When claiming Per Diem, please note that per UCOP Travel Policy G-28, the expense report should reflect the traveler's time and empower you to become a Concur super-user!

There are two ways you can claim per diem on your trip:

1. **Manual Claim**
   - A manual claim is filed in Concur and is approved by the traveler’s department. You can find the instructions to file a manual claim in the Concur Travel and Expense eCourse.

2. **Auto-Claim**
   - Auto-Claim lets the system automatically calculate the appropriate Per Diem rates for the location traveled. You can find the step-by-step process to set up Auto-Claim in the Concur Travel and Expense eCourse.

**When does the Use of Per Diem Apply to your Trip?**

- **Business Travel**
  - For business travel, the expense report should reflect the traveler’s time.

- **Personal Travel**
  - For personal travel, the expense report should reflect the traveler’s time and expenses.

**Resolving Alerts in Concur On Your Own!**

- **Alerts**
  - **Type**: Error, Warning, Information
  - **Description**: Alerts are notifications that Concur generates to alert users of potential issues with their expense reports.
  - **Resolution**:
    - **Error**: These are issues that need to be resolved immediately to avoid rejection of the expense report.
    - **Warning**: These are issues that can be resolved at a later date.
    - **Information**: These are informational messages that do not need to be resolved.

**Find out about the PPM contract and invoice process**. These resources and training are for individuals new to UC San Diego or those interested in refreshing their knowledge of the PPM contract and invoice process.

**Topics Covered**:

- **Monday, May 22**: The first KBA is the Resolving Alerts in Concur On Your Own! This article also has a table that helps you escalate unresolved alerts.
- **Wednesday, May 24 @ 11:00am**: Understanding UC's Car Rental Rates
- **Wednesday, May 31 @ 11:00am**: Navigating Hotel Rates
- **Wednesday, June 7 @ 11:00am**: Using the Expense Reconciliation Report in Concur
- **Wednesday, June 14 @ 11:00am**: Understanding UC’s Car Rental Rates
- **Wednesday, June 21 @ 11:00am**: Using the Expense Reconciliation Report in Concur
- **Wednesday, June 28 @ 11:00am**: Using the Expense Reconciliation Report in Concur

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**Extended!**

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We encourage you to share this information with your teams, colleagues, and those who may be interested in participating in our training sessions or those who travel regularly and need to stay informed of the latest updates.

*Join us virtually each week as we dedicate time to training on a specific dashboard or report. The workshop format will include an overview, tips, and tricks to help you become more effective in your role. This program is currently offered at no cost to you.*

**Every Thursday**

- **May 18**: Event Calendar
- **May 25**: Hot Topics: Fiscal Close
- **June 8**: General Ledger and Reporting 1:1 Sessions
- **June 15**: Understanding UC's Car Rental Rates
- **June 22**: Navigating Hotel Rates
- **June 29**: Using the Expense Reconciliation Report in Concur

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Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you. Not sure where to find answers? Get started using our Support Framework.