








STUDENT TRAVEL

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-  Destination
-  Point of Departure
-  Flight Planning
-  Road Map
-  Navigation Systems
-  Test Flight
-  Making Connections

Idea

Current State

Planning Process

Conceptual Framework

Technological Tools

Pilot Project

Next Steps

DESTINATION

The Big Idea

Problem

📍 Inefficiency. Barrage of forms. Manual paper processes. Duplication of effort. Confusing. Productivity cost.

Solution

📍 Single electronic input process that auto populates fields in multiple forms and moves all forms through to their end destination electronically .

POINT OF DEPARTURE



Exploring the Current State

Types of Travel

Modes of Travel

Notification/Approval Processes

Money Request and Management Processes

Executive Orders

15 + Associated Forms



ROAD MAP

Conceptual Framework

Address all types of student travel (except Athletics)

Entire Process Online

Simple, uniform across all travel types

Accessible to students, faculty and staff

Possible to Achieve

Address approval/notification first, money second

Leverage Existing Technology

- PeopleSoft
- BizFlow
- Blackboard
- Do Sports Easy
- OrgSync
- Concur

TWO PATHWAYS



Course Related

- Course-Related Field Trips
- Study Abroad
- Other Credit Bearing Travel

 BizFlow & BlackBoard



All Other

- Co-Curricular Field Trips
- Conferences
- Competitions
- Research

 OrgSync

TEST FLIGHT



Course-Related Field Trips

MAKING CONNECTIONS



Next Steps

Integrate Study Abroad into pilot

Embed access in website

Educate end-users

Launch pilot

Build non course-related version

Build accounting/travel expense process