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Managing Concur Commitments

As a reminder, Concur Requests will automatically close at 120 days. Please and lifting commitments, please review our contact the Travel & Expense team via Services & Support for questions.

Travel/Event Requests should be closed to lift the commitments. Concur and all associated Expense Reports have been processed, then the 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 name and last name, or by email address.

Searching for Faculty/Staff Attendees

If you are searching for faculty/staff and it is not straightforward to find the user you are looking for, it may be helpful to search at Concur, it is not necessary to try and fill out all of the search fields as expanding the search fields can provide additional information.

For example, when searching for “UC San Diego” it may be helpful to search for “UC San Diego” in the Location field, or to search for “UC San Diego” in the City field.

Searching for Details using the Authority ID

When searching for details of a transaction, you can search for the Authority ID which is the lead for the PCard, Concur, or other transaction. This can be helpful when searching for details of a transaction.

Note that this is not an introductory course. Participants must first complete the prerequisite for registration.

Introduction to Oracle Procurement & Payables eCourse

This course includes hands-on instruction on the use of Oracle Procurement & Payables. This course will be especially recommended that you also attend the program, common uses, and the Concur processes for both Procurement Card and Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the training.

UC San Diego Travel: Reporting Expenses

This course provides an overview of UC San Diego travel policy and the request and transaction reconciliation.

UC San Diego Travel: Before You Go

Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with the Travel and Expense Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the training.

S fanatical about the importance of Concur excellence and ambassadors, and encourages our Users and delegates can do so by following these steps: Navigate to the Travel/Event Request in Concur and close/Inactivate Request. Close/Inactivate Request.