regarding any closed Travel/Event Requests. For more information on viewing 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. When searching for and all associated Expense Reports have been processed, then the
2. It may be better to search more broadly. Best practice is to search either by first name and last name, or by email address.

When searching for Reports in Concur, it is not necessary to try and fill out all of the search fields as you

Training & Support

1. Case You Missed It | Finance Systems Operations Town Hall
   - September 24, 2021 | 1:00pm - 2:00pm
   - Join us for a Town Hall with the Finance Systems Operations team to discuss the transition to modern financial management and information systems. Ask the team anything about processes, projects, and the Concur processes for Procurement Card management.

2. Oracle: Buying and Paying for Financial Unit Approvers
   - September 14, 2021 | 1:30pm - 4:00pm
   - This course provides an overview of UC San Diego travel policy and the process for reporting travel expenses and how to submit a Travel Expense Report. The class will cover the Travel & Entertainment Card, and how to take advantage of TripIt Pro. It is specifically designed for faculty and staff who travel or book business travel.

3. UC San Diego Travel: Before You Go
   - September 9, 2021 | 9:00am - 11:00am
   - Learn about the Travel & Expense Card program, common uses, and the Concur processes for both Procurement Card and Travel & Entertainment Card. Current and prospective cardholders will learn about updates to the card program, common uses, and the Concur processes for both Procurement Card and Travel & Entertainment Card.

4. 3rd party transition to Concur/UC iXtra
   - September 7, 2021 | 3:00pm - 4:00pm
   - During this session, you will learn about the transition to Concur/UC iXtra and how it will help streamline the procurement to pay process. This includes a walk through of the UC iXtra in Concur, available tasks, and UC San Diego resources relevant to the UC SD Procurement and Payables program.

Tips & Tricks

1. Searching for Faculty/Staff Identities
   - When searching for a Faculty/Staff identity to run a query, your Faculty/Staff Request application on Blink will be set to 1. No need to search for another faculty/staff identifier. If you are looking for a particular faculty/staff member, then enter the name in the search field.

2. Navigating Concur
   - Close/Inactivate Request: When navigating to the Travel/Event Request in Concur, be sure to complete the application before the close-inactivation date.

- Moving Concur Commitments
   - If you have any Concur commitments that you would like to move to another account, you can do so by clicking the Move Commitment button on the Concur application, available tasks, and UC San Diego resources relevant to the UC SD Procurement and Payables program.