To continue receiving our emails, add us to your address book.

This email was sent to .

9500 Gilman Dr, La Jolla, CA 92093 US

View this email

Got this as a forward?

Manage

Is Your Travel & Entertainment Card Ready for Use?

T&E Card applicants must submit their replacement card. San Diego Travel & Entertainment should also confirm that you have the correct card by verifying that the rebranded name, For existing cardholders, please ensure that you have received and activated your T&E Card. You

For future University business travel and events, it is important that you have your card ready for use to avoid card declines and having to pay out of pocket.

Do you wish you could be more involved in the report development process? Wonder what is happening to that enhancement request you submitted? Curious what we’re working on now? Find out via our Report Development page on Blink.

Learn about the Concur processes for reporting travel expenses on a Travel Expense Report. This course includes an introduction to the use of Concur’s Travel & Expense. It is recommended that you also attend the preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and taking advantage of TripIt Pro.

Thursday, February 10, 2022 @ 9:00am - 11:00am

This session is a monthly series dedicated to critical concepts and processes in Oracle Procurement and Payables. It is recommended that you also attend the Procure-to-Pay and Travel & Expense Resources. Join the Integrated Procure-to-Pay Solutions (IPPS) Team for the next session of Hot Topics! This session, our presenters will review the various resources available for navigating Oracle Procurement & Payables. It is a great Hot Topics to attend if you are new to UC San Diego/your role or would like a refresher on how to best interact with Procurement & Payables and Concur. This session will also take a look at the New Features released in UC San Diego requisitions and POs, listing, processing approvals, and submission of invoices. The information presented will equip attendees with knowledge needed for the module that will be released in Weeks 11 and 12 of the UC San Diego requisition process. This course is based on UCSanoedi requisitions and POs, listing, processing approvals, and submission of invoices.

Thursday, January 20, 2022 @ 9:00am - 11:00am

Oracle: Buying and Paying for PO Requisitioners

This course focuses on topics such as shopping for and purchasing goods and services, searching across UC departments, and approved vendors. This course includes hands-on instruction on the use of Oracle Procurement & Payables. It is a great Hot Topics to attend if you are new to UC San Diego/your role or would like a refresher on how to best interact with Procurement & Payables and Concur. This course will also take a look at the New Features released in UC San Diego requisitions and POs, listing, processing approvals, and submission of invoices.

Thursday, January 20, 2022 @ 11:00am - 12:00pm

Oracle: Buying and Paying for PO Requisitioners

This course focuses on topics such as shopping for and purchasing goods and services, searching across UC departments, and approved vendors. This course includes hands-on instruction on the use of Oracle Procurement & Payables. It is a great Hot Topics to attend if you are new to UC San Diego/your role or would like a refresher on how to best interact with Procurement & Payables and Concur. This course will also take a look at the New Features released in UC San Diego requisitions and POs, listing, processing approvals, and submission of invoices.

Thursday, February 24, 2022 @ 9:00am - 12:00pm

Oracle: Buying and Paying for PO Requisitioners

This course focuses on topics such as shopping for and purchasing goods and services, searching across UC departments, and approved vendors. This course includes hands-on instruction on the use of Oracle Procurement & Payables. It is a great Hot Topics to attend if you are new to UC San Diego/your role or would like a refresher on how to best interact with Procurement & Payables and Concur. This course will also take a look at the New Features released in UC San Diego requisitions and POs, listing, processing approvals, and submission of invoices.

Thursday, January 20, 2022 @ 1:00pm - 3:00pm

UC San Diego Travel: Reporting Expenses

Learn 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 concludes. This course includes an introduction to the use of Concur’s Travel & Expense. It is recommended that you also attend the preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and taking advantage of TripIt Pro.

Thursday, February 10, 2022 @ 1:00pm - 3:00pm

UC San Diego Travel: Reporting Expenses

Learn 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 concludes. This course includes an introduction to the use of Concur’s Travel & Expense. It is recommended that you also attend the preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and taking advantage of TripIt Pro.

Thursday, January 20, 2022 @ 9:00am - 11:00am

Oracle: Buying and Paying for PO Requisitioners

This course focuses on topics such as shopping for and purchasing goods and services, searching across UC departments, and approved vendors. This course includes hands-on instruction on the use of Oracle Procurement & Payables. It is a great Hot Topics to attend if you are new to UC San Diego/your role or would like a refresher on how to best interact with Procurement & Payables and Concur. This course will also take a look at the New Features released in UC San Diego requisitions and POs, listing, processing approvals, and submission of invoices.

Thursday, January 20, 2022 @ 11:00am - 12:00pm

Oracle: Buying and Paying for PO Requisitioners

This course focuses on topics such as shopping for and purchasing goods and services, searching across UC departments, and approved vendors. This course includes hands-on instruction on the use of Oracle Procurement & Payables. It is a great Hot Topics to attend if you are new to UC San Diego/your role or would like a refresher on how to best interact with Procurement & Payables and Concur. This course will also take a look at the New Features released in UC San Diego requisitions and POs, listing, processing approvals, and submission of invoices.