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**December 2, 2021 | 44th Edition**

**Timeframe for Travel Expense Report Reconciliation**

As we move closer to the end of the year, please keep in mind that all travel expenses related to meetings, entertainment, and business expense reimbursements must be 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 reconciled and uploaded to Concur.

**Concur: Event and Expense Reimbursements**

This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Faculty and staff will learn about Concur reconciliation procedure, including summarized guidelines, resources, and best practices. It is recommended that you also attend the UC San Diego Travel: Reporting Expenses course before your trip takes place.

**UC San Diego Travel: Before You Go**

This course includes familiarization on the use of Oracle Procure-to-Pay, including purchasing, requisitioning, calculating IDC, successful understanding of preauthorization, booking travel via Concur, and prepaying with Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Payables Office Hours, Biweekly on Fridays, starting November 5 @ 8:30am - 9:30am. This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF in Payables. It covers topics such as reviewing for and populating POETAF in Payables.

**Financial Accounting Program - Application Period Opens Tomorrow!**

The Financial Accounting Program is a 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, visit our website and apply today! Application period opens November 3rd until November 19th to apply!