
Travel Management Subsystem

Outline of Proposed COSMIC Module

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Present Situation

*No systematic tracking of faculty and staff
across the university...*

Why does it matter?

- Potentially stiff federal penalties for non-compliance with deemed export controls & related regulations
- Inability to negotiate beneficial travel insurance coverage & rates
- Inability to negotiate corporate travel discounts with airlines & hotels
- Inability to systematically monitor travel expenses & vendor performance
- Inability to adequately inform employees of health & travel precautions
- Inability to execute emergency management procedures for travelling staff
- Inability to leverage university resources on the ground due to a lack of information regarding travel plans & destinations

COSMIC

www.uc.edu/international/cosmic

Cincinnati Online System for Managing International Collaboration

Why does it matter?

Concept: *To develop a comprehensive window into the diverse international activities and relationships of the university and its associated community.*

18 months of development completed June 30, 2007

Awarded \$50K UC/21 development funds for FY 08

*Logical platform to build a travel tracking and
notification module during FY 08*

Travel Policy Framework

- *No system can be effective in the absence of a logical policy framework.*
- *Clear reporting policies must developed, implemented and enforced.*
- *Policies will logically determine some aspects of any reporting system which is developed.*

What is proposed here is a first draft effort at illustrating what a first generation travel reporting and management system might look like.

Minimum Recommended Policy Framework

The system proposed here would require a blanket policy requiring that all staff request supervisor authorization for any travel – foreign or domestic – undertaken in performance of their duties.

No additional policies would be required for this system to be functionally enabled.

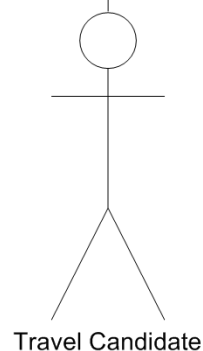
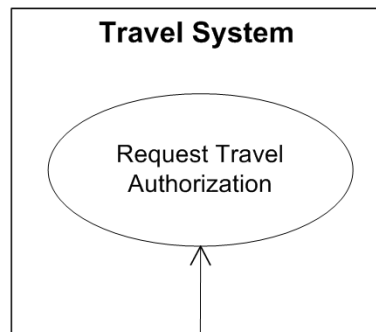
Travel Module Users

- Prospective Travelers
- Supervisors
- Compliance Office
- International Programs Office
- Risk Management Office
- Purchasing Office
- International Planning Office
- Travel Management Office *

* *If established*

How Will It Work?

Travel Authorization Request



Request Travel Authorization (Travel Web Site Form)

