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

Timeframe for Travel Expense Report Reconciliation

Office Hours, Instructor-Led Training sessions, and Hot Topics. Be sure to try out the Click to access the Concur.

Intended for preparers, hosts/payees, and financial managers who are familiar This live course will include an in-depth explanation of Concur processes for reporting travel expenses and how to submit a Travel Expense reconciliation procedure, including summarized guidelines, resources, and Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Reporting expenses course before your trip takes place.

Oracle: Buying and Paying for Financial Unit Approvers

This course includes hands-on instruction on the use of Oracle Procurement & This course includes hands-on instruction on the use of Oracle Procurement & Panorama. The program offers a comprehensive overview of UC San Diego travel policy and the reconciliation process for reporting travel expenses. Faculty and staff will learn about Concur processes for reporting travel expenses and how to submit a Travel Expense reconciliation procedure, including summarized guidelines, resources, and Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Reporting expenses course before your trip takes place.

Finance & Budget: Event and Expense Reimbursements

This course includes hands-on instruction on the use of Oracle Procurement & This course includes hands-on instruction on the use of Oracle Procurement & Panorama. The program offers a comprehensive overview of UC San Diego travel policy and the reconciliation process for reporting travel expenses. Faculty and staff will learn about Concur processes for reporting travel expenses and how to submit a Travel Expense reconciliation procedure, including summarized guidelines, resources, and Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Reporting expenses course before your trip takes place.

Tipping & Support

Provision Office Hours

This week we will have open Q&A. Bring your questions and struggles. Nothing a fund manager does is off the table. Trying to prevent ANY future costs (even during the task dates), please request that your T&E Card from Concur. Please reach out to financesupport@ucsd.edu

Financial Accounting Program - Application Period Opens Tomorrow!

The program offers a comprehensive overview of UC San Diego travel policy and the reconciliation process for reporting travel expenses. Faculty and staff will learn about Concur processes for reporting travel expenses and how to submit a Travel Expense reconciliation procedure, including summarized guidelines, resources, and Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Reporting expenses course before your trip takes place.

Fund Management Office Hours

This course includes hands-on instruction on the use of Oracle Procurement & This course includes hands-on instruction on the use of Oracle Procurement & Panorama. The program offers a comprehensive overview of UC San Diego travel policy and the reconciliation process for reporting travel expenses. Faculty and staff will learn about Concur processes for reporting travel expenses and how to submit a Travel Expense reconciliation procedure, including summarized guidelines, resources, and Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Reporting expenses course before your trip takes place.