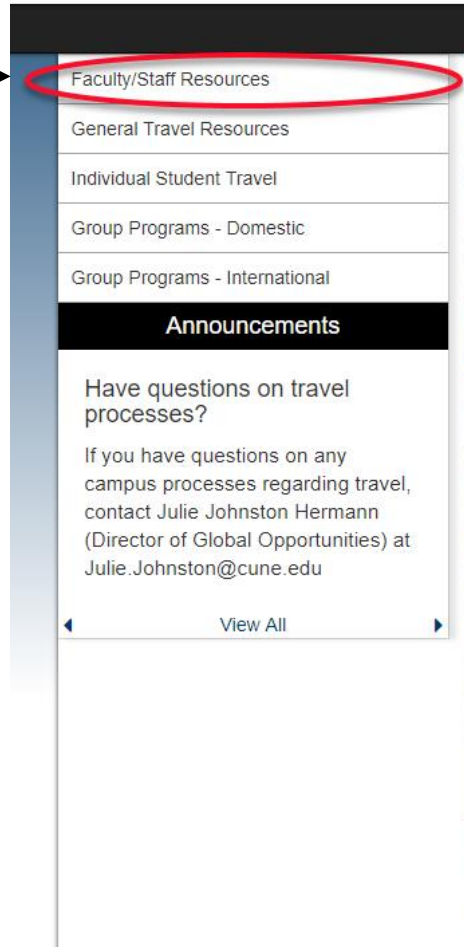



# Overview of the International Trip Plan



Go to <http://travelmanagement.cune.edu> and click Faculty/Staff Resources link



The screenshot shows a navigation menu on the left side of a website. The menu items are: Faculty/Staff Resources (circled in red), General Travel Resources, Individual Student Travel, Group Programs - Domestic, and Group Programs - International. Below these is a black header for "Announcements" with white text. The announcement text reads: "Have questions on travel processes? If you have questions on any campus processes regarding travel, contact Julie Johnston Hermann (Director of Global Opportunities) at Julie.Johnston@cune.edu". At the bottom of the announcement section is a "View All" link with left and right arrow icons.



A photograph of a vibrant European street scene, likely in Copenhagen, Denmark. The buildings are multi-story and painted in various colors including yellow, orange, red, and blue. In the foreground, several traditional wooden sailing boats (sloops) are docked in a harbor. The scene is captured during the day with clear skies and bright lighting.

*Welcome to the travel management site for Concordia University, Nebraska.*

## Overview of the International Trip Plan

### Planning an international trip?

Planning should start at least 18 months in advance of anticipated travel dates.

Check out this [\*\*Leader Check List\*\*](#) for details to anticipate in planning international travel.

Leaders need to complete a **Proposed Trip Plan** and a **Trip Funding Plan** prior to **May 15** each year.

[Click Here to Start Your International Trip Plan](#)

← **On Faculty/Staff Resources page, click to start your international trip plan**

## Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. ×

Please indicate how you will be logging in:

- I have a CUNE username and password. ← Click first option & Submit button to log in with your CUNE credentials
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

Submit

## Your Home Page : Register Itinerary

To create your registration, Select the term and year to which you are registering. When you are ready to create the registration, click on the 'Apply' button at the bottom of the page. ×

### Registration



Terms



Academic Year, 2017-2018

**Select the Academic Year term and click Apply**

Apply

Cancel

# Overview of the International Trip Plan

**This is the international trip plan registration page.**

## Program Registration Page (Pre-Decision)

This page shows current and required elements of your registration in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your registration to be considered complete ✕

### Trip Leader

<b>Program:</b>	International Trip Plan
<b>Term/Year:</b>	Academic Year, 2017-2018
<b>Deadline:</b>	04/01/2018
<b>Dates:</b>	TBA

### Announcements

Have questions on travel processes?  
If you have questions on any campus processes regarding travel, contact Julie Johnston Hermann (Director of Global Opportunities) at [Julie.Johnston@cune.edu](mailto:Julie.Johnston@cune.edu)

