**The Support Framework: Your Guide to Finding Help**

Note that other documents (such as comparable airfare, conference agendas, supporting emails, etc.) can be emailed to amounts, vendor information, and expense types.

Uploaded into your Available Expenses. ExpenseIt attempts to categorize the receipt data to auto populate expenditure Once the email address has been verified, you’ll be able to forward your receipts to your Concur account. To verify your email address:

- Need to verify your email in Concur under Profile Settings. The system can associate information forwarded from that verified Concur. For more guidance on how to upload your receipt images through the mobile app, please reference the There are two ways you can do that: download the SAP Concur Mobile App from the App Center once you are logged in to Want an easy way to manage your receipts while on the go?

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### Concur: Event Expenses & Other Reimbursements

- The course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. This course will be especially valuable for employees who host meetings and events and want to

### Oracle: Buying and Paying for Financial Unit Approvers

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### Financial Accounting Program

- Please note the

### Tips & Tricks

- We invite you to hear more about the

### Best Practices

- We encourage you to consider the following best practices. They can help make your work more efficient and effective:

### Internal Controls Office Hours

- Join the Internal Controls Office Hours to ask questions regarding the internal controls guidance posted on the

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### Training & Support

- We offer a wide range of training and support resources to help you get the most out of your Concur experience. Here are some of the key resources:

### Have Finance-related questions? Call the UC San Diego Finance Help Line.

**1560 | 244-4317**

**Thursday - Tuesday | 9am - 12pm & 1pm - 5pm | Edwin 211**

Our goal is to deliver timely information that matters to you.