

# Domestic Trip Plan Instructions

Go to:

<http://travelmanagement.cune.edu>

Click the *Trip Planning Process* link



CONCORDIA UNIVERSITY  
NEBRASKA

Registrant ▾ 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
- Individual Travel - International
- Clery Reporting

**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 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 *Trip Planning Process* page, click the button, *Click Here 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. 
- 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
- Fall, 2017
  - Winter Break, 2017
  - Spring, 2018
  - Spring Break, 2018
  - Summer, 2018

**Select the term that corresponds to the term when your domestic trip will take place and click *Apply***

Apply

Cancel

**This is what your *Domestic 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 ✕

### Trip Leader

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



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

**The *Domestic Proposed Trip Plan* and the *Domestic Trip Funding Plan* are needed now.**

# The *Domestic 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. ✕

### 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.

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

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

3988 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 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 *Domestic Trip Funding Plan* if the trip is not included in a department budget, has a separate budget, or is new and needs a new budget account. show as complete.**

## 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”, the *Domestic Trip Funding Plan* will be marked “N/A” to show completed.**

**If answering “Yes”, you will need to complete the *Domestic Trip Funding Plan* template.**

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

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

### 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](#) ←

(\*) Indicates the question is required.

#### 1. Trip Funding 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 ✕

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

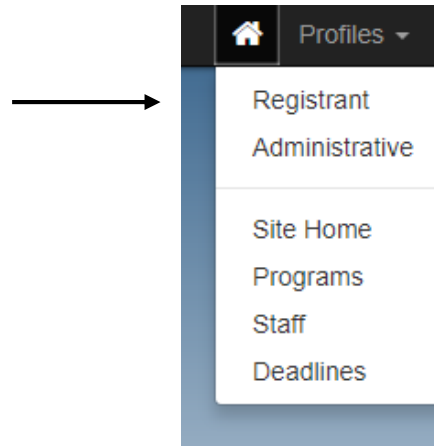
Registration Questionnaire(s)	
Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.	
Title	Received
1. Domestic Proposed Trip Plan	<input checked="" type="checkbox"/> 
2. Domestic Trip Funding Plan	N/A
3. Domestic Trip Final Details	<input type="checkbox"/>

**Once both items are completed, they will be checked as Received (or N/A for Domestic Trip Funding Plan if answering "No" to needing budget account).**

**The Domestic Trip Final Details questionnaire needs to be completed as soon as final travel details are finalized – and no later than 7 days prior to departure.**

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

Log in, then,  
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 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	
<input type="checkbox"/>	Domestic Trip Plan (ID 64470 not ranked) <span style="float: right;">Deadline: 12/01/2017 <a href="#">Withdraw</a></span>
<a href="#">Update Rank</a> (enter numbers to rank by preference)	



Profile

No Image

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



**Complete the *Domestic Trip Final Details* as soon as final travel details are finalized – and no later than 7 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
1. Domestic Proposed Trip Plan	<input checked="" type="checkbox"/> 
2. Domestic Trip Funding Plan	<input checked="" type="checkbox"/> 
3. Domestic 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*.**