Concur processes for prepaying travel and claiming expenses after the business trip occurs in accordance with Travel Policy G-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 responsibilities, identify their resources based on the following questions:

1:00pm - 3:00pm
UC San Diego Travel: Reporting Expenses

In this course, you will learn about:

- The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will highlight the functionality that is unique and valuable to the UC San Diego Traveler.
- Upon completion of this course, you will be especially valuable for employees who travel or book business travel and want to further their understanding of travel and how it applies to their work environment.
- You will get an overview of departmental/individual Traveling Accountability and how travel-related charges should be submitted for reimbursement.
- You will be introduced to the Concur Travel mobile app and its key benefits, including managing travel requirements and filing expenses.
- An overview of Concur for UC San Diego Travel will be provided, including the added value Concur provides to support travel and expense management processes.
- The course concludes with a Q&A session to address any questions or concerns you may have.

Schedule:

- **Wednesday, September 21, 2022 @ 11:00am**
  - JetBlue Airways will focus on their growth out of Los Angeles (LAX) and the new code share partnership with American
- **Wednesday, September 28, 2022 @ 11:00am**
  - Hertz Car Rentals will discuss their partnership with UC on sustainability goals, plus offer updates on the car rental industry
- **Thursday, September 22, 2022**
  - Concur Travel terminology and concepts. The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for employees who travel or book business travel and want to further their understanding of travel and how it applies to their work environment.
- **Wednesday, September 21**
  - At next week's office hours, we will review the newly released Project Management Dashboard as well as accompanying Best Practices.
    - Every Thursday 11:00am - 12:00pm, Fund Management Office Hours
    - Every Monday 11:00am - 12:00pm, PPM Contract and Invoice Office Hours
- **Wednesday, September 28**
  - Upcoming Dashboard Release: The new Project Management Dashboard launching on Tuesday, September 27 will offer fund managers one place to do a complete analysis of a portfolio of projects, including GL and PPM balances, variance analysis, commitments, payroll
- **Monday, October 17**
  - For more information, view our UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer your questions.
  - Call the UC San Diego Finance Help Line! Knowledgeable agents are standing by to assist you and answer your questions.
  - Here is a quick look at how the new Request UI is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their resources based on the following questions:
    - How do I submit a request? (Concur)
    - Who can I ask to fill out a request? (Concur Delegates)
    - Where can I find information about request creation and requirements? (Concur)

Upcoming Dashboard Release:

- **New PPM Billing features will be launched in PPM starting Monday, September 26:**
  - Search by Project Number in Manage Expenses
  - Create new PPM recurring billing
  - Adding transaction details to the AR customer invoice
  - GL Project Balances
  - New PPM Billing features will be launched in PPM starting Monday, September 26:
    - GL Project Balances
    - New PPM Billing features will be launched in PPM starting Monday, September 26:
      - GL Project Balances
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