Have questions on travel risk management?  
If you have questions regarding risk management issues related to travel (i.e. being prepared for crisis situations, what activities might need additional insurance coverage, etc.) please contact Kirby Klappenback (Director of Risk Management) at [Kirby.Klappenback@cune.edu](mailto:Kirby.Klappenback@cune.edu)

[View All Announcements](#)

### Registration Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Received
<a href="#">International Proposed Trip Plan</a>	<input type="checkbox"/>
<a href="#">International Trip Funding Plan</a>	<input type="checkbox"/>



**Click each registration questionnaire to complete as instructed.**

# Overview of the International Trip Plan

**The international trip plan questionnaire requires input of proposed trip details.**

## Registration : Application Questionnaire Form

Please carefully review all fields before making any submission. You can also save this questionnaire and submit it at a later time. ✕

### International Proposed Trip Plan

**Applicant Name:** Trip Leader  
**Program:** International Trip Plan  
**Term of Study:** Academic Year, 2017 -2018

**⚠ WARNING:** Please remember to save your responses frequently, as your session will time out after 59 minutes.

### International Proposed Trip Plan:

#### Instructions:

A proposed trip plan helps many campus departments anticipate projected trips. It is understood some trips may not take place for various reasons and details may change from proposed to final plans.

A Proposed Trip Plan must be approved by campus before a trip can be scheduled or promoted on campus. Documents must be submitted no later than May 15th for upcoming school year.

(\*) Indicates the question is required.

#### 1. Trip Name (\*)

#### 2. Group/Department Sponsor (\*)

#### 3. Travel Start Date (\*)

#### 22. Transportation (\*)

List all modes anticipated: car, van, plane, charter bus, etc.

#### 23. Anticipated contracted services (\*)

Note: All contracts need to be reviewed and signed by campus CFO - not trip leaders.

3984 characters left

#### 24. I have read Concordia's Off-Campus Activity & Student Travel Guidelines. (\*)

#### 25. I understand the responsibilities of leading students on an off-campus trip. (\*)

#### 26. I will communicate with campus resource people throughout the trip preparation and travel process. (\*)

#### 27. This travel experience has been shared with and approved by my department chair/supervisor. (\*)

#### 28. No travel or leader expenses are coming from institutional general operating budgets for this trip. (\*)

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. Please note that your registration questionnaire is not considered complete and cannot be reviewed until you click the **Submit** button to finalize your responses.

**Save** **Submit** Cancel

**Leaders can click Save button to save answers and complete the remaining questions later.**

**Click Submit once all required question items are complete.**

# Overview of the International Trip Plan

**Complete International Trip Funding Plan questionnaire as instructed.**

## International Trip Funding Plan

**Applicant Name:** Trip Leader  
**Program:** International Trip Plan  
**Term of Study:** Academic Year, 2017 -2018

**⚠ WARNING:** Please remember to save your responses frequently, as your session will time out after 59 minutes.

## International Trip Funding Plan:

### Instructions:

Below is a link to the 'Trip Funding Plan' template. Download this form (to access fill-in-able PDF) and complete in its entirety. We recommend using Adobe Reader to open and edit the Trip Funding Plan document. Once all fields have been completed, save file as to another file name on your computer and then upload this proposal by clicking the yellow document folder icon below.

[Trip Funding Plan](#)

**Download the Trip Funding Plan form and upload once completed**

(\*) Indicates the question is required.

### 1. Trip Funding Plan (\*)

A rich text editor toolbar with the following options: Font (dropdown), Size (dropdown), Format (dropdown), Source (dropdown), Bold (B), Italic (I), Underline (U), Bulleted list, Numbered list, Indent, Outdent, Table, and a search icon.

