**June 15, 2021 - 24th Edition**

**Budget & Finance Weekly Digest**

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**Who Can Access Concur?**

Current UC San Diego Employees (including Student Employees) and Sponsored Affiliates can log in and access Concur. They should utilize this system to process travel reimbursements, as well as upload and submit requests for departmental purchases and invoices.

**Non-Employee Payee**

Event Reimbursements:

* Event Expense Report

Travel Reimbursements:

* Location: Concur Travel and Expense
* Event: Non-Employee (Guest) Travel via Concur (Payment to UC San Diego)
* Per Diem: Submit a Services & Support ticket: About: Finances - Event Reimbursements - Event Expense Report

**Budget Date**

**Budget Date**

**Travel Allowance: Per Diem Meals and Lodging**

Automatically calculate per diem rates for both meals and lodging in Concur.

**Guidelines for Purchasing**

**How to Change the POETAF or Chart String on a PO Invoice**

- If the payee is a current UCSD employee, then they can log in to the Concur Procurement Card Expense application to access and process the PO.
- If the payee is not a current UCSD employee, then a faculty or staff member at UC San Diego needs to be the one to log in to Concur and process their own reimbursements via Concur. Doing so will cause delays in reimbursement.

**Additional Resources**

- If there are delays in reimbursement, UC San Diego needs to be the one to log in to Concur and process their own reimbursements via Concur.
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**About the Weekly Digest**

Every Tuesday important updates related to Procurement, Department Cutoff Dates, and KBAs in sync with the releases. Our goal is to deliver timely information that matters to you.

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**Contact Us**

Procurement updates are released in phases over the next several months. As released to campus in phases over the next several months, the theme will be updated and KBAs in sync with the releases.