Removing Users You Are No Longer a Delegate For

Current Users

Transfer User to Other Department

Check the box to authorize the transfer.

Delete User

You will be prompted to provide a Reason for Deletion before the User is removed.

Once a User has been removed, it will not be possible to restore them.

UC San Diego Travel: Reporting Expenses

Topics Covered:

Concur Travel terminology and concepts.
Travel attendees, travel preparers (Concur Delegates) and approvers.
UC San Diego’s instance of Concur Travel booking tool. Intended for travel arrangers, delegates, preparers and approvers. This course will be especially valuable for employees who travel or book business travel and want to further their understanding of travel policies and procedures.

Thursday, April 13 @ 9:00am - 11:00am

The course will include an in-depth explanation of Concur processes related to meetings, entertainment and business expenses as well as helpful tips and tricks for requesting employee reimbursements for business expenses. Attendees may attend this course as many times as they like and it may also be helpful to attend the Concur Travel Preauthorization Training before attending this course.

Thursday, April 20 @ 9:00am - 11:00am

Learn how to use the Concur Travel application to create travel expense reports and submit reports for approval. You will learn how to use the Concur Travel application to create travel expense reports and submit reports for approval. Attendees may attend this course as many times as they like.

Contract and Invoice Creation Training will be returning soon. Stay posted for updates and upcoming Training dates to ask questions about financial reporting and dashboards/panoramas in the Business Analytics Hub (BAH).

Some departments may request training between the designated courses. Training sessions can be requested directly soon. For departments requiring training between the designated courses, training sessions can be requested directly soon.

In this course, you will learn about Concur processes for prepaying travel and claiming expenses after the business trip and information about online tools.

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