

International Trip Plan Instructions

Go to:

<http://travelmanagement.cune.edu>

Click the *Trip Planning Process* link



Registant ▾ Profiles ▾ Registrants ▾ Programs ▾ Process ▾ Site ▾ Staff ▾ Settings ▾ Maintenance ▾ Julie Johnston Hermann ⚙

- Trip Planning Process
- General Travel Resources
- Group Programs - Domestic
- Group Programs - International
- Individual Travel - Domestic
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Announcements

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

[View All](#)

Welcome!
You have arrived at CUNE Travel Management!

Welcome to the CUNE Travel Management site! This site houses resources and guidance for campus leaders planning off-campus travel experiences. This site also hosts specific travel registration links for participants taking part in off-campus travel experiences.

Trip Planning Process

At the **Trip Planning Process** tab, campus trip leaders will find the **Off-Campus Activity & Travel Guide**. This Guide contains important information on campus processes for planning and leading an off-campus trip.

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 and [**Overview of International Trip Plan**](#).
- 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 *Trip Planning Process* page, click the button, *Click Here 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. ←
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

**Click the first option,
then click the *Submit* button to go to the next page
to log in with your CUNE credentials.**

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

This is what your *International Trip Plan* registration page will look like.

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 x

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

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

↑ **Click each registration questionnaire to complete questions.**

The *International Proposed Trip Plan* and *International Trip Funding Plan* are needed now.

The *International Proposed Trip Plan* questionnaire requires input of anticipated 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.

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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.

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

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

Complete the *International Trip Funding Plan* template 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* template to your computer to complete and save.**

(*) Indicates the question is required.

1. Trip Funding Plan (*)



← **Click the yellow file icon to upload here once completed.**

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

Program:	International Trip Plan
Term/Year:	Academic Year, 2017-2018
Deadline:	04/01/2018
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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. International Proposed Trip Plan	<input checked="" type="checkbox"/> 
2. International Trip Funding Plan	<input checked="" type="checkbox"/> 
3. International Trip Final Details	<input type="checkbox"/>

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




The *International Trip Final Details* questionnaire needs to be completed as soon as final travel details are finalized – and no later than 14 days prior to departure.

You can return to <http://travelmanagement.cune.edu> to access your *International Trip Plan*.

Log in, then, click the upper left corner *Home* icon and click *Registrant* to navigate to your trip plan.



The screenshot shows a web application interface. On the left, a navigation menu is open, showing a 'Home' icon and a 'Profiles' dropdown menu. The dropdown menu contains the following items: Registrant, Administrative, Site Home, Programs, Staff, and Deadlines. An arrow points from the 'Registrant' item to the main content area. The main content area is titled 'Your Home Page : Trip Leader - Applicant Home Page'. Below the title, there is a warning message: 'Warning: you will no longer be able to access a registration after its 'deadline date' and any further changes need to'. Below the warning, there is a table with the following data:

Registrations	
Academic Year, 2017-2018	
	International Trip Plan (ID 64471 not ranked) Deadline: 04/01/2018 Withdraw

On the right side of the main content area, there is a 'Profile' section with a 'No Image' placeholder. An arrow points from the 'International Trip Plan' entry in the table to the text below.

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

Complete the *International Trip Final Details* as soon as final travel details are finalized – and no later than 14 days prior to departure.

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Title	Received
1. International Proposed Trip Plan	<input checked="" type="checkbox"/> 
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3. International Trip Final Details	<input type="checkbox"/>

Please note!
Trip leaders need to pull up reports on participant emergency and medical information by going back to the *Trip Planning Process* page to review the *Guide to Access Registrations*.