Is Your Travel & Entertainment Card Ready for Use?

Do you wish you could be more involved in the report development process? Wonder what answers to these questions on a new Blink report page for Report Development. This course provides an overview of UC San Diego travel policy and the trip reconciliation procedure, including summarized guidelines and on-demand resources. Faculty and staff will learn about the Concur processes for reporting travel expenses on a Travel Expense Report.

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC web resources, and how to take advantage of TripIt Pro. It is recommended that you also attend the preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and maintenance issues. Users can access the same information via the following reports:

- The Expanded Budget Summary report has been taken offline at this time due to performance issues. Report Deprecation: Expanded Budget Summary
- The Budget and Financial Management Reports Panorama
- The new Gift Fund Panorama, which will be available starting in

The new Gift Fund Panorama, which will be available starting in

The new Gift Fund Panorama, which will be available starting in

The new Gift Fund Panorama, which will be available starting in

Be sure to try out the different calendar views in the upper right corner!

Each Tuesday, the Weekly Digest provides important updates related to the Oracle Procurement & Payables, including on-demand resources and a summary of recent activity in the system. Faculty and staff who travel or book business travel can further their understanding of the processes involved in booking travel and arranging for reimbursement. This course includes hands-on instruction on the use of Oracle Procurement & Payables. It focuses on topics such as shopping for and purchasing goods and services, searching across UC web resources, and how to take advantage of TripIt Pro. It is recommended that you also attend the preauthorization, booking travel via Concur, prepaying with the Travel & Entertainment Card, and maintenance issues. Users can access the same information via the following reports: