PREP Symposium
International Travel, Kuali TEM, Education Abroad
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AGENDA

1. Risk Management Registration/ Approval for International Travel
2. Student Travel and Education Abroad
3. KUALI TEM
4. Q&A, Discussion
(FACULTY, Staff traveling internationally on CSU business)

Why Register with Risk Management?

1. Insurance Coverage
2. International emergency response
As of July 2015 the Risk Management registration system is now INTEGRATED into the Kuali TEM process.

The KUALI TEM process IS registration with Risk Management.

Increased efficiency in work flow.

Please allow for 24 hours to obtain RMI approval.

Please also allow for extra time if additional steps are needed – for example if traveler needs to complete a travel advisory waiver.
Risk Management & Kuali TEM

1. TA submitted in Kuali TEM
2. RMI Nightly ODS feed
3. If country is not subject to a travel advisory then RMI approval email is sent to traveler and TA initiator
4. If country is subject to a travel advisory, traveler is sent an email with a link to complete their travel advisory waiver (now electronic). Once completed, then system generates email of approval
5. If traveler has student status, EA is sent an email
6. If country is on the Export Control List, an email is sent to the Export Control Administrator
7. Please attach approval email to TA.
RMI Checklist
1. Name of traveler
2. Trip itinerary – Accommodation- what, where, name
4. Use “per diem expense” tables to enter trip itinerary
5. No cost travel= $0.00
Travel waivers – travelers can follow link in email generated by the system, or can login to the travel portal.

Travel portal is where historic travel is kept.

CSU EID is required.

BUT it is limited. Only travel associated with that EID is visible.

RMI has administrative access and can see all travel that has been approved.
This is the New Risk Management and Insurance (RMI) International travel registration and approvals website that replaces the old RMI Int'l Travel web application.

With the launch of Kuali TEM on July 1, 2015 there is no need to register trip information on RMI's website. However, if you are traveling to a country that is listed on the US State Department Travel Advisories you will still need to electronically sign CSU's travel advisory waiver in order for RMI to approve this travel. RMI new International travel website is designed to efficiently and effectively enable you to electronically sign your required waiver. Please login with your CSU eID to sign your trip waivers and to display all your previous trip approvals.

Please login using your CSU assigned eID

| eName: | 
| ePassword: | 

I forgot my ePassword

Having problems?

Please contact:
Risk Management Department
Insurance Program Assistant
e-mail: SUSAN.CAVENDER@colostate.edu
Traveler = CSU EID
Where travel advisory waivers are signed.

Also where traveler can get international approvals, and resend approvals.

If you have not yet processed your trip via TEM please do so. It can take up to 24 hours for your trip to be approved.

If you have not yet processed your trip via Kuali TEM please do so. It can take up to 24 hours for your trip to be approved.
Example: Let’s pretend that we are Jim Cooney, and we access the travel portal using our CSU EID. Below is what the traveler would see. (Remember traveler = CSU EID.)

To resend approval simple select “Re-send Email Approval” and it will send the approval email to the traveler and trip arranger. The traveler also has the option to ADD an email address for that particular trip.
What’s next?

• We continue to gather feedback from users, in order to better understand work flow.

• We hope to work together to continue to create improvements

• We are working closed with Kuali TEM, Travel desk, and Education Abroad.

• Currently we do have some issues, and we thank you for your patience as we work through them.
Resources

1. Risk Management & Insurance
   http://rmi.prep.colostate.edu/international-travel/registration/

2. Travel Services & KUALI TEM
   http://busfin.colostate.edu/trv.aspx

3. Office of International Programs (for ALL Students)

4. Human Resource Services – Benefits Office – Travel Insurance (for vacation/ personal use, includes spouses.)
   http://www.hrs.colostate.edu/benefits/index.html
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Kuali TEM and Risk Management
Process for International Approval

RMI-Kuali TEM International Travel Approval Process

Start
International Traveler/Trip Arranger
Submits pre-Trip Travel Authorization (TA) into Kuali TEM

Traveller/Arranger
Attaches Approval Email to TA Document

Website sends Approval Email

RMI Online Advisory Waiver

International Traveler
Logs into RMI Website to Sign Waiver

Waiver Required
RMI link is sent to do Online Waiver

TEM Nightly ODS update

RMI views RMI access Nightly

ODS Views

Risk Mgt
Download TA's
Determines if Advisory Waiver is needed or not

Yes

No

NO waiver required
Sends Approval Email

No
INTERNATIONAL DOCUMENT APPROVAL PROCESS

- Select Trip Type Code International
• TA MUST have International Primary Destination
  – Use magnifying glass to “return value”
  – Many International Destinations have few options
  – If Destination is not found select OTHER

<table>
<thead>
<tr>
<th>Return Value</th>
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<tr>
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<tr>
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<td>OTHER</td>
</tr>
<tr>
<td>return value</td>
<td>AUT</td>
<td>VIENNA</td>
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</tbody>
</table>
• TA MUST have International Primary Destination
  – Do not enter destination manually
  – The RMI automated approval process will not pick this up in the nightly ODS update and will not be reviewed for approval
• What if my traveler has multiple destinations?
  
  – Multiple locations can be entered in the per diem table
  
  – Please enter all locations even if there are no reimbursable expenses
    • This will help locate the traveler in an emergency situation
  
  – If there are both International and Domestic destinations please make sure that an International Destination is entered as the Primary Destination
• What if my traveler has multiple destinations?
  – Use magnifying glass to enter new destinations
  – Do not use “destination not found” to enter manually
  – Select the personal box if no reimbursement needed
• International Approval for Group Travel

  – When multiple travelers are processed on one document only the primary traveler is identified

  – If approval is needed for all travelers a TA document will need to be submitted for each individual traveler

  – The automated RMI process does not look at the group travel tab or note and attachments where additional travelers may be listed
• TA Document must be submitted

  – TA document must be submitted

  – Saved documents, or ad hoc to initiator, or ad hoc complete will not allow document to be reviewed by RMI review process
• **Travel Reimbursement process**
  – Approval email from RMI must be attached in the notes and attachments section on the TA
  – Travel will request a copy of this be attached to the document before processing reimbursement
  – If email is not received when TA is submitted please inquire why at this time. This document is for **PRE** approval.

<table>
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<td>add:</td>
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<td>1 11/03/2015 08:29 AM</td>
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• **BFS TRAVEL RESOURCES**

• **Travel website**
  – [http://busfin.colostate.edu/trv.aspx](http://busfin.colostate.edu/trv.aspx)
  – FAQ, forms, training guides, workflow charts, links
  – Contact Information
  – Updates on what documents currently being processed

• **BFS TEM User email**
  – **Bfs_tem_users_questions@mail.colostate.edu**
  – Central email designed to improve response time

• **TEM Arranger listserv**
  – Sign up on ACNS website to receive updates intended for travel arrangers
• International Travel Training 12/02/15

• Register through Training and Organization Development

• Questions ????