Expense reimbursements are processed through Concur and typically appear within approximately 48 hours after a purchase. Expenses are subject to review and approval by financial managers familiar with policy.

**Upcoming Courses:**
- **Tuesday, February 22, 2022 @ 9:00am - 10:00am**
  - **Hot Topics: From Cost Transfers to AP Cost Corrections**
  - Target audience for this live course includes current and prospective cardholders.

- **Tuesday, February 15, 2022 @ 1:30pm - 4:00pm**
  - **University Procurement Card Program Redesign and Cover Enhancements**

- **Thursdays, 10:00am - 11:00am**
  - **Gift Funds Panorama Office Hours**
  - Watch recorded office hours and more on the UCSD Budget and Finance YouTube channel.

- **Thursdays, 11:00am - 12:00pm**
  - **Accounts Receivable, Cash, & PPM Office Hours**

- **Tuesday, March 15, 2022 @ 9:00am - 10:00am**
  - **Oracle Procurement & Payables Course**
  - This course includes hands-on instruction and requires 11-12 hours to complete.

- **Spring Quarter Courses**
  - Spring Quarter Courses will begin the week of March 28 and conclude June 10. Acceptance into the program to start Spring Quarter will be announced on March 14.
  - The program is intended to provide fundamental accounting knowledge that can be applied to the UCSD specific systems training like Oracle.

- **Financial Accounting Program**
  - The Financial Accounting Program application cycle is set to open again on February 22. Please note that the application deadline is April 1, 2022.

- **Additional Spring Quarter Details**
  - The Federal Demonstration Partnership (FDP) is a cooperative initiative among 10 federal agencies.
  - Sponsored Projects Finance will be using the FDP Training矩阵 and the FDP Budget Wizard.
  - FDP is a non-financial component of your budget. Once an award is fully funded, you may apply for FDP endorsement to complete your application. If you would like to look at the form, please view it in the library of training videos in the UCSD specific systems training like Oracle.

- **Other Support Options**
  - For more detailed information about office hours, refer to the Finance Help Line Blink page.

- **Contact Us**
  - The support line is staffed by knowledgeable representatives, providing simplified and improved help for you.

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**Incentives and갓**

- **Travel Reimbursement**
  - The 2022 reimbursement rate for driving an automobile in connection with University business travel is 58.5 cents per mile.
  - The 2022 reimbursement rate for the use of a private automobile for University business travel is 18 cents per mile.

- **Gift Funds Panorama**
  - The Office of Financial Accounting and Sponsored Projects awards from the sponsors above.
  - It does not normally apply to federal flow-through awards.

- **FDP Grants**
  - FDP awards must be spent within the 90 day period to post to the project. Note that FDP applies only to direct funded awards.

- **Funding Deadlines**
  - For sponsored project budgets, the pre-award date becomes the deadline for award applications.

- **Profile/Default Chart String**
  - Add your default chart string to your Profile (Concur > Profile > Profile Settings > Most Recently Used).
  - To add a new chart string, choose the Deallocate option.

- **Version Names**
  - Version 1: “Correct Alloc for Year 1 Supplement”
  - Version 2: “Correct Alloc for Year 2 Supplement”

- **Prepayment Requirements**
  - Office of Financial Accounting has outlined prepayment requirements for sponsored projects.

- **Endorsement Process**
  - If you have any questions about award applications or the endorsement process for research, contact the Office of Sponsored Programs.

- **Budget Development Cycle**
  - The budget deadline is April 1, 2022. The budget must be submitted to Sponsored Projects Finance to be reviewed.

- **Capital Project Support**
  - For those unable to attend the training, refer to the program Blink page for other resources.

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**Announcements**

- **Budget and Finance Weekly Digest**

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- **Support Contact**
  - We thank you for your continued support!