**Travel Process Overview**

Base Articles, and training as a means to help you navigate through the world of Concur and travel in Concur. This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, and Finance-related questions can be called the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer your questions.

### Update Alert: Faculty Planning Changes including

- Oracle Planning and Budget (EPBCS) Update Alert: Faculty Planning Changes including the process of correcting the revenue and is projected to be completed by the end of April 2022.

- It was discovered that legacy revenue generated from OCTA Application on Sponsor Initiated Grants report, the revenue balance was not displaying the correct amount consistently. Corrected revenue display the budget and revenue balance on sponsored projects. Within the Cumulative Research Report, the budget and revenue balance were corrected.

- Also, the Training & Support section above for information about post-release support options.

### Upcoming Report Release: Faculty & Researcher Dashboard

- Enhanced Faculty and Researcher Dashboard in the upcoming release of Concur will provide a more comprehensive view of sponsored project financials and enable the dashboard or how to interpret the data shown. Please inform the faculty you work with that they will be able to access these reports beginning April 1.

### Q&A with UC San Diego IPPS Travel Team

- Equipment Asset Management team will have open office hours to answer your questions regarding equipment life cycle management, how to navigate CAMS, disposals vs. transfers, and anything else you would like to ask.

### Equipment Asset Management Office Hours

- These support sessions are available for them. During the open office hours, the Equipment Asset Management team will be available to answer any questions related to equipment asset management.

- Faculty & Researcher Dashboard Office Hours: Monday, March 21, 2022 @ 8:00am - 1:00pm. Throughout the week, Friday, March 11, 2022 @ 8:30am - 9:30am. This course provides an overview of UC San Diego travel policy and the trip reconciliation process, including summarized guidelines and on-demand resources. Faculty and staff will be able to learn about the Concur processes for reporting travel expenses on a Travel Expense Report.

### Campus Budget Office: Office Hours

- This course provides an overview of UC San Diego travel policy and the trip reconciliation process, including summarized guidelines and on-demand resources. Faculty and staff will be able to learn about the Concur processes for reporting travel expenses on a Travel Expense Report.

### Travel: Reporting Expenses

- Travel-related questions can be called the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer your questions.

### BI & Financial Reporting

- Graduate Tuition & Fee Remission Accounting - February 2022: Graduate Student Researcher Tuition Remission has not been paid in the Feb-22 accounting period. Corrections to known discrepancies have been processed in the Feb-22 accounting period. Corrections to known discrepancies have been processed in the Feb-22 accounting period. Corrections to known discrepancies have been processed in the Feb-22 accounting period. New information on the Graduate Tuition & Fee Remission Accounting - March 2022: Graduate Student Researcher Tuition Remission has been approved and published here - February 2022. Graduate Student Researcher Tuition Remission.

### Oracle Maintenance Schedule

- The Graduate Financial Support Unit will continue to work with the Business Intelligence and Financial Reporting teams to enhance reports available for projection and reconciliation process in Concur.

- Important Notice: Due to this, enhancements to existing Oracle reports and release of new Oracle reports will be delayed by up to 2 weeks after the fiscal year-end closure.

- Tuition remission for Instructional Assistants has not yet been processed; it will be posted ahead of the May 1 deadline.

- Oracle production environment will be down for maintenance from Friday, March 11, 2022 to Saturday, March 12, 2022. More Specifically:
  - Oracle Maintenance Schedule - Friday, March 11, 2022 @ 7:00pm - 11:00pm.
  - Learning Management System (LMS) will be unavailable for the scheduled maintenance.
  - For more information, refer to the Oracle Maintenance Schedule.

### Not sure where to find answers? Get started using our Services & Support portal.

- To continue receiving our emails, add us to your address book.
- 9500 Gilman Dr, La Jolla, CA 92037 US. View this email.
- Got this as a forward? Manage your preferences.