

## Student Life Business Office List of Business Applications and Services

**Employee Name:**

**Hire Date:**

**Department:**

**Supervisor:**

Application	Description	Complete
MyEvents (now incorporated into MyPayments)	Is an application for requesting expense reimbursements or payments for meetings, programmatic activities, and entertainment. Use MyEvents instead of Payment Authorization for these types of expenses. <b><i>(Template required INV/ENT)</i></b>	
MyFunds	MyFunds allows departments to create online budget reports for principal investigators (PIs) or other report recipients, such as management service officers (MSOs), department chairs, and financial/ fund managers. It features:	
MyTravel	Travelers, preparers, and approvers, use MyTravel to create trips, request traveler/ vendor account, create payment, and report expenses.	
MyPayments	Application for requesting direct payment to vendors and individuals that do not require a purchase order	
MarketPlace	Application for purchasing goods and services that require a contract or purchase order. Limits for Department Buyer: \$500; \$2,500; or \$5,000	
FinancialLink	Allows faculty and staff to process financial transactions, forecast expenses, and generate reports with extensive drill-downs.	
Cash/Check Deposits	If your department receives payments in the form of cash or checks, you can use a paper form to deposit all payments at the Cashier's office or use the new electronic Cash Deposit System (CDS)	
Express Card	CSD's Express Card is a Visa procurement card for faculty and staff who have buying responsibilities. The card simplifies buying and paying for most routine, low-cost goods and services that do not require a purchase order or signed contract and cannot be purchased with a contracted supplier.	
Travel Card	The Travel Card is for employees to use for preauthorized university business travel and official entertainment expenses	
Triton Link	Find a Student. Limited access granted. <i>(Requires justification from AVC)</i>	
Travel Event Planner (TEP) card	UC San Diego's TEP card is a Visa card issued by U.S. Bank to employees who coordinate non-employee group travel, conferences, or activities for UC San Diego. With a TEP card, you have a single method of payment for vendors and your department can better control event expenses.	
How to Get Access to UCSD Business Systems	<a href="http://blink.ucsd.edu/technology/network/access/business-systems/access.html">http://blink.ucsd.edu/technology/network/access/business-systems/access.html</a>	
How to Enroll in Disbursements Direct Deposit	<a href="http://blink.ucsd.edu/buy-pay/payment-methods/direct-deposit/enroll.html">http://blink.ucsd.edu/buy-pay/payment-methods/direct-deposit/enroll.html</a>	