Managing Concur Commitments

Contact the Travel & Expense team via Services & Support for questions.

As a reminder, Concur Requests will automatically close at 120 days. Please users/delegates can do so by following these steps:

1. Travel/Event Requests should be closed to lift the commitments. Concur and all associated Expense Reports have been processed, then the
2. If you have any Travel or Event Requests that are associated with a project, it may be better to search more broadly. Best practice is to search either by first
3. When searching for
4. In the event of any cancellation or changes, please refer to the Event Calendar.
5. The Event Calendar contains all information regarding new and upcoming events.
6. Visit the Event Calendar for more information.

UC San Diego Travel: Reporting Expenses

Thursday, September 9, 2021 @ 1:00pm - 3:00pm

This course provides an overview of UC San Diego travel policy and the
1. Each Tuesday, the Weekly Digest provides important updates related to
2. Visit Our Website
3. Subscribe To Our YouTube

Accrual Entries

1. Accrual Entries to ensure financial statements present accurately. Campus
2. Close for our campus, central office leadership (IPPS/ICA/OPAFS) will be
3. One way for campus colleagues to do their part to minimize the accrual
4. Accrual Entries for the fiscal year 2021 (posting) and July 2021 (reversal);
5. In keeping with appropriate accounting practices for year-end close, IPPS, in
6. Our goal is to deliver timely information that matters to you.