Receipts to Concur KBA
receipts directly to Concur as outlined in the proceeding with reconciliation. Travelers and delegates can email and upload 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

As we move closer to the end of the year, please keep in mind that all travel

Concur.

Intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about the expense reconciliation process in Concur: Event and Expense Reimbursements
This course provides an overview of UC San Diego travel policy and the 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 & Payables. It focuses on topics such as reviewing for and populating POETAF information. Refer to the full email announcement and our walkthrough on populating POETAF information.

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

POETAF Validation in Oracle Procurement
Starting Wednesday, November 3rd
This week we will have open Q&A. Bring any questions you have about how to manage a move trip. This course will be especially recommended that you also attend the UC San Diego Travel: Reporting Expenses course before your trip takes place.

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

UC San Diego Travel: Reporting Expenses
Deadline for Submitting Taxable Travel/Move Expense Reports
Expense Reports with taxable expenses that are submitted after November 8, 2021 will be processed for payment in January 2022. For instructions on the process please contact PPM Office Hours or Accounts Receivable, Cash, & PPM Office Hours.

Thursday, November 4, 2021 @ 11:00am - 12:00pm

Fund Management Office Hours
This course is intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about how to manage a move trip. This course will be especially

Thursday, November 4, 2021 @ 12:00pm - 1:00pm

UC San Diego Travel: Travel Before You Go

This course provides an overview of UC San Diego tax compliance and the requirements for submitting travel documentation. It will go over taxes payable to the State of California, Federal Tax (Federal Income Tax), Local Tax (Sales & Use Tax), and Local Education Tax (PIT). It is recommended that you watch our UC San Diego Travel: Reporting Expenses course before your trip takes place.

Thursday, November 4, 2021 @ 1:00pm - 3:00pm

UC San Diego Travel: Reporting Expenses

Closing Tasks in Project Portfolio Management (PPM)
Closing Tasks in PPM is an online self-paced course where you will learn to:
- Complete task closures
- Reopen task closures
- Change task dates
- Ensure tasks are set up properly so that they are fully closed when the appropriate dates are past
- Ensure that the tasks close date is in the future and not the past

This course is intended for users who have financial responsibilities as part of their job. If you’re interested in the program please visit our website for a comprehensive accounting training from a basic to intermediate level for those who have financial responsibilities as part of their job.

November 3rd, 2021...
Financial Accounting Program - Application Period Opens Tomorrow!
The Financial Accounting Program is now accepting applications for the Fall 2021 term. The program offers intensive, hands-on, interactive classroom learning and hands-on work assignments leading to financial reporting, budgeting, and fiscal management skills necessary for management level financial positions.

The program is designed for individuals who work in financial accounting roles in businesses, in the public sector, or in nonprofit organizations.

Financial Accounting Program - Application Period Opens Tomorrow!

November 3rd, 2021...
The Financial Accounting Program is now accepting applications for the Fall 2021 term. The program offers intensive, hands-on, interactive classroom learning and hands-on work assignments leading to financial reporting, budgeting, and fiscal management skills necessary for management level financial positions.

November 3rd until November 19th to apply!