Receipts to Concur KBA
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
As we move closer to the end of the year, please keep in mind that all travel
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
This course provides an overview of UC San Diego travel policy and the
Expenses course before your trip takes place.
The Financial Accounting Program is comprehensive accounting training from a basic to intermediate level for those
Follow-up: FY21 Is Officially Closed
Starting Wednesday, November 3rd
POETAF Validation in Oracle Procurement
Starting Friday, November 5
Starting this Friday, the Accounts Receivable, Cash, & PPM Office Hours will
Biweekly on Fridays, starting November 5 @ 8:30am - 9:30am
Accounts Receivable, Cash, & PPM Office Hours

Our goal is to deliver timely information that matters to you.