Concur processes for prepaying travel and claiming expenses after the business trip occurs in accordance with Travel Policy G-28 procedure, including summarized guidelines, resources, and information about online tools. In this course, you will learn about travelers, preparers (Concur Delegates) and approvers. The course provides an overview of UC San Diego travel policy and is intended for those involved in the process of trip reconciliation for business travel at UC San Diego, including UC San Diego employees, travelers, preparers (Concur Delegates), and approvers. The course will cover topics such as budgeting, expense reporting, and travel policy compliance. Additionally, attendees will have the opportunity to ask questions and receive guidance from UC San Diego Finance staff to ensure they have the knowledge and tools they need to make informed decisions and improve financial management.