The New M-Pathways Travel Registry

New tools to track global travel for students, faculty and staff

HRMS Unit Liaison Meeting
February 18, 2011
• 8/01, International Travel Oversight Committee (ITOC) created under Office of the Provost.
• 9/11 highlighted need to collect traveler information to enable U-M emergency response.
• 1/02, ITOC deployed Travel Registry, web-based application developed by ITCS.
• 10/08, Council on Global Engagement (CGE) created under Office of the Provost.
Emergency response

2003 SARS in Toronto
2005 London bombings
2010 drug violence in Mexico
2006 Lebanon war
2011 Egyptian protests
Why a Travel Registry?

• Ensure rapid response in the event of an emergency for increasing numbers of global travelers.
• Proactively communicate travel warnings, policies, alerts.
• Single information collection point for all U-M travelers – students, faculty, staff across Ann Arbor, Dearborn and Flint campuses.
• Single, authoritative source of information accessible to DPS, emergency protocol staff.
• Support institutional commitment to global engagement.
Some urgent concerns

• “Orphaned” ITOC application—concerns for maintenance and stability.

• User issues—many travelers do not register:
  o Time-consuming
  o Lack of visibility
  o Difficult to “push” alerts and other notifications to travelers.
  o Duplicative “shadow systems.”

• Inadequate access to registry information for administrative responders to emergencies.
A new travel registry

- ITOC proposes new Wolverine Access Travel Registry.
  - Council on Global Engagement endorses project, convenes task team.
  - Proposal submitted to Provost’s Office.
  - Funding approved and project launched.
  - November 2010 rollout of foundational phase.
Why M-Pathways?

• Utilize existing enterprise system.
• Integrate travel registry information with existing student, faculty and staff information.
• Capitalize on existing M-Pathways security, access, documentation, and training structures.
• **Why not use Concur Travel & Expense system?** Limited to employees and most travelers are students; Concur hosted system that U-M cannot directly modify or easily integrate with other enterprise systems.
Travel Registry Rollouts

• **November 2010**
  - Individual, self-service registration, administrator-assisted registration, group registration, quick copy features for administrators.

• **May 2011**
  - Proactive search & communications

• **July 2011**
  - Mobile device trip summary
  - Integration with M-Compass (study abroad software)
  - Reporting
Administrator Access

• Self-service access automatically granted at November rollout.

• M-Pathways Unit Liaisons request access for administrators who register students, faculty and/or staff (individually or groups): “CC TRAVEL REGISTRY USER” (e-learning training required).

• M-Pathways Unit Liaisons can request view-only access for key unit staff: “CC TRAVEL REGISTRY VIEWER” (e-learning training required).
Spread the Word

• Ensure all unit travelers follow University travel policies found on Global Michigan

• Develop clear and accessible guidelines for unit regarding travel registration expectations.

• Encourage travel administration staff to review Travel Registry Interchange recording (http://www.mais.umich.edu/WebConferencing/global_engagement_10272010.html).
What You Can Do

• Follow up University communications: notify your faculty, students and staff about unit policies, resources and contacts.
• Set aside time in meetings to discuss the benefits of participating in the Travel Registry.
• Identify incentives to encourage registration.
• Identify barriers to registration.
• Report feedback to ITOC: umitoc@umich.edu
Let’s Take a Look!
Let’s Take a Look!

1. Travel Planning
2. Register Your Travel
3. Wolverine Access Travel Registry
Travel Registry

Add Travel Profile

Traveler Name  Lisa Traveler

The Travel Registry allows University students, faculty, and staff to provide details on their trip, program and itineraries, including contact information when traveling, for the purpose of facilitating communication in the event of an emergency.
The Travel Registry is a requirement of the UM International and Safety and Security Travel Policy.

Create a new trip itinerary by first selecting your traveler type, the type of travel (primary purpose of your trip) and whether United States or International travel.

To make the most out of your initial entry into the Travel Registry, please have the following information on hand:
1. Travel dates
2. Trip contact information
3. Passport (for international travel only)
4. Birthdates of accompanying family/friends
5. Emergency contact information
6. Transportation and lodging information

You can always revisit your trip as often as you wish, and add more information as it becomes available.

Press ADD and you will be directed to the Travel Registry.

Thank you and safe travels!

Trip Name  International Seminar on Urban Form
Trip Duration From  11/28/2010 To  12/06/2010

Traveler Type  Student
Type of Travel  UM Business/Conference/Meeting

United States or International Travel?

- United States
- International

ADD  CANCEL
Travel Registry

1. Travel Information

Lisa Traveler

Trip ID  LT0000000044   Type of Travel  UM Business/Conference/Meeting

Please see additional help links in each section for more information.
You may update your information while you are traveling or delete it if you cancel your trip.

If you have questions or difficulties with the Registry, please call 4-HELP for assistance.

Trip Details

*Trip Duration From  11/28/2010  *To  12/06/2010

*My Trip Name  International Seminar on Urban Form

Enrolled for UM Travel Abroad Health Insurance?:  ☑

*Destination  Country Names

DEU  Germany

Travel Abroad Insurance Information

About Destination Country

Activity/Trip Information

If you have checked 'Activity not in list,' enter your activity information below.

Activity Name  International Seminar on Urban Form

Country  DEU  Germany
State/Province
City  Hamburg

Sponsoring University or Organization  Taubman College of Architecture

About Sponsored Programs

Are you traveling as part of an organized program or group?

☑ Yes  ☐ No

Are you expecting to receive UM credit for any part of your trip?

☑ Yes  ☐ No
Travel Registry

2. Contacts / Communications

Lisa Traveler

Trip ID LT000000044  Type of Travel UM Business/Conference/Meeting  Trip Duration 11/28/2010 To 12/06/2010

Faculty, staff, and students traveling outside the United States on University-related activities are strongly advised to provide emergency contact information.

