Timely reconciliation of University Card transactions is required.

If you received travel reimbursements in 2022, you may now claim mileage on your expense report. The 2022 reimbursement rate for driving an automobile in connection with work is 28 cents a mile. If you have any questions, please reach out to your account representative.

We thank you for your continued support!

Campus Budget Office: Office Hours

Thursday, February 10, 2022 @ 9:00am - 11:00am

One-on-one consultations and group meetings are available.

Gift Funds Panorama Office Hours

Thursday, February 10, 2022 @ 9:00am - 11:00am

One-on-one consultations and group meetings are available.

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

For those unable to attend the training, here are some resources available:

- UC San Diego Finance Help Line is now open from 8:30am - 9:30am on Zoom every Thursday.
- UC San Diego Budget & Finance YouTube channel
- Campus Budget Office Updates
- Top Stories

For those interested, please be aware that you will need to obtain your supervisor's approval, but new and existing cardholders can now use our TrueRemove™ service to easily delete information from your card account. The service is available to cardholders who have incurred travel expenses or have been approved by their supervisor. To use TrueRemove™, simply call the Account Management Support team at 858-245-5577. For more information, please see our website.

Please wait until you are able to view the card transactions in Concur before claiming the expenses, then move the transactions from your expense report.

Thank you to those who attended the first week of Oracle Planning and Budgeting Training Updates.

Corrections (formerly referred to as Cost Transfers) and some changes coming to the process. This live course will include an in-depth explanation of Concur processes related to meetings, entertainment, and business expense reimbursements. Intended for preparers, hosts/payees, supervisors, and fund managers.

This program will be especially valuable for individuals responsible for those responsible for approving requisitions and invoices, revising orders, and checking PO invoice status.

Thursday, February 10, 2022 @ 9:00am - 11:00am

The Financial Accounting Program application cycle is set to open again on February 7th. The program is intended to provide fundamental accounting knowledge that can be applied to the everyday tasks of any fund manager. The program is designed to be self-paced and is divided into six modules:

- Module 1: Introduction to Fund Management
- Module 2: Financial Statement Analysis
- Module 3: Budgeting and Forecasting
- Module 4: Reconciliation and Reporting
- Module 5: Financial Reporting and Analysis
- Module 6: Advanced Topics

Acceptance into the program to start Spring Quarter will be announced on March 14.

For more information or to apply, please visit our website.

Current and prospective cardholders will learn about updates to the card program, common uses, and some best practices. This course will also cover new integrations with TrueRemove™ service by expanding their service.

This program is free of charge and open to all cardholders. The program is divided into two sessions: Thursday, January 27, 2022 @ 9:00am - 11:00am and Thursday, February 3, 2022 @ 9:00am - 11:00am.

CA Refresher course will be held on Thursday, January 27, 2022 @ 9:00am - 11:00am.

We thank you for your continued support!