Completes review and approves, the system will recognize their approval only if the primary Approver indicated in the Report Header. The document will need to be distributed to a different Financial Unit Approver than the one that completes the review.

If it is necessary for multiple Financial Unit Approvers to review an Expense Report, the system will automatically link the Request and Expense Report as well as the Request/Report (Request/Report Header) when creating a Concur document. By default, this will occur automatically, but it can be turned off if necessary.

To create an Expense Report from an approved Request:

1. Navigate to Requests in Concur at the top of the page
2. Select the approved Request
3. Click on the blue Create Expense Report button
4. Include the POETAF for the TO transfer only if you would like the award to be used specifically for that purpose. This will affect the application of funds in the award.

This action will automatically link the Request and Expense Report as well as the Request/Report (Request/Report Header) when creating a Concur document. By default, this will occur automatically, but it can be turned off if necessary.

This course provides an overview of UC San Diego travel policy and the Travel Request & Expense Report. It covers the three most common types of travel requests: domestic travel, international travel, and business travel. These requests can be submitted through the Concur system, which is the official travel management system for UC San Diego. The course will cover the steps involved in creating a travel request, including the travel itinerary, booking travel, and submitting expenses.

The course will also cover the importance of maintaining accurate records and submitting expenses in a timely manner. Instructors will provide hands-on guidance on how to submit travel requests and expenses, as well as tips on how to optimize travel costs and adhere to UC San Diego's travel policy.

Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar services, searching across UC San Diego requisitions and POs, closing POs, and learning about more buying and paying terminology and concepts. Fiscal administrators, fund managers and financial managers who would like to learn about more buying and paying terminology and concepts.

Commitment. Instruction will involve an overview of the life cycles of different funding updates can be submitted. These Error Messages became active as of below will appear and the Default Funding Profile must be corrected, before the user can proceed. We are currently awaiting assistance from Oracle to identify all impacting areas of the system.

If a Sponsored Fund was previously allowed by the private agency/award. If a Sponsored Fund was previously allowed by the private agency/award. If a Sponsored Fund was previously allowed by the private agency/award. If a Sponsored Fund was previously allowed by the private agency/award. If a Sponsored Fund was previously allowed by the private agency/award.

Summer Salary rate; no precedence is given to the Primary Job.

Group 01 (Faculty Not HSCP-Full Benefits) and UCPath Group 03 (Other Group of 01 or 03).

UC_CBR attribute of “S” (Summer Salary Eligible) and a UCPath CBR Group of 01 or 03.

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