# Overview of the International Trip Plan

## Program Registration Page (Pre-Decision)

This page shows current and required elements of your registration in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your registration to be considered complete ×

**Success** You have successfully completed this questionnaire. ×

### Trip Leader

<b>Program:</b>	International Trip Plan
<b>Term/Year:</b>	Academic Year, 2017-2018
<b>Deadline:</b>	04/01/2018
<b>Dates:</b>	TBA

### Announcements

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[View All Announcements](#)

### Registration Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Received
International Proposed Trip Plan	<input checked="" type="checkbox"/>
International Trip Funding Plan	<input checked="" type="checkbox"/>

**Once both items are complete,  
they will be checked as Received**

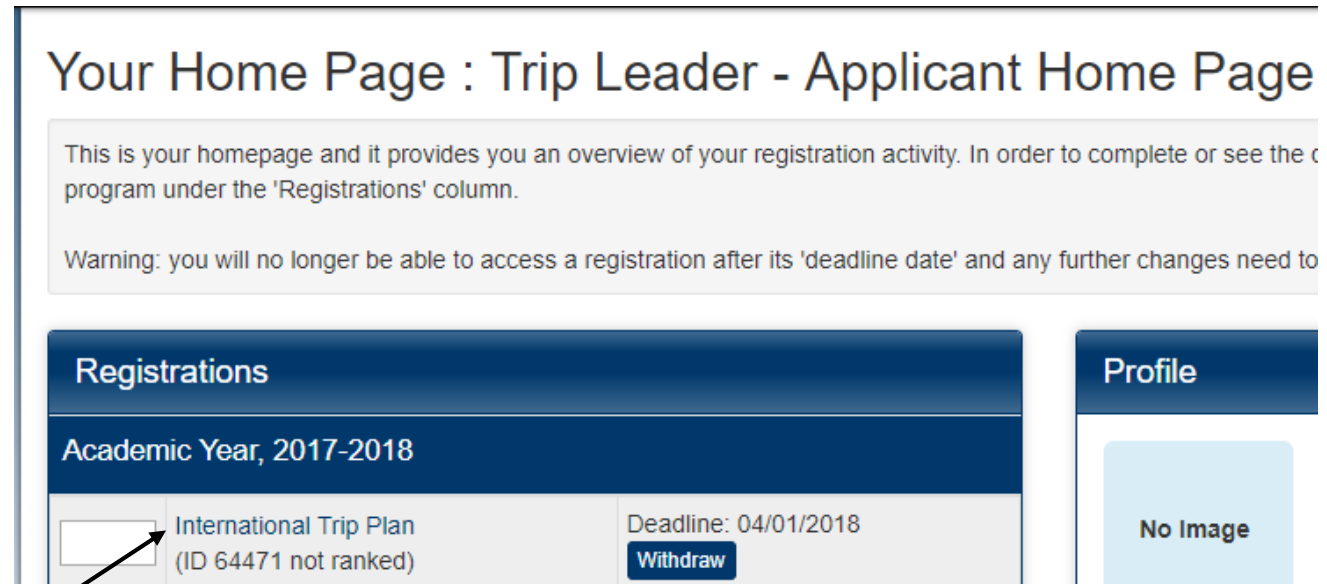
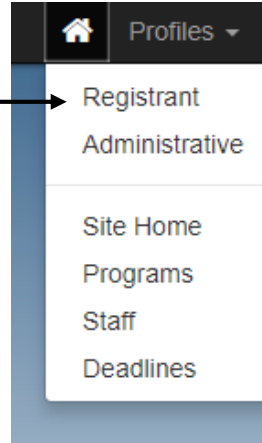




## Overview of the International Trip Plan

You can return to <http://travelmanagement.cune.edu> to access your international trip plan.

Click the upper left corner Home icon and click Registrant to navigate to your trip plan.

A screenshot of a web application interface. The title is 'Your Home Page : Trip Leader - Applicant Home Page'. Below the title is a grey box with text: 'This is your homepage and it provides you an overview of your registration activity. In order to complete or see the c program under the 'Registrations' column.' Below that is another grey box with a warning: 'Warning: you will no longer be able to access a registration after its 'deadline date' and any further changes need to'. The main content area has a dark blue header 'Registrations' and a sub-header 'Academic Year, 2017-2018'. Below this is a table with one row: 'International Trip Plan (ID 64471 not ranked)' with a 'Deadline: 04/01/2018' and a 'Withdraw' button. To the right is a 'Profile' section with a 'No Image' placeholder. An arrow points from the text below to the 'International Trip Plan' entry in the table.

Click your International Trip Plan organized under its assigned term to access the trip plan questionnaires and edit/review as needed.