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Services & Support (*Related to: Travel & Entertainment Card) for assistance with getting a previously held a Travel Card and have not received your new T&E Card, please contact IPPS via San Diego Travel & Entertainment (T&E) Card.

For existing cardholders, please ensure that you have received and activated your T&E Card. You should also confirm that you have the correct card by verifying that the rebranded name, number, and expiration date on your card are correct. This is helpful for those who are new to the University or need a quick refresher.

UC San Diego Travel: Before You Go

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

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 who travel or book business travel can further their understanding of UC San Diego Travel: Before You Go.

Oracle: Buying and Paying for PO Requisitioners

Thursday, January 20, 2022 @ 10:00am - 11:00am

This course focuses on topics such as shopping for and purchasing goods and services, searching across UC San Diego requisitions and POs, closing POs, processing nonPO payments, and checking invoice status. This course will be especially valuable for individuals responsible for departmental purchases who want to further their understanding of buying on campus.

Oracle Procurement & Payables Training

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

This course includes hands-on instruction on the use of Oracle Procurement & Payables. It is recommended that you also attend the Procure-to-Pay and Travel & Expense Resources Hot Topics: Procure-to-Pay and Travel & Expense Resources.

Hot Topics: Procure-to-Pay and Travel & Expense Resources

Thursday, January 27, 2022 @ 10:00am - 11:00am

This course will provide an overview of UC San Diego board 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. For a sneak preview, watch a recorded demo on the IPPS resources.

BI & Financial Reporting

January 18, 2022

Visit Our Website

For a sneak preview, watch a recorded demo on the IPPS resources.

The Expanded Budget Summary report has been taken offline at this time due to performance issues with the budget navigation tips. This is helpful for those who are new to the University or need a quick refresher.

UC San Diego Travel: Reporting Expenses

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

This course will cover how to take advantage of TripIt Pro. It is recommended that you also attend the UC San Diego Budget & Finance YouTube channel.

Report Development: Expanded Budget Summary

The Expanded Budget Summary report has been taken offline at this time due to performance issues with the budget navigation tips. This report provides an overview of UC San Diego's financial performance to date and is displayed on the upper-left corner of your card. If you encounter any issues with the navigation tips, contact IPPS about the Expanded Budget Summary report.