Travel Authorization Request Web Form

Department Supervisor Email

Estimated Cost

Reason for Travel

Travel Agenda

Itinerary Estimate

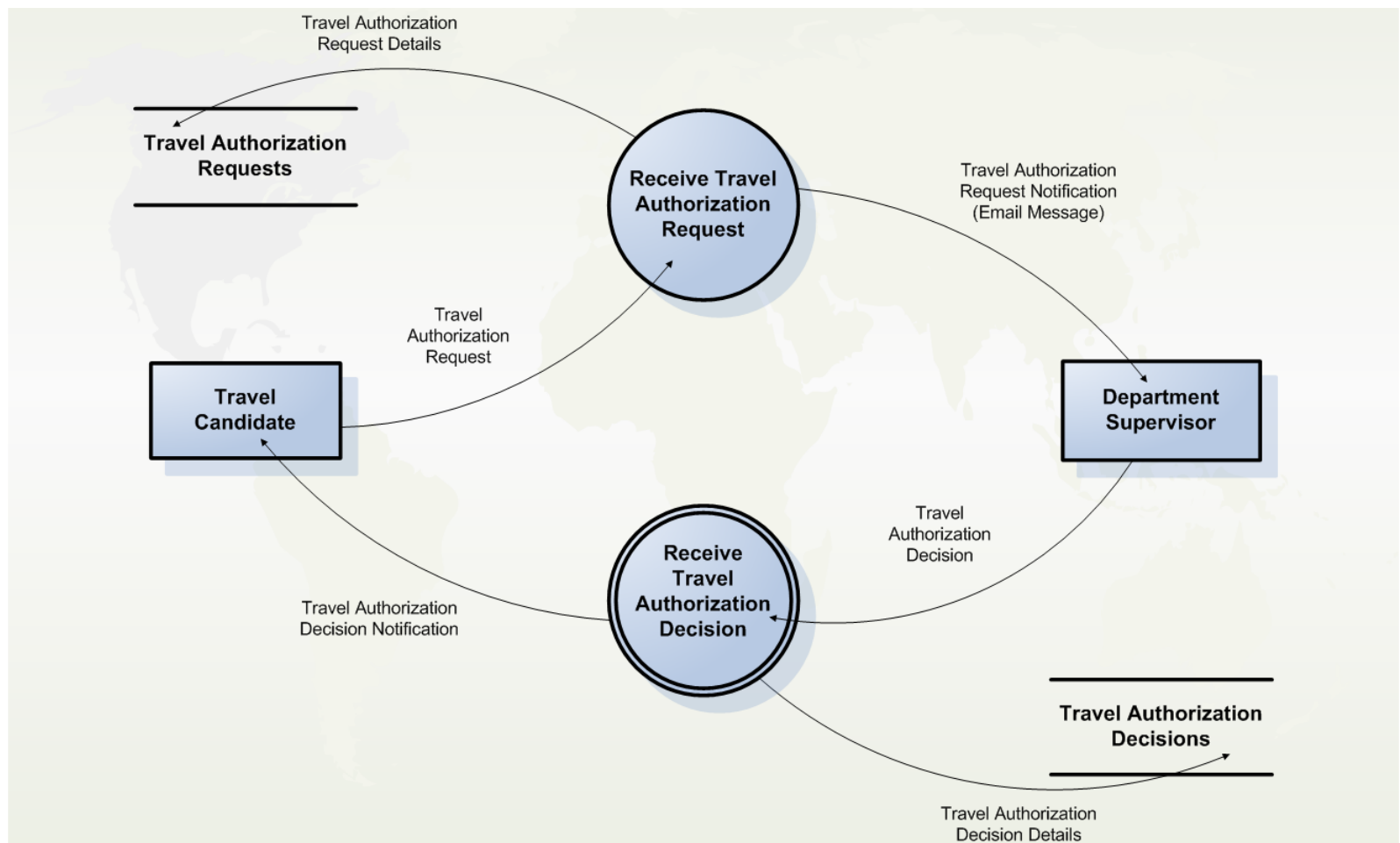
Destination Country	Arrival Date	Departure Date
<input type="text" value="Country 1"/>	<input type="text" value="Arrival Date 1"/>	<input type="text" value="Departure Date 1"/>
<input type="text" value="Country 2"/>	<input type="text" value="Arrival Date 2"/>	<input type="text" value="Departure Date 2"/>
<input type="text" value="..."/>	<input type="text" value="..."/>	<input type="text" value="..."/>
<input type="text" value="Country N"/>	<input type="text" value="Arrivate Date N"/>	<input type="text" value="Departure Date N"/>

Does your travel relate to any of the following?

