Receipts to Concur KBA 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 reported within 45 days of the trip ending. If you have not submitted your Travel Expense Report by the 45th day, you may be subject to additional charges as set forth in the policy.

As we move closer to the end of the year, please keep in mind that all travel expenses must be received in Concur by the 1st of January in order to be reimbursed. If you have any questions or concerns, please reach out to FinSolve Support or visit our website for more information.

Deadline for Submitting Travel Expense Reports

For your international donors, additional guidelines may apply. For more information, please contact your local finance manager.

In addition, all travel expenses must be submitted in Concur by January 1st. If you have any questions or concerns, please reach out to FinSolve Support or visit our website for more information.

November 3rd, until November 19th to apply!

The Financial Accounting Program is intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about the expense reconciliation process in different calendar views in the upper right corner!

Office Hours Support Blink page

This course provides an overview of UC San Diego travel policy and the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is valuable for individuals responsible for reviewing for and populating POETAF information.

Oracle: Buying and Paying for Financial Unit Approvers

This course will be especially valuable for individuals responsible for approving requisitions and invoices on behalf of their financial unit.

The Financial Accounting Program is comprehensive accounting training from a basic to intermediate level for those who have financial responsibilities as part of their job. If you're interested in the program, take a look at what is offered on our program website and refer to the full email announcement and our FAQ section and a recording of our Office Hours Support Blink page.

November 8

This course will focus on the process of reconciling and reporting travel expenses. We will cover the Travel Expense Report (TER), required for all travel expenses, and how to populate the TER in Concur. You will learn about the Travel and Entertainment Card, and how to take advantage of TripIt Pro. It is especially valuable for individuals responsible for paying for and populating POETAF information. This change will create more meaningful reports and analyses that will help the PPM Office to better understand the project data and manage project costs effectively.

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

Financial Accounting Program - Application Period Opens Tomorrow!

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