28. Concur processes for prepaying travel and claiming expenses after the business trip occurs in accordance with Travel Policy G-28. This course is intended for those involved in the process of trip reconciliation for business travel at UC San Diego, including travelers, and financial managers who are familiar with Travel Policy G-28 and would like to learn about more advanced preauthorization and UC San Diego’s instance of Concur Travel booking tool. Intended for travel arrangers, delegates, and meeting/event hosts, financial managers, and entertainment approvers who are familiar with Entertainment Policy BUS-79 and are responsible for requesting employee reimbursements for business expenses may attend this course. Intended for preparers, financial managers, and entertainment approvers who are familiar with Entertainment Policy BUS-79 and are responsible for requesting employee reimbursements for business expenses may attend this course. This course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for employees who travel or book business travel and want to further their understanding of travel policies and procedures. The course will include an in-depth explanation of topics covered in the Concur Travel and Expense eCourse. This course will be especially valuable for employees who host meetings and events and want to further their understanding of the expense reconciliation process via Concur. Also, those who previously utilized MyPayments to claim expenses can attend this course. The course will cover how to use Concur to claim expenses and how to submit preauthorization requests. This course will also cover how to use Concur to manage travel policies and procedures, including how to use the Concur Travel tool to book travel and how to use the Concur Expense tool to claim expenses. This course will also cover how to use Concur to manage travel policies and procedures, including how to use the Concur Travel tool to book travel and how to use the Concur Expense tool to claim expenses. This course will cover how to use Concur to manage travel policies and procedures, including how to use the Concur Travel tool to book travel and how to use the Concur Expense tool to claim expenses.
The Support Framework is designed to help the Budget & Finance community, including faculty or staff with financial responsibilities, identify their resources based on the following questions:

- What can I do on my own?
- Where can I get help?
- Who can help escalate?
- How do I suggest enhancements?

Bookmark or download a copy for quick links to various resources available to you.

Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you.

Not sure where to find answers? Get started using our Support Framework.

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