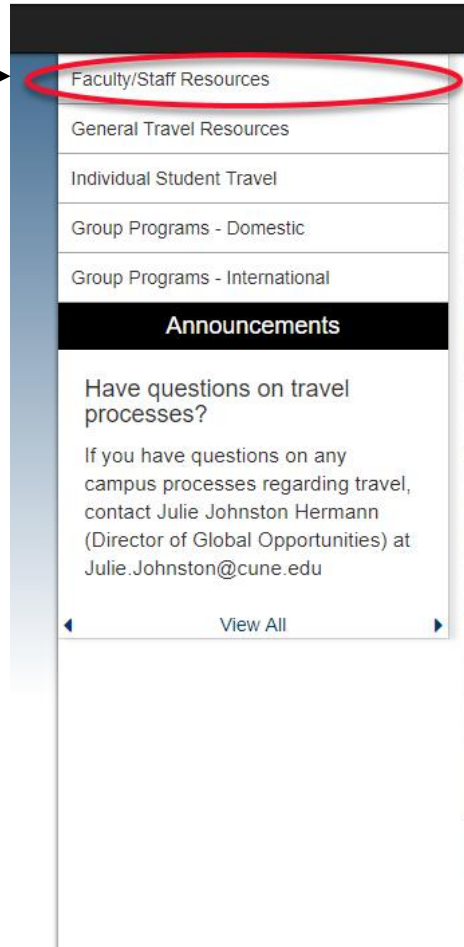



# Overview of the Domestic Trip Plan



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 bar with the text "Announcements" in white. Underneath, there is a section titled "Have questions on travel processes?" followed by contact information for Julie Johnston Hermann, Director of Global Opportunities, at Julie.Johnston@cune.edu. At the bottom of this 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. The street is lined with traditional wooden sailing ships (sloops) docked at a quay. 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 Domestic Trip Plan

---

### Planning a domestic trip?

---

- Planning should take place during the summer prior to the next school year that the trip would be offered.
- Check out this [\*\*Leader Check List\*\*](#) for details to anticipate in planning for domestic trips and [\*\*Overview of Domestic Trip Plan\*\*](#).
- Leaders need to complete a **Domestic Trip Plan** and **Trip Funding Plan** (if requested) prior to **September 15** each year.

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



**On Faculty/Staff Resources page, click to start your domestic 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

## Overview of the Domestic Trip Plan

### 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  Fall, 2017

Winter Break, 2017

Spring, 2018

Spring Break, 2018

Summer, 2018

Apply

Cancel

Select the term that most closely corresponds to the term of your domestic trip and click Apply

# Overview of the Domestic Trip Plan

**This is the domestic 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	
Program:	Domestic Trip Plan
Term/Year:	Fall, 2017
Deadline:	12/01/2017
Dates:	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 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
<a href="#">View All Announcements</a>

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
1. Domestic Proposed Trip Plan	<input type="checkbox"/>
2. Domestic Trip Funding Plan	N/A
3. Domestic Trip Final Details	<input type="checkbox"/>



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

**The Domestic Trip Final Details questionnaire should be completed prior to departure.**

# Overview of the Domestic Trip Plan

**The domestic proposed 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. ✕

### Domestic Proposed Trip Plan

**Applicant Name:** Trip Leader  
**Program:** Domestic Trip Plan  
**Term of Study:** Fall, 2017

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

### Domestic 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.

(\*) 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.

charter bus

23. Anticipated contracted services (\*)

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

US Trips LLC

3988 characters left

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

I agree

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

I agree

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

I agree

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

I agree

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

I agree

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 Domestic Trip Plan

**The domestic trip funding plan is optional depending on if leaders need to create a new budget account.**

### 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. ×

#### Domestic Trip Funding Plan

**Applicant Name:** Trip Leader  
**Program:** Domestic Trip Plan  
**Term of Study:** Fall, 2017

Do you need to create a new budget account for your domestic trip?

Yes  No

Next

**If answering “No” to the question, the Domestic Trip Funding Plan will be marked “N/A” to show as complete.**

**If answering “Yes,” leader will need to complete as shown on the next screen.**

# Overview of the Domestic Trip Plan

**If answering “yes” to creating a new budget, you will need to complete the Domestic Trip Funding Plan questionnaire as instructed.**

## Domestic Trip Funding Plan

Applicant Name: Trip Leader  
Program: Domestic Trip Plan  
Term of Study: Fall, 2017

