



Process documentation

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<i>Diagram Type</i>	Business Process Diagram (BPMN 2.0)
<i>Path</i>	Shared documents / SAP-SAM
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[illegible]

Travel details are fixed
Start Event



Organization units: Roadtrip participant

Prepare check-list for preparations

Task

Organization units: Roadtrip participant

Task type: User

Check and complete necessary papers

Task

Necessary papers can include: ID card, Passport, Hostelling International Card, (international) Driving licence, International insurance card

For trips outside the European Union a passport is necessary.

You should also check if you are travelling to countries requiring a minimum remaining validity time on your official travel documents such as a passport.

Organization units: Roadtrip participant

Task type: Manual

Visa required?

Exclusive (XOR) Gateway

Organization units: Roadtrip participant

Apply for visa

Task

Use visa application form and follow the steps indicated there to apply for necessary visa.

Organization units: Roadtrip participant

Task type: Send

Clear unfinished business

Task

Check if there is anything left undone.

Organization units: Roadtrip participant

Pets to take care of?

Exclusive (XOR) Gateway

Organization units: Roadtrip participant

Arrange care for pets

Task

Make sure that pets are being taken care of, e.g. by neighbours or relatives. Should this not be possible there are private organisations providing such care as a professional service.

Organization units: Roadtrip participant

Task type: Manual

Unsubscribe post or demand at neighbour to fetch it

Task

In any case it is recommended to inform your neighbour(s) about your travel and being away.

Organization units: Roadtrip participant

Task type: Manual

**Get necessary vaccination**

Task

Necessary vaccination for the destinations of the road trip can be demanded at tropical institutions. Usually these institutions also offer possibility to obtain vaccination at their site.

Organization units: Roadtrip participant

Task type: Manual

Check insurance coverage and apply for further coverage if necessary

Task

The following insurances should be considered, if they are not already part of the travel arrangement:

** Travel cancellation insurance*

** Car liability: check if valid abroad*

** Luggage insurance*

** Travel health insurance*

Organization units: Roadtrip participant

Task type: Manual

Parallel Gateway

Parallel Gateway

Organization units: Roadtrip participant

Gather travel documents and addresses

Task

Travel documents such as booking confirmations for flights, hotels etc.: gather them in a folder and supplement this information with important addresses such as embassies, consulates, telephone numbers to block credit/debit cards, emergency numbers etc.

Organization units: Roadtrip participant

Task type: Manual

Prepare first-aid kit

Task

Organization units: Roadtrip participant

Task type: Manual

Buy or lend guidebooks and city maps

Task

Organization units: Roadtrip participant

Task type: Manual

Non-exclusive Gateway (converging)

Parallel Gateway

Organization units: Roadtrip participant

Make copies of ID cards and travel documents

Task

Organization units: Roadtrip participant

Task type: Manual

Travel preparations completed



End Event

Organization units: Roadtrip participant

Organization units

Embassy

Pool

Process type: NONE

Insurance company

Pool

Process type: NONE

Lane

Lane

Organization unit: Embassy

Lane

Lane

Organization unit: Insurance company

Lane

Lane

Organization unit: Roadtrip participant

Roadtrip participant

Pool

Process type: PRIVATE

Data / IT-Systems

Insurance application

Message

Visa application

Message