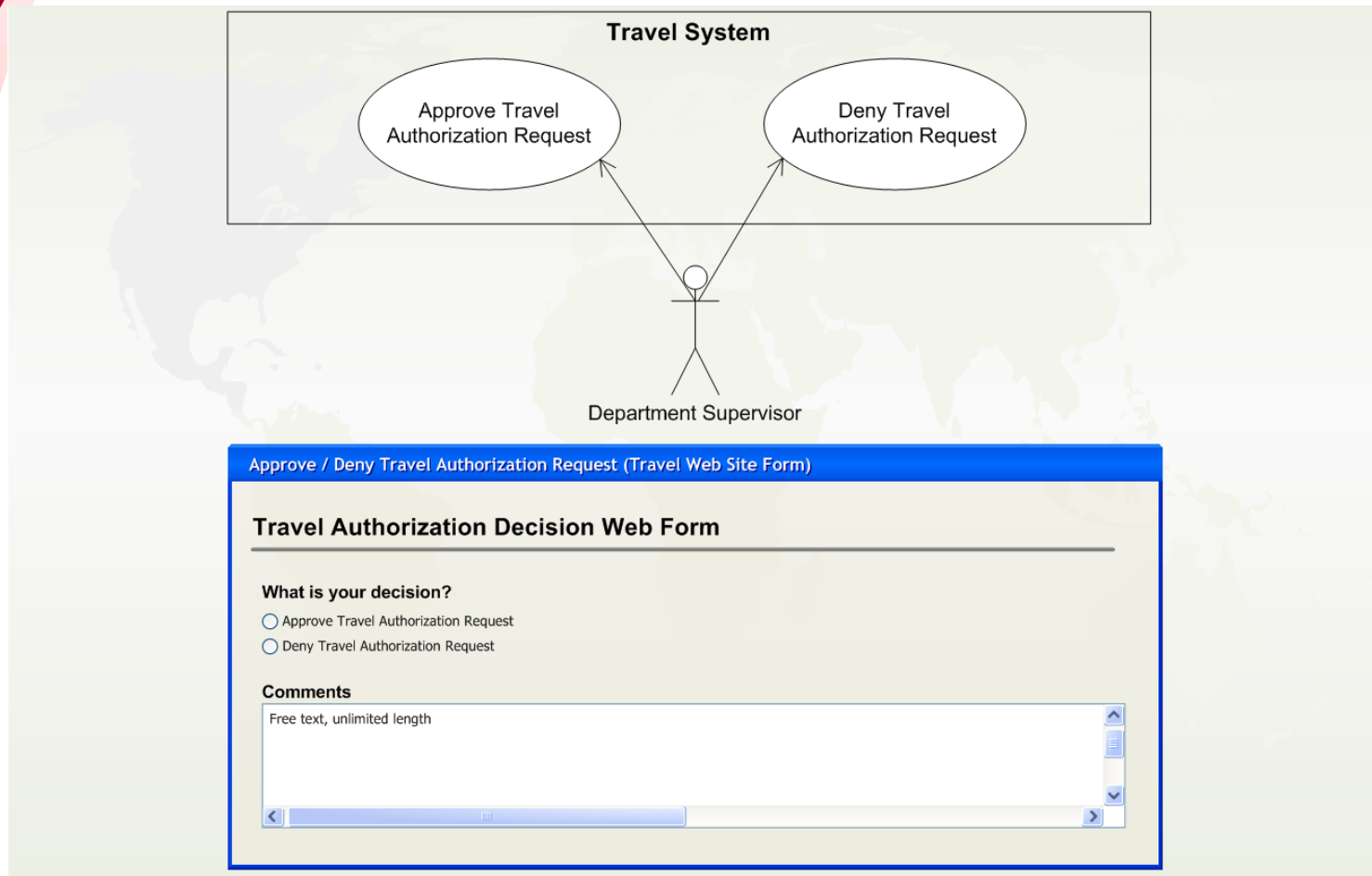
☒ Deemed Exports Flag 1
 ☒ Deemed Exports Flag 2
 ☒ Deemed Exports Flag 3
 ☒ Deemed Exports Flag 4

☒ Deemed Exports Flag 5
 ☒ Deemed Exports Flag 6
 ☒ Deemed Exports Flag 7
 ☒ Deemed Exports Flag N

