Follow-up to the Weekly Digest
The deadline for submitting receipts directly to Concur as outlined in the proceeding with reconciliation. Travelers and delegates can email and upload your travelers have provided you with all of their out-of-pocket receipts before reconciled within 45 days of the trip ending per policy. Delegates, ensure that expenses (T&E Card/CTS transactions, prepayments, out-of-pocket) should be

Timeframe for Travel Expense Report Reconciliation

This live course will include an in-depth explanation of Concur processes for reporting travel expenses and how to submit a Travel Expense information about online tools. Faculty and staff will learn about Concur processes for reporting travel expenses and how to submit a Travel Expense

Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with

Thursday, November 4, 2021 @ 9:00am - 11:00am

UC San Diego Travel: Before You Go

This course includes hands-on instruction on the use of Oracle Procurement &

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Oracle: Buying and Paying for Financial Unit Approvers

This course provides an overview of UC San Diego travel policy and the

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UC San Diego Travel: Reporting

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IDC Assessment Moving to Per Transaction

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UC San Diego Travel: Reimbursement

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Starting Thursday, November 4, 2021, you can view the upper right corner!

Click to access the different calendar views in the upper right corner!

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This week we will have open Q&A. Bring your questions and struggles. Nothing a

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