



PREP Symposium
International Travel, Kual TEM,
Education Abroad

Sally Alexander (Office of Risk Management & Insurance)

Sally.alexander@colostate.edu 970 491 7726

Grant Polzer (Business & Finance)

Grant.Polzer@colostate.edu 970 491 2040

Laura Thornes (Education Abroad)

Laura.Thornes@colostate.edu 970 491 2964

Nicole Tobin (International Risk Manager)

Nicole.Tobin@colostate.edu 970 491 4334

Courtney Niebrzydowski (Education Abroad)

Courtney.Niebrzydowski@colostate.edu 970 491 7319

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 Kualu 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 & Kualu TEM

1. TA submitted in Kualu 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
3. Need to capture trip itinerary – business part.
4. Use “per diem expense” tables to enter trip itinerary
5. No cost travel= \$0.00

REGISTRATION

As of July 20th, 2015 CSU Faculty and staff traveling internationally on university business no longer need to register separately with RMI. Instead the registration and approval system has been integrated into Kualu TEM, the University's new travel system.

For travelers wishing to complete their travel advisory waivers, or to see traveler historic approved trips please use CSU EID to login [HERE](#).

Students (all students including undergraduate and graduate students) are required to register with the Office of Education Abroad prior to departure. [Contact Education Abroad Staff](#).

All trip information (including no cost business travel) is collected in the TEM process. After the TA has been saved and submitted, RMI's system will automatically approve travel, and traveler and arranger will receive an approval email. This approval email must be attached to the TA as proof of RMI's approval.

For travel to destinations subject to a travel advisory, the system is programed to automatically send an email notice to the traveler. The travel advisory waiver is now electronic. A CSU EID is required to login, sign and submit the travel advisory waiver. Once submitted an approval email will be sent to the traveler and arranger. This approval will need to be attached to the TA.

- Since the Kualu TEM and Risk Management approval are now integrated, please ensure that the TA is saved and submitted at least 48 hours PRIOR to traveler departure.
- Please ensure that full details of the entire trip are included in the TA, even no cost business travel. This is particularly important with trips involving multiple destinations. Please utilize Kualu TEM's functionality to make sure that all destinations are added.

[FAQ](#)

[Workflow](#)

[Kuali TEM](#)

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.

← → https://wsnet.colostate.edu/cwis86/EHSLogin/login.aspx?From=Trave... Registration | Risk Managemen... Login to RMI International ... x

File Edit View Favorites Tools Help

Continuity Planning Tool CSU Login International T... FileShare Higher education risk asse... Human Resource Services... IJET IJET - IJET Intelligence MBA Suggested Sit

Login to RMI International Travel TEM Portal

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 Kualu 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.

RMI International Travel TEM Portal

<p>Welcome to RMI International Travel TEM Portal</p> <p>If you have not yet processed your trip via TEM please do so it can take up to 24 hrs. for your trips to show up.</p> <p>Trip Advisory Waivers needing online signatures</p> <p>Certain destinations require signed Travel Advisory Waivers to submit to CSU's underwriters for approval. Please review and electronically sign the desired trip listed in the table below. Once you have agreed to CSU's waiver terms you will receive an approval email that needs to be attached to your corresponding Kualii TEM-Travel Authorization document.</p> <div style="background-color: #ffffcc; text-align: center; padding: 10px; border: 1px solid black;"> <p>No international travel advisory waivers to sign.</p> <p>If you have not yet processed your trip via Kualii TEM please do so. It can take up to 24 hours for your trip to be approved.</p> </div> <p>My International Approvals</p> <p>History of your Risk Management and Insurance International Approvals. If you need to resend an approval please click the "Re-send Approval" link.</p> <div style="background-color: #ffffcc; text-align: center; padding: 10px; border: 1px solid black;"> <p>There are no previous TEM international travel approvals or advisory waivers to display.</p> <p>If you have not yet processed your trip via Kualii TEM please do so. It can take up to 24 hours for your trip to be approved.</p> </div> <p>Last 6 Month-- RMI Old Website Approved International Travel (Deactivated 7/20/2015)</p> <p>List is the last six months of approvals that were generated in the original RMI Approval website.</p> <div style="background-color: #ffffcc; text-align: center; padding: 10px; border: 1px solid black;"> <p>No data to display.</p> </div>	<p>Need Some Help?</p> <p>Alexander, Sally L Risk Management Department Director Ph:(970) 491-7726 salexa@mail.colostate.edu</p> <p>Susan Cavender Risk Management Department Insurance Program Assistant Ph:(970) 491-1432 SUSAN.CAVENDER@colostate.edu</p> <p>For IT support Contact:</p> <p>Richard Wells Information Technology Developer Ph:(970) 491-1818 Richard.Wells@colostate.edu</p> <p>Helpful Links:</p> <p>U.S. Dept. of State travel warnings & alerts.</p> <p>International Insurance Card</p> <p>FAQ's</p>
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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.