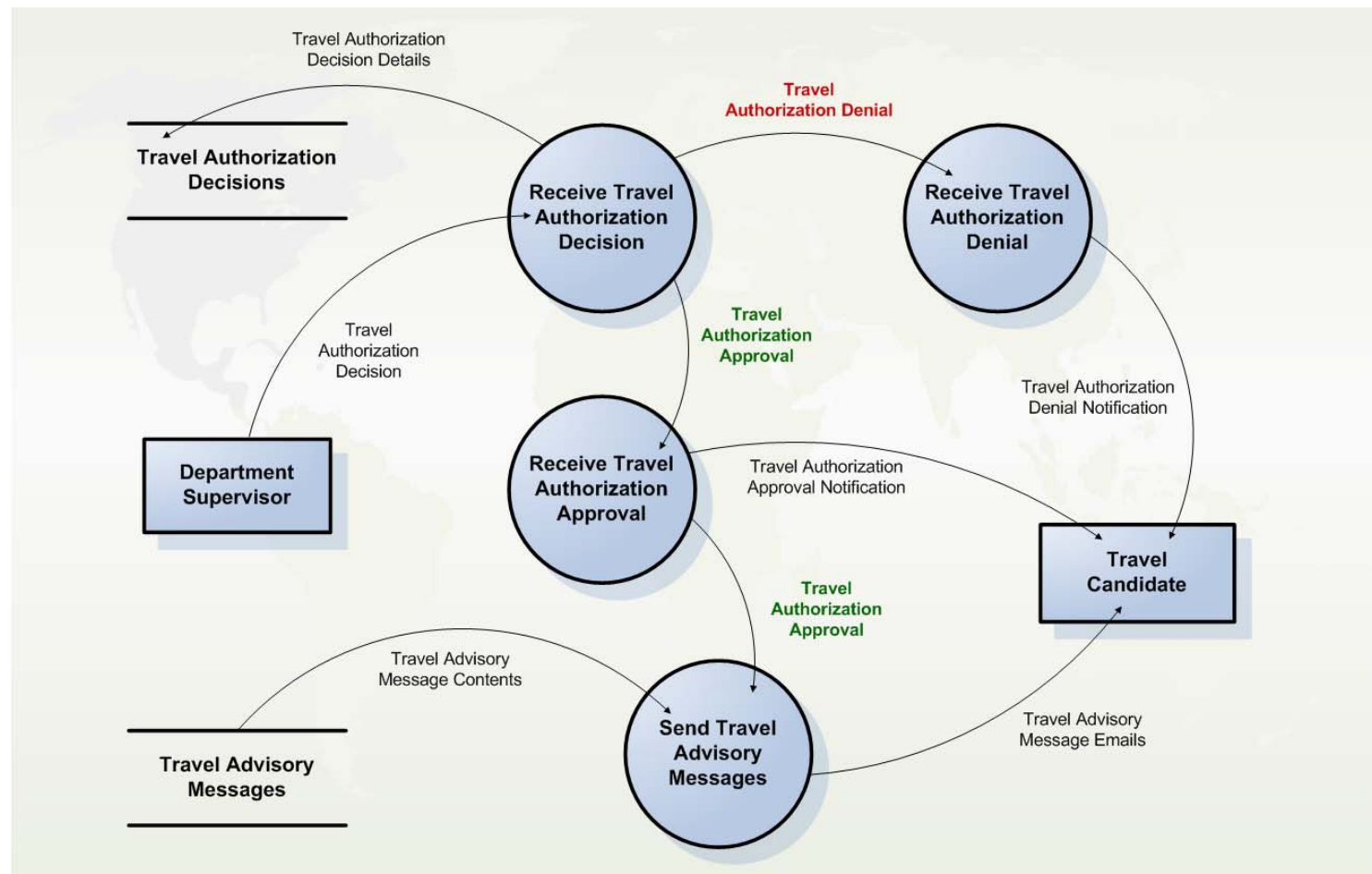
Travel Authorization Data Flow



Travel Authorization Decision



Data Flow Detail

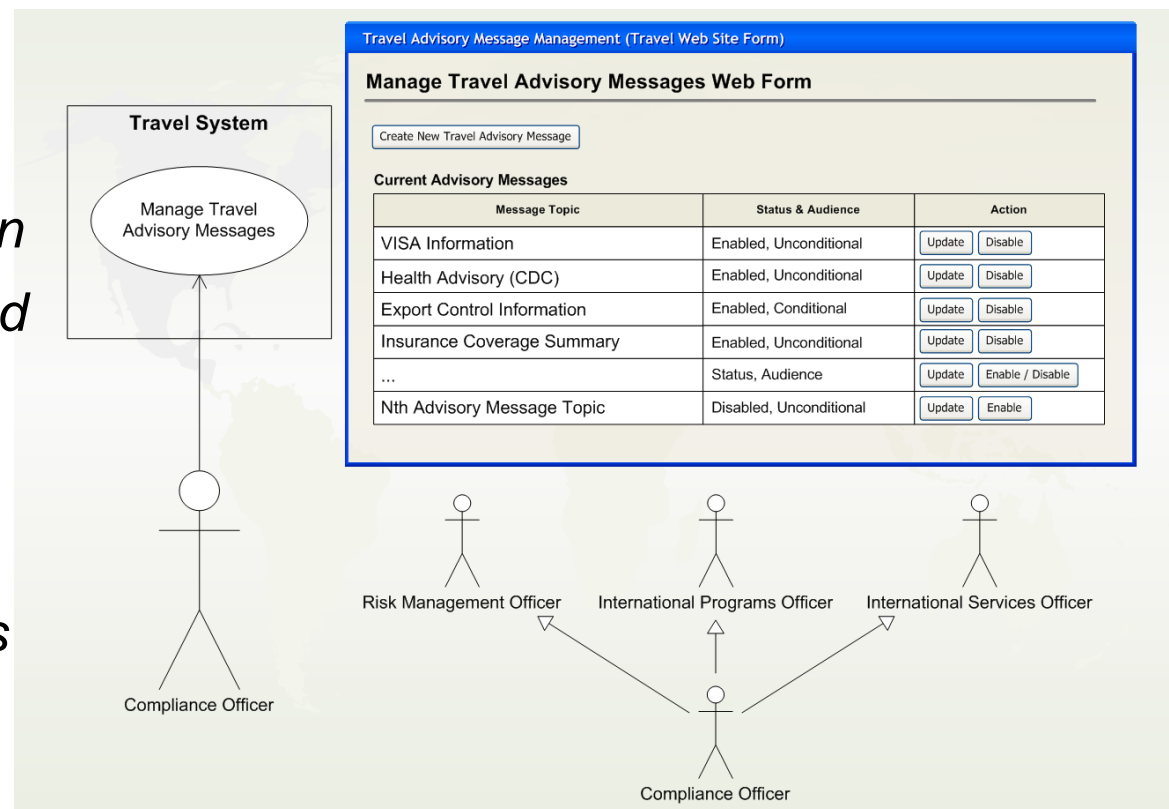


Travel Advisory Auto-Responders

Critical messages maintained by key managers

*Automatically
sent to traveler
upon authorization
Customized based
upon traveler
details*

