Announcements

A look at upcoming eCourses from University of California San Diego’s Professional and Continuing Education department. Click here to see the complete eCourse schedule.

Blink Keeps It Simple

Blink is the premier travel management solution for UC San Diego faculty and staff. Blink’s easy-to-use features let users quickly and easily book flights, car rentals, and hotels online. 

Concur Commitments

Managing Concur Commitments

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 and last name, or by using the project name. The system will show all Expense Reports in Concur, it is not necessary to try and fill out all of the search fields as you can still filter the results. You can also use the dollar amount field to narrow your search. 

Installation for the University Travel Card

The University Travel Card provides convenient, secure, worldwide, and instantaneous access to your accounts. It allows you to control your travel funds. The Travel Card is available at no cost to all UCSD employees!

UC San Diego Travel: Before You Go

Instructor-Led Training sessions, and Hot Topics. Be sure to try out the different calendar views in the upper right corner! 

UC San Diego Travel: Reporting Expenses

Thursday, September 9, 2021 @ 1:00pm - 3:00pm
Faculty/staff who are responsible for those responsible for approving or revising orders, and checking PO invoice status. This course will be especially valuable for individuals responsible for those responsible for approving or revising orders, and checking PO invoice status. This course will be especially valuable for individuals who are new to Oracle Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, and requesting refunds. This course is designed for users of the University Procurement Card Program.

UC San Diego Travel: Requesting Expenses

Thursday, September 9, 2021 @ 9:00am - 11:00am
This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, and requesting refunds. This course is designed for users of the University Procurement Card Program.

UC San Diego Travel: Requesting University Travel

Thursday, September 9, 2021 @ 10:00am - 12:00pm
This course is recommended for those responsible for requesting University Travel, including faculty/staff participating in travel and expense. The course will provide an overview of the UC San Diego Travel and Expense policies and procedures and how to use the eTravel Request and the Concur Travel application.

UC San Diego Travel: UC San Diego Travel

Thursday, September 9, 2021 @ 1:00pm - 3:00pm
This course is recommended for those responsible for requesting University Travel, including faculty/staff participating in travel and expense. The course will provide an overview of the UC San Diego Travel and Expense policies and procedures and how to use the eTravel Request and the Concur Travel application.

UC San Diego Travel: UC San Diego Travel

Thursday, September 9, 2021 @ 9:00am - 11:00am
This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, and requesting refunds. This course is designed for users of the University Procurement Card Program.

UC San Diego Travel: UC San Diego Travel

Thursday, September 9, 2021 @ 1:00pm - 3:00pm
This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, and requesting refunds. This course is designed for users of the University Procurement Card Program.