RMI International Travel TEM Portal

Welcome to RMI International Travel TEM Portal

If you have not yet processed your trip via TEM please do so it can take up to 24 hrs. for your trips to show up.

Trip Advisory Waivers needing online signatures

Certain destinations require signed Travel Advisory Waivers to submit to CSU's underwriters for approval. Please review and electronically sign the desired trip listed in the table below. Once you have agreed to CSU's waiver terms you will receive an approval email that needs to be attached to your corresponding Kualu TEM-Travel Authorization document.

No international travel advisory waivers to sign.

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

My International Approvals

History of your Risk Management and Insurance International Approvals. If you need to resend an approval please click the "Re-send Approval" link.

TA#	Traveler	Dates	Destination Counties	Re-sends Trip Approval to Traveler and Trip Arranger
6386674	Cooney,James	07/28/15 To 08/04/15	CHINA	Re-send Email Approval
6776435	Cooney,James	10/31/15 To 11/17/15	VIETNAM, INDIANA	Re-send Email Approval
6885384	Cooney,James	10/31/15 To 11/17/15	VIETNAM, INDIANA, COLORADO	Re-send Email Approval
6955827	Cooney,James	10/08/15 To 10/20/15	CHINA, ILLINOIS	Re-send Email Approval

Need Some Help?

Alexander, Sally L
Risk Management Department
Director
Ph:(970) 491-7726
salex@colostate.edu

Susan Cavender
Risk Management Department
Insurance Program Assistant
Ph:(970) 491-1432
SUSAN.CAVENDER@colostate.edu

CANCEL
SEND EMAIL

Email Recipient List:

JIM.COONEY@COLOSTATE.EDU;
Diana.Galliano@colostate.edu

CLEAR LIST

To add someone to the recipient list enter the persons email address and click Add.

Email:

ADD

Last 6 Month-- RMI Old Website Approved International Travel (Deactivated 7/20/2015)

List is the last six months of approvals that were generated in the original RMI Approval website.

No data to display.