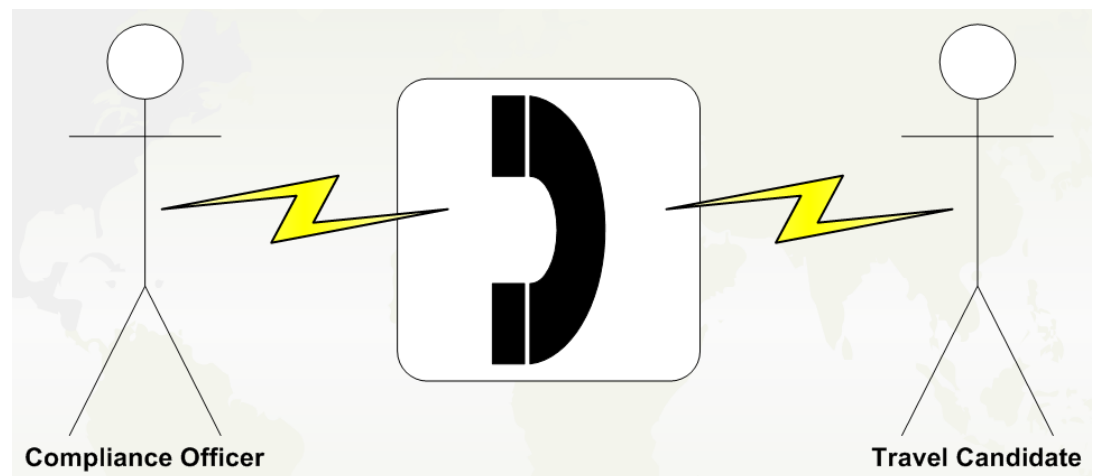
*Maintained by
various managers*



Deemed Export Compliance

Key flags will trigger auto-responders related to deemed exports, institutional liability and personal liability.

In cases where the Compliance Officer believes additional consultation is required, a direct phone call will be initiated.

