Processing Travel & Entertainment Card M&E over $62

Processing transactions over $62 on the Travel & Entertainment Card requires approval from the University. You must follow the proper process for Personal/Non-Reimbursable expenses to repay the University. Follow the instructions in this article to ensure proper processing.

To repay the University, follow the proper process for Personal/Non-Reimbursable expenses. This includes filling out the Expense Report and reconciling any overcharges or undercharges. To view the status of your orders and determine whose approval they are pending by following the instructions in our Oracle Procurement Order Status.

Financials

In partnership with the Research Administration Training Program, on Tuesday, October 19, we 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.

Tuesday, October 19, 2021 @ 9:00am - 11:00am

UC San Diego Travel: Reporting Expenses

Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with a T&E card, and completing a Travel Expense Report. Reports to be demoed are found on the Budget & Financial Reporting Panorama. Resource Allocations have begun posting to the General Ledger and are now included in the OFC Administrative Report. Note that this credit will be reflected in UCPath or the Labor Ledger DOPE. Prior or new funding approved during the FY22 Budget Cycle is included in the recurring Core Budget Office recurring reports. You can view these reports via the Budget & Financial Management reporting and tools.

Tuesday, October 19, 2021 @ 1:00pm - 3:00pm

FY22 Budget Development - Key Considerations

The FY22 budget will be a key driver of your future operational units. It will include early salary and benefits planning assumptions at the time of the budget planning process. The Budget Plan in the Oracle Planning and Budgeting (EPBCS) tool will support your budgeting and planning processes, including financial planning, forecasting, and analysis. The plan will help you understand the financial implications of your budget decisions.

Tuesday, October 19, 2021 @ 3:00pm - 5:00pm

The Internal Revenue Service (IRS) states that recovery of a payroll overpayment must occur in the same year as the overpayment. For example, if a payroll overpayment occurred in 2020, it must be recovered in 2020. Note that recovery of a payroll overpayment is not necessarily required if the overpayment occurred in a year that is subject to the Tax and Expense Reporting deadlines. If you have any questions about payroll overpayments, please contact the UC San Diego Research Administrators.

Thursday, October 21, 2021 @ 9:00am - 11:00am

UC San Diego Travel: Before You Go

Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with a T&E card, and completing a Travel Expense Report. Reports to be demoed are found on the Budget & Financial Reporting Panorama. Resource Allocations have begun posting to the General Ledger and are now included in the OFC Administrative Report. Note that this credit will be reflected in UCPath or the Labor Ledger DOPE. Prior or new funding approved during the FY22 Budget Cycle is included in the recurring Core Budget Office recurring reports. You can view these reports via the Budget & Financial Management reporting and tools.

Thursday, October 21, 2021 @ 1:00pm - 3:00pm

2021 Year-End Overpayment Recovery Deadline Approaching

The Internal Revenue Service (IRS) states that recovery of a payroll overpayment must occur in the same year as the overpayment. For example, if a payroll overpayment occurred in 2020, it must be recovered in 2020. Note that recovery of a payroll overpayment is not necessarily required if the overpayment occurred in a year that is subject to the Tax and Expense Reporting deadlines. If you have any questions about payroll overpayments, please contact the UC San Diego Research Administrators.

Thursday, October 21, 2021 @ 9:00am - 11:00am

Oracle Procurement KBA

Oracle Procurement is a web-based procurement solution that allows you to easily manage your procurement processes, including requisitioning, ordering, and payment. The system provides a streamlined and efficient way to manage your procurement needs. If a Purchase Order has been generated, then you can view the status of your orders and determine whose approval they are pending by following the instructions in our Oracle Procurement KBA.

October 19, 2021

42nd Edition

via Services & Support with any questions.

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