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Announcements

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The Budget & Finance Weekly Digest is a semi-weekly email that summarizes top news and events in the Finance department at UC San Diego. This report also appears in the Budget & Finance Office Bulletin. Each digest is sent on a consistent basis, and is intended for everyone at UC San Diego.

In this edition, you will find:

- Concur: Event and Expense Reimbursements
- Fund Management Office Hours
- Financial Accounting Program - Application Period Opens Tomorrow!
- POETAF Validation in Oracle Procurement
- Closing Tasks in Project Portfolio Management (PPM)
- UC San Diego Travel: Before You Go
- UC San Diego Travel: Reporting Expenses
- Oracle: Buying and Paying for Financial Unit Approvers
- Financial Office Hours Support Blink
- Event Calendar
- Financial Accounting Program - Application Period Opens Tomorrow!
- Schedule 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 Timeframe for Travel Expense Report Reconciliation

Intended for preparers, hosts/payees, and financial managers who are familiar related to meetings, entertainment, and business expense reimbursements. 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’s Campus travel policy and the reimbursement process. It is required for all employees who book travel expenses course before your trip takes place. This course includes hands-on instruction on the use of Oracle Procurement & Financials, and is recommended that you also attend the UC San Diego Travel: Before You Go Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with requisitions and invoices on behalf of their financial unit. This course will be especially added to the Fund Management Office Hours

Thursdays @ 11:00am - 12:00pm

If you have any questions, please contact your fund manager or the Budget & Finance Office.

If you have any questions, check out our Financial Accounting Program - Application Period Opens Tomorrow!

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