As a reminder, Concur Requests will automatically close at 120 days. Please manage Concur Commitments regarding any closed Travel/Event Requests. For more information on viewing commitments, including searching and filtering, contact the Travel & Expense team via Services & Support for questions.

Training & Support

In Case You Missed It: Financial Systems Operations Town Hall

Thursday, September 9, 2021 @ 1:00pm - 3:00pm
Faculty and staff are invited to join the Town Hall to hear about the latest changes in the Financial Systems Operations Town Hall and to ask questions.

Oracle: Buying and Paying for Financial Unit Approvers

Tuesday, September 14, 2021 @ 1:30pm - 4:00pm
This course will provide an overview of the UC San Diego Financial Unit and the processes for reporting travel expenses and how to submit a Travel Expense Reimbursement Form. Participants will learn about Concur application, available tasks, and UC San Diego resources relevant to the Travel & Expense Card and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Before You Go course before your trip takes place.

Introduction to Oracle Procurement & Payables eCourse

Thursday, September 16, 2021 @ 9:00am - 11:00am
This course is designed for anyone who needs to process requisitions and invoices on behalf of their financial unit. Please note the informational session is held on Thursday, August 26. The downloadable study guide is required reading and is available here.

UC San Diego Travel: Before You Go

Thursday, September 9, 2021 @ 1:00pm - 3:00pm
This course will provide an overview of UC San Diego travel policy and the processes for reporting travel expenses and how to submit a Travel Expense Reimbursement Form. Participants will learn about Concur application, available tasks, and UC San Diego resources relevant to the Travel & Expense Card, and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: After You Go course before your trip takes place.

Concur Commitments: Managing Concur Commitments

Monday, September 6, 2021 @ 10:00am - 1:00pm
This course will provide an overview of Concur application, available tasks, and UC San Diego resources relevant to the Travel & Expense Card and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: Before You Go course before your trip takes place.

Benefits of Concur Commitments:

- Saved time searching for requests if you have Concur set up to search by first name or last name, or by email address.
- It may be better to search more broadly. Best practice is to search either by first name, last name, or by email address.
- When searching for a request, it may be best to search using the Attendee Type option which showcases a consolidated view of Office Hours, Faculty, and so on. Any request that appears in the top left of the open Request will include the Attendee Type.

Managing Concur Commitments:

- If you are a faculty member who travels or books business travel, you will want to understand how to manage your Concur Commitments.
- Faculty and staff who travel or book business travel can further their knowledge of Concur Commitments, including searching and filtering, contact the Travel & Expense team via Services & Support for questions.

UC San Diego Travel Report

Thursday, September 16, 2021 @ 1:00pm - 4:00pm
This course will provide an overview of UC San Diego travel policy and the processes for reporting travel expenses and how to submit a Travel Expense Reimbursement Form. Participants will learn about Concur application, available tasks, and UC San Diego resources relevant to the Travel & Expense Card and how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Travel: After You Go course before your trip takes place.

FAF Accounting Program at UC San Diego

Tuesday, September 21, 2021 @ 1:00pm - 3:00pm
This course will provide an overview of the FAF Accounting Program at UC San Diego. The program is fully funded by the Chief Financial Officer and offered to the UC San Diego staff members with roles in finance and accounting. This is a comprehensive financial accounting program that offers training at a basic-to-intermediate level. The course is mandatory for all financial staff and includes topics such as reviewing for and populating POETAF information during the ordering process, approving requisitions and invoices, building and maintaining accounts payable ledgers, and understanding and implementing the accrual entries reconciliation procedure, including summarized guidelines, resources, and FAQs are available.

Apply Now to the UC San Diego Financial Accounting Program!