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

## Domestic 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 (\*)

Font Size Format Source

**B** *I* U ~~ABC~~  $x^2$   $x^3$   $x^4$   $x^5$   $x^6$   $x^7$   $x^8$   $x^9$   $x^{10}$   $x^{11}$   $x^{12}$   $x^{13}$   $x^{14}$   $x^{15}$   $x^{16}$   $x^{17}$   $x^{18}$   $x^{19}$   $x^{20}$   $x^{21}$   $x^{22}$   $x^{23}$   $x^{24}$   $x^{25}$   $x^{26}$   $x^{27}$   $x^{28}$   $x^{29}$   $x^{30}$   $x^{31}$   $x^{32}$   $x^{33}$   $x^{34}$   $x^{35}$   $x^{36}$   $x^{37}$   $x^{38}$   $x^{39}$   $x^{40}$   $x^{41}$   $x^{42}$   $x^{43}$   $x^{44}$   $x^{45}$   $x^{46}$   $x^{47}$   $x^{48}$   $x^{49}$   $x^{50}$   $x^{51}$   $x^{52}$   $x^{53}$   $x^{54}$   $x^{55}$   $x^{56}$   $x^{57}$   $x^{58}$   $x^{59}$   $x^{60}$   $x^{61}$   $x^{62}$   $x^{63}$   $x^{64}$   $x^{65}$   $x^{66}$   $x^{67}$   $x^{68}$   $x^{69}$   $x^{70}$   $x^{71}$   $x^{72}$   $x^{73}$   $x^{74}$   $x^{75}$   $x^{76}$   $x^{77}$   $x^{78}$   $x^{79}$   $x^{80}$   $x^{81}$   $x^{82}$   $x^{83}$   $x^{84}$   $x^{85}$   $x^{86}$   $x^{87}$   $x^{88}$   $x^{89}$   $x^{90}$   $x^{91}$   $x^{92}$   $x^{93}$   $x^{94}$   $x^{95}$   $x^{96}$   $x^{97}$   $x^{98}$   $x^{99}$   $x^{100}$



# Overview of the Domestic Trip Plan

**Once both items are completed, they will be checked as Received (or N/A for Domestic Trip Funding Plan if answering “No” to creating a new budget account). The Domestic Trip Final Details should be completed prior to departure.**

## 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>	Domestic Trip Plan
<b>Term/Year:</b>	Fall, 2017
<b>Deadline:</b>	12/01/2017
<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 <a href="mailto:Julie.Johnston@cune.edu">Julie.Johnston@cune.edu</a> 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 <a href="mailto:Kirby.Klappenback@cune.edu">Kirby.Klappenback@cune.edu</a>
<a href="#">View All Announcements</a>

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
1. Domestic Proposed Trip Plan	<input type="checkbox"/>
2. Domestic Trip Funding Plan	<input type="checkbox"/>
3. Domestic Trip Final Details	<input type="checkbox"/>

Trip Leader	
<b>Program:</b>	Domestic Trip Plan
<b>Term/Year:</b>	Fall, 2017
<b>Deadline:</b>	12/01/2017
<b>Dates:</b>	TBA

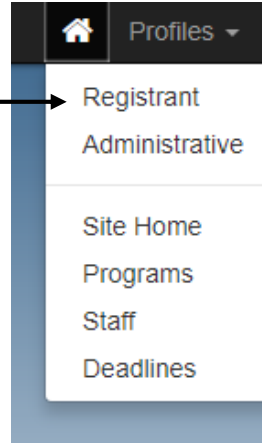
Announcements
Have questions on travel processes? If you have questions on any campus processes regarding travel, contact Julie Johnston Hermann (Director of Global Opportunities) at <a href="mailto:Julie.Johnston@cune.edu">Julie.Johnston@cune.edu</a> Have questions on travel risk management? If you 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 <a href="mailto:Kirby.Klappenback@cune.edu">Kirby.Klappenback@cune.edu</a>
<a href="#">View All Announcements</a>

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
1. Domestic Proposed Trip Plan	<input checked="" type="checkbox"/>
2. Domestic Trip Funding Plan	N/A
3. Domestic Trip Final Details	<input type="checkbox"/>

## Overview of the Domestic Trip Plan

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

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



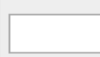
### Your Home Page : Trip Leader - Applicant Home Page

This is your homepage and it provides you an overview of your registration activity. In order to complete or see the d program under the 'Registrations' column.

Warning: you will no longer be able to access a registration after its 'deadline date' and any further changes need to

#### Registrations

Fall, 2017



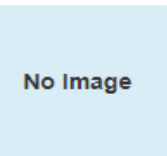
Domestic Trip Plan  
(ID 64470 not ranked)

Deadline: 12/01/2017

[Withdraw](#)

[Update Rank](#) (enter numbers to rank by preference)



#### Profile



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

## Overview of the Domestic Trip Plan

**Trip leaders should complete the Domestic Trip Final Details no later than 10 days prior to departure.**

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="#">1. Domestic Proposed Trip Plan</a>	<input checked="" type="checkbox"/> 
<a href="#">2. Domestic Trip Funding Plan</a>	<input checked="" type="checkbox"/> 
<a href="#">3. Domestic Trip Final Details</a>	<input type="checkbox"/>