. Click on the “Add” button to add your travel and event information.
6. Select the payment method for your trip.
7. Review your information and submit your request.