



Travel the World with myCSUNglobe

Fitting the Pieces Together Conference 2019

November 7, 2019

CSUN

CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE



Agenda

- WHY use a travel registration software
- HOW did we implement travel registration
- WHAT are the outcomes

A red pickup truck is shown on a map background. The map includes labels like 'Mescal' and 'Lobo'. A red circular highlight is drawn around the truck and part of the map. The title 'WHY Use a Travel Registration Software' is written in red text to the right of the map.

WHY Use a Travel Registration Software

- Old paper process slow and cumbersome
- Old business processes and requirements
- Audit Report 16-57, International Activities
 - Development and approval of travel/study courses
 - Study Abroad training sessions
 - Emergency preparedness

A red car is shown on a map, with a red circular highlight around it. The map includes labels like 'Mescal' and 'Lobo'.

Terra Dotta

- Travel Registry enables us to confirm proper pre-trip information sharing and approval protocols based on traveler destinations, activities, roles (e.g., student, faculty, staff), and other critical risk factors.
- Risk mitigation capabilities including the ability to use customized questionnaires, waivers, and other learning materials prior to travel
- Customized workflows and travel approval processes based on each traveler's destination and role

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HOW Did We Implement Travel Registration

- Inter-division International Travel Team
 - Risk Management & Insurance
 - Provost's Office
 - International Program Office
 - International and Exchange Student Center
 - Information Technology
 - Student Accounting

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HOW Did We Implement Travel Registration

- Business processes and requirements reduced to essential and necessary
- Solidified approval workflow
 - “Regular” Travel (Travel Advisory Levels 1 & 2)
 - High Risk Travel (Travel Advisory Level 3)
 - War Risk Travel (Travel Advisory Level 4)

A red toy car is positioned on a map. A red circular highlight is drawn around the car and the road it is on. The map shows various geographical features and labels like 'Mescal' and 'Lobo'.

HOW Did We Implement Travel Registration

- Terra Dotta assigned an implementation consultant
- Order of implementation
 - Study Abroad (pre- and post-decision)
 - Travel Registration
 - Faculty-Led Programs



DEMO

<https://mycsunglobe.csun.edu/index.cfm?FuseAction=Abroad.Home>



WHAT are the Outcomes

- User-friendly application process
- Processing time reduced dramatically
- Increased number of applications processed
- Travelers can check application status online
- Auto reminders on incomplete applications
- Ability to search for travelers online

A red toy car is positioned on a map. A red arc highlights a path that starts near the car and curves around the right side of the slide. The map shows various geographical features and place names like 'Mescal', 'Roca de Madera', and 'Lobo'.

WHAT Next?

- Travel abroad services
- Travel alert (or similar system)
- Vendor agreements online for faculty-led programs



QUESTIONS



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