**Recordings and Live Demonstrations**

- **Travel and Event Expense Report**
  - **Thursday, November 4, 2021 @ 1:00pm - 3:00pm**
  - This interactive session will provide an overview of UC San Diego travel policy, processes for reporting travel expenses, and how to submit a Travel Expense Report. It will include a demonstration of Concur and relevant reporting tools. Please note the required prerequisite for registration.

- **Oracle: Buying and Paying for PO Requisitions**
  - **Thursday, November 4, 2021 @ 9:00am - 11:00am**
  - In this session, you will learn about the requisition process, including how to create requisitions and invoices on behalf of your department. You will also learn how to revise requisitions, and check PO invoice status. This course will be especially valuable for individuals responsible for departmental purchases. It is recommended that you attend the UC San Diego Travel: Before You Go Expenses course before your trip takes place.

- **POETAF in PPM**
  - **Wednesday, October 27, 2021 @ 11:00am - 12:00pm**
  - This course will cover how to populate and review for POETAF information on requisitions and invoices. There will be a chance to participate in Q&A at the end.

- **Hot Topics: Understanding POETAF**
  - **Friday, November 5, 2021 @ 9:00am - 11:00am**
  - This week’s office hours will focus on understanding POETAF attributes in PPM determine COA segments when transactions flow from PPM to GL. We will discuss the fluidity of segments when posting directly to the GL as well as how project allocations have been completed. This means that your FY21 revenue and expenses have been allocated back down to the FinUnit and Project level in allocations have been completed. This means that your FY21 revenue and expenses have been allocated back down to the FinUnit and Project level in allocation.