<table>
<thead>
<tr>
<th>UM Emergency Contacts</th>
<th>Relationship</th>
<th>Telephone</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thomas Traveler</td>
<td>Parent</td>
<td>989/555-1212</td>
<td></td>
</tr>
</tbody>
</table>

GO TO EMERGENCY CONTACTS PAGE  REFRESH

In addition to the UM Emergency Contacts on record, you may wish to identify additional trip-specific Emergency Contacts. For example, if your spouse is your UM Emergency Contact but is traveling with you, you can specify someone else, such as a friend, as your Trip Emergency Contact.

<table>
<thead>
<tr>
<th>Trip Emergency Contacts</th>
<th>Relationship</th>
<th>Phone</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Traveler, Rita</td>
<td>Parent</td>
<td>989/555-9876</td>
<td></td>
</tr>
</tbody>
</table>

ADD A TRIP EMERGENCY CONTACT

Add information on how to communicate with you while you are traveling.

<table>
<thead>
<tr>
<th>How to Contact Me</th>
<th>Number/Address</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Cell Phone</td>
<td>49-40-765-8907</td>
<td></td>
</tr>
<tr>
<td>VoIP/Skype</td>
<td>+(49)40-645-3744</td>
<td></td>
</tr>
</tbody>
</table>

ADD A COMMUNICATION TYPE

SAVE AND PREVIOUS  SAVE AND CONTINUE
Travel Registry

3. Itinerary

Lisa Traveler

Trip ID: LT000000044  Type of Travel: UM Business/Conference/Meeting  Trip Duration: 11/28/2010 To 12/06/2010

Add information about your transportation and lodging. This information will also be displayed in the Summary which you can print or email for reference while traveling.

### Transportation

<table>
<thead>
<tr>
<th>Mode</th>
<th>Provider</th>
<th>Depart</th>
<th>Depart Date</th>
<th>Arrive</th>
<th>Arrive Date</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight</td>
<td>Delta Air Lines</td>
<td>DEU, Hamburg</td>
<td>12/06/2010</td>
<td>USA, Detroit, MI</td>
<td>12/06/2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Lodging

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>Country</th>
<th>Arrive Date</th>
<th>Depart Date</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steigenberger Hotel</td>
<td>Hamburg</td>
<td>DEU</td>
<td>11/29/2010</td>
<td>12/06/2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADD TRANSPORTATION EVENT

ADD LODGING EVENT

SAVE AND PREVIOUS  VIEW/PRINT SUMMARY  CLEAR ALL
Travel Registry

My Summary

Lisa Traveler

In case of emergency while travelling, contact:

U-M Department of Public Safety (24/7)
(001) 734-763-1131

HTH Worldwide Insurance (24/7, collect, free)
(001) 610-254-8771

U-M International Travel Oversight Committee
umitoc@umich.edu

U.S. State Department
(001) 317-472-2328

My Trip

Trip Details

- Trip ID: LT0000000044
- Type of Travel: UM Business/Conference/Meeting
- Trip Duration From: 11/28/2010 To 12/06/2010
- My Trip Name: International Seminar on Urban Form

Activity/Trip Information

- Country: Germany
- Program Name: International Seminar on Urban Form
- City: Hamburg
- Sponsored by: Taubman College of Architecture

Trip Contact

- Name: Elaine Nowak
- Department: Taubman College of Architecture
- Email: enowak@umich.edu
- Telephone: 734/647-6903

Passport Information

- Passport Number: 1234567890
- Expiration Date: 05/02/2015
### Contacts/Communications

#### U-M Emergency Contacts
- **Name**: Thomas Traveler
- **Telephone**: 989/555-1212

#### Trip Emergency Contacts
- **Name**: Traveler, Rita
- **Telephone**: 989/555-9876

### How to contact Me
- **International Cell Phone**: 49-40-765-8907
- **VoIP/Skype**: +(49)40-645-3744

### Itinerary

<table>
<thead>
<tr>
<th>Date</th>
<th>Flight</th>
<th>Delta Airlines</th>
<th>Flight Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/28/2010</td>
<td></td>
<td></td>
<td>237</td>
</tr>
<tr>
<td><strong>Departure</strong></td>
<td>11/28/2010</td>
<td>7:32PM USA, Detroit, MI</td>
<td></td>
</tr>
<tr>
<td><strong>Arrival</strong></td>
<td>11/29/2010</td>
<td>8:00AM DEU, Hamburg</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging</th>
<th>Delta Airlines</th>
<th>Flight Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29/2010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Arrival</strong></td>
<td>11/29/2010</td>
<td>DEU, Helligensebrucke 4, Hamburg</td>
<td></td>
</tr>
<tr>
<td><strong>Departure</strong></td>
<td>12/06/2010</td>
<td></td>
<td></td>
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<tr>
<td>12/06/2010</td>
<td></td>
<td></td>
<td>238</td>
</tr>
<tr>
<td><strong>Departure</strong></td>
<td>12/06/2010</td>
<td>12:35PM DEU, Hamburg</td>
<td></td>
</tr>
<tr>
<td><strong>Arrival</strong></td>
<td>12/06/2010</td>
<td>7:15PM USA, Detroit, MI</td>
<td></td>
</tr>
</tbody>
</table>
Questions? Contacts

- Elaine Nowak ([enowak@umich.edu](mailto:enowak@umich.edu); 7-6903) for Travel Registry information.
- Policies, practices for international travel: [umitoc@umich.edu](mailto:umitoc@umich.edu)
- Global Michigan for wealth of information ([http://globalportal.umich.edu/](http://globalportal.umich.edu/))