

Enrollment Management Travel & Safety Onboarding: New Employee Checklist

1. View the [EM Travel Policy Presentation](#) and make note of any questions you may have.
2. Log into [Concur.ucsd.edu](https://concur.ucsd.edu) with your Active Directory credentials. Click here for [detailed instructions on how to log in to Concur](#). If you are unable to access Concur, please [Submit a Ticket to Budget and Finance Support - Budget & Finance](#).
3. Once you are logged into Concur, please follow the instructions provided in this 2 minute video: [How to add someone as your delegate](#). Add Sharon Lostracco-Johnson and (Autumn Monteforte for Admissions, Estrella Zaragosa for Registrar or Kristen Higgins for FAS) as a request and expense delegate and check all boxes.
4. Please take this 17 minute training [T&E Card Program](#) course and review this blink page before our meeting [UC San Diego Travel & Entertainment Card \(ucsd.edu\)](https://ucsd.edu).
5. Register for the following UC Learning trainings here (trainings do not need to be completed before we meet): [Concur: Before You Go](#) and [Concur: Reporting Expenses](#).
6. You will need to know your employee ID for the T&E card agreement. Your employee ID can be found on [UCPath.ucsd.edu](https://ucpath.ucsd.edu) in the upper left corner of the page.
7. Review the [EM Emergency Action Plan](#) and make note of any questions you may have.
8. Fill out the Attestation for Driving personal vehicles form (Info will be sent in a separate email)
9. Request a name tag using this form: [New EM Name Tag Order Form \(google.com\)](#)
10. Once all of the above items have been completed, schedule a meeting with me here: <https://calendly.com/em-travel-support>