New Year, new opportunities to learn and grow!

Looking for a professional development goal to add to your list of New Year’s resolutions? Check out the BRC’s 2019 training schedule posted on our web site! Our training sessions currently include:

- **Express training**: Learn how to use UCOP’s travel and entertainment reimbursement system (online training).
- **ServiceNow training**: Learn how to submit requests to the BRC teams using our online intake system (in-person training).
- **General Ledger (GL) 101 training**: Learn how to access various UCLA financial ledgers and understand the information provided in financial reports (in-person training).
- **Cost Transfer 101 training**: Journals, NPEARS, Recharges – Oh my! What are they, which ones to use and how to complete them (in-person training).

Dates, times, locations, and who to contact to register can all be found on our [web site](#). We’re kicking off the New Year with a GL 101 class tomorrow, 1/9, 2pm-4pm at Room 6114 Franklin. Email Elizabeth.Ellis@ucop.edu if interested and hurry because only a few spots are left!

Also, check out our [training web site](#) for other training resources.

Have an idea about a training opportunity that the BRC could offer? Let us know!! Send an email to **BRC-CAAP@ucop.edu** with your suggestions and feedback. We love hearing from you!

YOU CAN REACH US AT:

- [brctravelandent@ucop.edu](mailto:brctravelandent@ucop.edu)  Mark – Team Lead
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Blasts from the past are at [BLAST Archive](#)