



# Travel the World with myCSUNglobe

Fitting the Pieces Together Conference 2019

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CALIFORNIA  
STATE UNIVERSITY  
NORTHRIDGE



# Agenda

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

A red toy car is positioned on a map background. The map shows a road with dashed lines, a blue area representing water, and various geographical labels like 'Mescal', 'Roca de', and 'Lobo'. A red curved line is drawn over the map and the car.

## 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



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## 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

A red toy car is positioned on a map background. A red arc curves around the car. The map includes labels like 'Mescal' and 'Lobo'.

# 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

A red toy car is positioned on a map. A red circle is drawn around the car. The map shows various geographical features and labels, including 'Mescal' and 'Lobo'.

## 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 background. A red arc curves around the car and extends towards the top right. 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>



A red toy car is positioned on a map. A red circular highlight is drawn around the car and the text 'WHAT are the Outcomes'. The map shows a road with dashed lines and some geographical features. The word 'Mescal' is visible at the top left, and 'Lobo' is visible at the bottom left.

## 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, goes up and to the right, then curves down and to the right, passing over a blue area that represents water. The map includes labels such as '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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