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November 2, 2021 | 44th Edition

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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 expenses (T&E Card/CTS transactions, prepayments, out-of-pocket) should be processed with Concur KBA. As we move closer to the end of the year, please keep in mind that all travel and expenses (T&E Card/CTS transactions, prepayments, out-of-pocket) should be processed with Concur KBA. This procedure, including summarized guidelines, resources, and expected timelines, should be completed by the deadline of December 9, 2021. Additional information and FAQs are available on the Concur website.

**Deadline for Submitting Travel Expenses**

To ensure receipt amounts, expenses, and transactions (T&E Card/CTS transactions, prepayments, out-of-pocket) are accurately reflected in your Travel Expense reports, all transactions should be processed by December 9, 2021. This deadline is intended for preparers, hosts/payees, and financial managers to identify and rectify any discrepancies in their records. Additional information and FAQs are available on the Concur website.

**Financial Accounting Program: Application-Provided Input**

This 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 expected timelines. Participants will have the opportunity to ask questions and receive feedback on their travel expense reports. This course is recommended for individuals responsible for approving requisitions and invoices. This course will be especially valuable for individuals responsible for approving requisitions and invoices. Additional information and FAQs are available on the Concur website.

**Oracle: Buying and Paying for Financial Unit Approvers**

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 during the ordering process, approving requisitions and invoices, and understanding the Oracle Procurement & Payables workflow. Participants will have the opportunity to ask questions and receive feedback on their POETAF information. This course includes hands-on instruction on the use of Oracle Procurement & Payables. Additional information and FAQs are available on the Concur website.

**Non-Off-Campus Courses**

Starting this Friday, the Accounts Receivable, Cash, & PPM Office Hours will be held on Fridays from 8:30am - 9:30am. This is an opportunity to discuss your financial unit's specific needs and challenges with the Accounts Receivable, Cash, & PPM office. This is a great opportunity to discuss your financial unit's specific needs and challenges with the Accounts Receivable, Cash, & PPM office. Additional information and FAQs are available on the Concur website.

**UC San Diego Travel: Reporting**

This course includes an overview of UC San Diego travel policy and the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Before You Go course before your trip takes place. This course includes an overview of UC San Diego travel policy and the Travel & Entertainment Card, and how to take advantage of TripIt Pro. Additional information and FAQs are available on the Concur website.

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