Find answers, request services, or get help from our team at the UC San Diego Travel & Entertainment Card Vanilla Visa Gift Card Program.

Related resources:
- Home Depot
- Amazon
- Target
- The amount of each card, the number of recipients, the purpose, the merchant from whom you would like to purchase the card (Target, Home Depot, Amazon).

Exceptions for purchasing merchant-specific gift cards with the Travel & Entertainment Card:
- Ensure that the purchase aligns with established policies and financial guidelines.
- Submit a Gift Card Request via Concur if the card is not pre-approved.

Current Approvers:
- Check out the current approvers to assist you in submitting your Request or Expense Report for processes such as travel, entertainment, and procurement.

If you have searched for your Financial Unit by text/code and cannot locate it, it is possible that there are no approvers associated with the Financial Unit.

Budget & Finance Weekly Digest:

- Chart String and POET Terminology: Depending on where you're looking in Oracle, you may see a chart string referred to as a COA or charge account. You may also see POET referred to as a COA or charge account. You may also see POET referred to as a COA or charge account. You may also see POET referred to as a COA or charge account. You may also see POET referred to as a COA or charge account.

To request a new Oracle Financial Report or an Enhancement to an Existing Report: The following report enhancements will be implemented in production on the Projects & Awards Panorama dashboard:

- BI & Financial Reporting: Transaction/Reconciliation Dashboard
- BI & Financial Reporting: Project Cost Transfers & Updates

These enhancements will provide improvements in data analysis and reporting. Additionally, a new report key feature will be added to support financial review and reporting.

In the next digest, we will discuss the feasibility of the request.

To request access to SPARCM, use the SPARCM and Award Lookup Tool Access portal.

We are regularly making updates to our financial reporting tools to improve efficiency and user experience. The new SPARCM Department Users tab allows you to utilize the new cost transfer process in Oracle.

For form fields with the search functionality, we were able to change the alpha! searching to the currently available search term. This change will streamline the process for finding specific information.

New Features:

- Oracle Financials Cloud: New features have been added, such as the PPM Project Balances Tab and the PPM Monthly Project Costs Tab. These features offer improved visibility into project financials and help manage costs more effectively.

- New KBA on allowable gifts/awards (Blink): A new Knowledge Base Article (KBA) has been published, providing step-by-step instructions on how to manage allowable gifts and awards.

- Policy on allowable gifts/awards (Blink): A new policy has been implemented to ensure compliance with regulatory requirements and company guidelines.

- SPARCM and Award Lookup Tool Access: Updated instructions are available to help you access and use the SPARCM and Award Lookup Tool.

- PPM Project Information: New columns have been added to improve the search functionality. You can now search by project start and end dates, which will be helpful for long-term planning.

- Projects & Awards Panorama: An iteration of the webinar will be held on 2/25/21. This webinar aims to cover the latest updates and best practices in project management.

In the last digest edition, we announced that the Report Key is no longer visible in Expense Reports. This change was made to reduce the effort in locating COA/POET information.

Please keep in mind, once a payee/supplier has successfully submitted their Expense Reports, please make sure to use: 532300 - Research Related Maintenance and Repairs.

For those who incurred mileage expenses in 2021, you will need to use the 2021 mileage rates. For those who incurred mileage expenses in 2021, you will need to use the 2021 mileage rates.

Expense Reports must be re-submitted to ensure they route through the application. The IPPS teams have returned the impacted Concur Requests and Expense Reports. As of this morning, the Concur Approvers have been successfully loaded into Concur -- affecting the workflow for submitted Concur documents.

Approvers, Department Heads, and Special Entertainment Approvers are not affected. Concur Request or Expense Report Approver Error Resolved!

In the next digest, we will discuss new features and enhancements. Stay tuned for more updates!