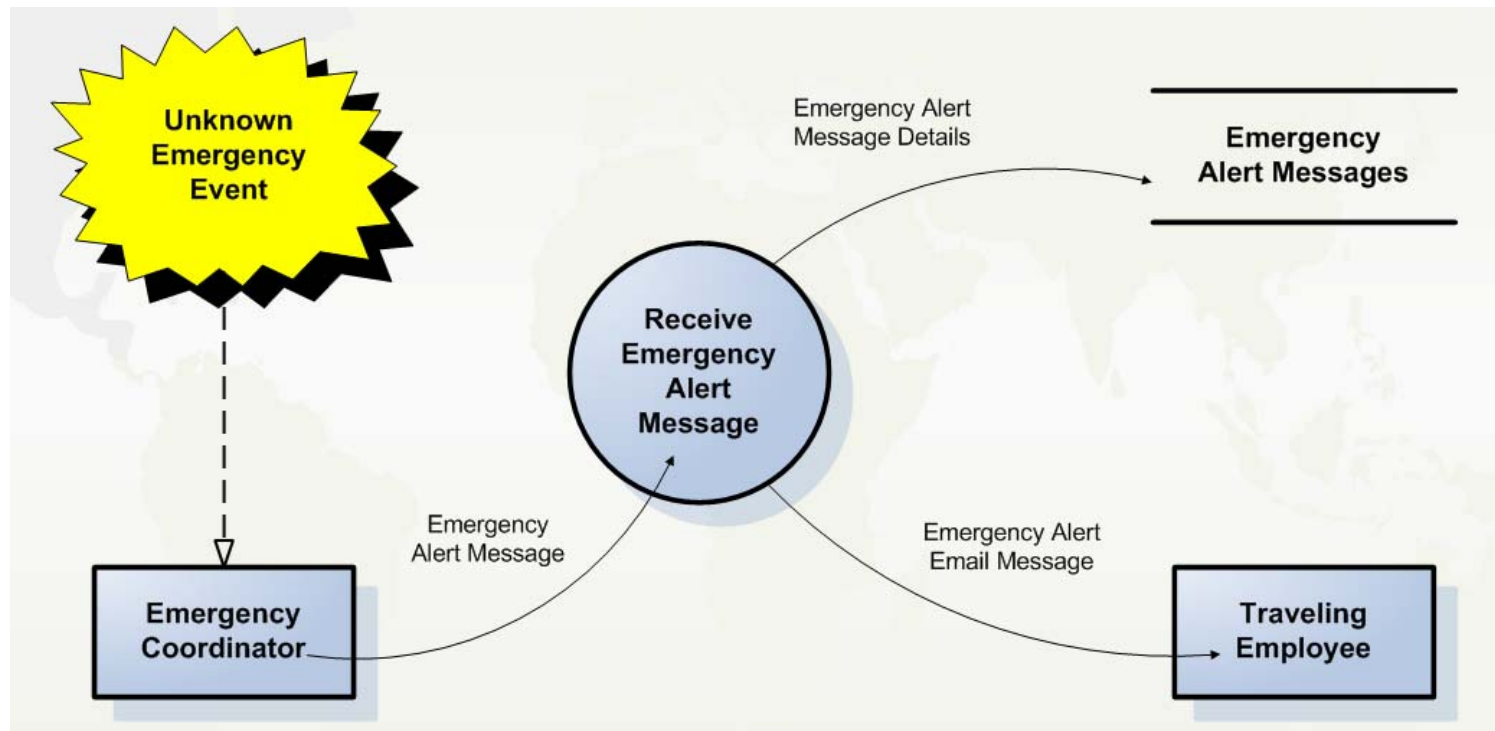


Emergency Alerts

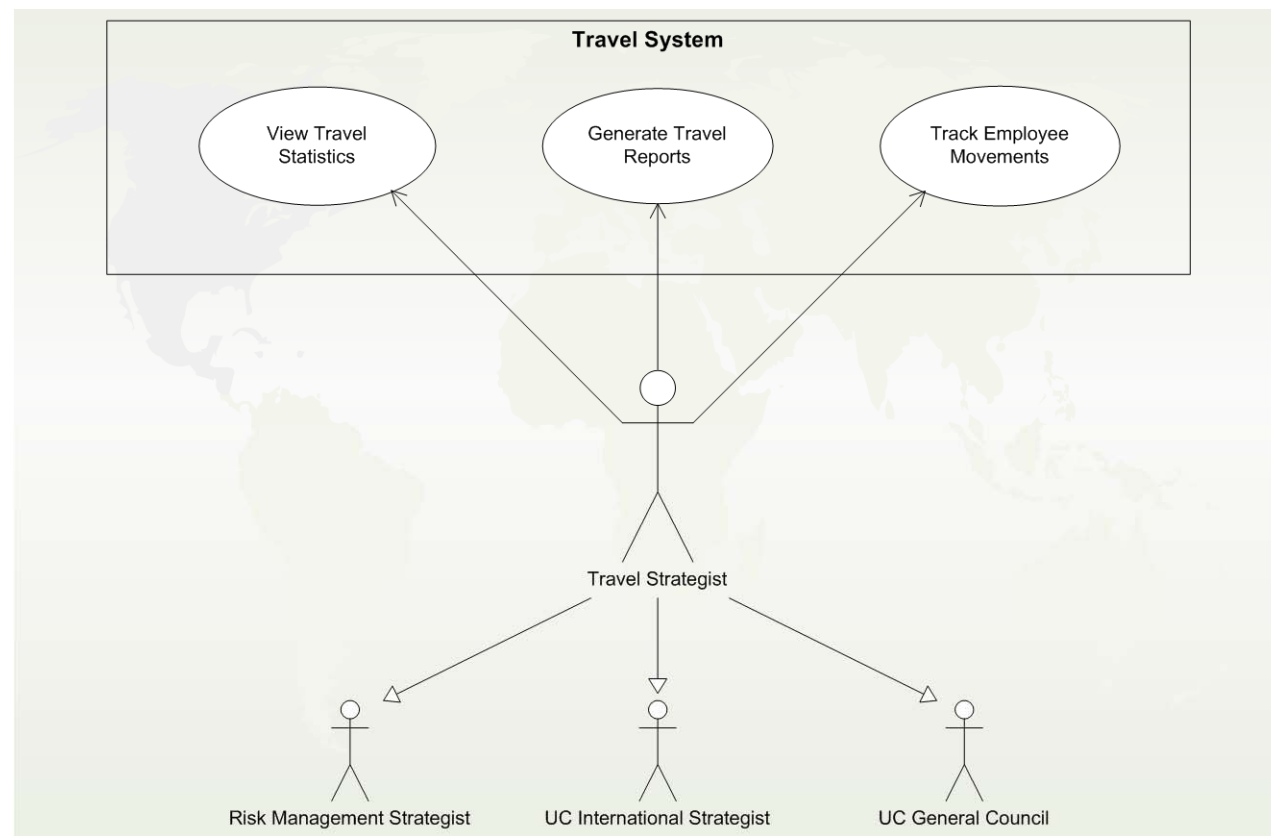
Rapid dissemination of emergency instructions



Emergency Alert Detail



Report Generation



Summary Overview