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 Kualu 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)
<http://wsprod.colostate.edu/cwis30/2007/main/index.asp>
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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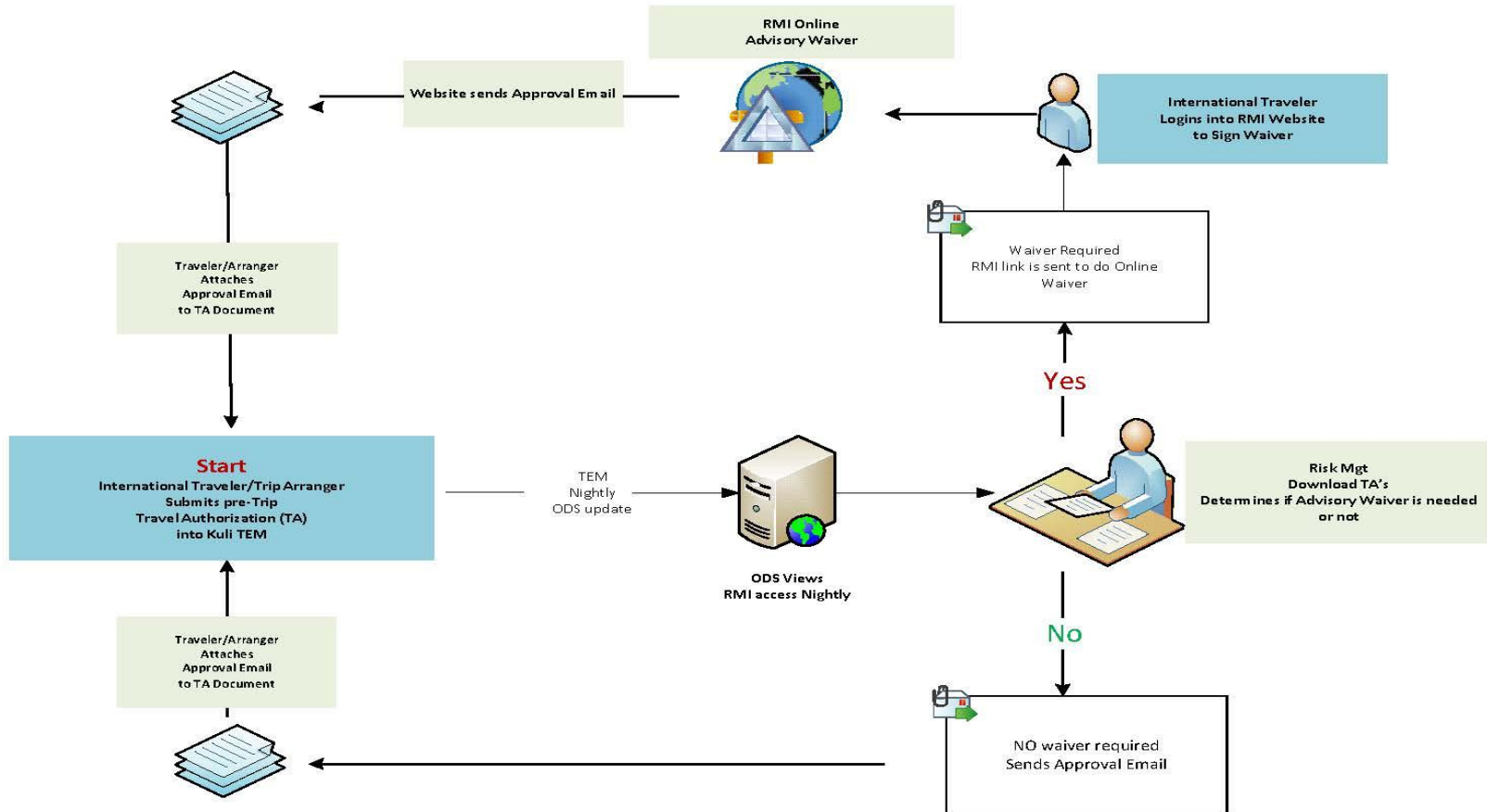
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Kuali TEM and Risk Management Process for International Approval

RMI-Kuali TEM International Travel Approval Process



INTERNATIONAL DOCUMENT APPROVAL PROCESS

- Select Trip Type Code International



Trip Information Section	
* Trip Type Code:	<div style="border: 1px solid gray; padding: 5px;"> In-State International Out of State </div>
* Trip Begin:	<input type="text" value="11/09/2013 04:32 PM"/>
* Primary Destination:	<div style="border: 1px solid gray; padding: 5px;">  destination not found </div>
Primary Destination Country/State:	

- **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**

6 items retrieved, displaying all items.

Return Value	<u>Region</u>	<u>County</u>	
<u>return value</u>	<u>AUT</u>		LINZ
<u>return value</u>	<u>AUT</u>		INNSBRUCK
<u>return value</u>	<u>AUT</u>		SALZBURG
<u>return value</u>	<u>AUT</u>		GRAZ
<u>return value</u>	<u>AUT</u>		OTHER
<u>return value</u>	<u>AUT</u>		VIENNA

- **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

Trip Information Section	
* Trip Type Code:	International 
* Trip Begin:	11/06/2015 04:52 PM 
* Primary Destination:	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; align-items: center;"> destination not found Per Diem Links </div>



- **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

▼ hide

Estimated Per Diem Expenses

Estimated Per Diem Expenses

Trip Detail: 11/07/2015

Country State	County	* Primary Destination	Personal	Breakfast	
SERBIA		BELGRADE ← ☐	<input type="checkbox"/>	12.15	2
		destination not found			

International Accommodation Information

Accommodation Type: <input type="text" value=""/>	Name (i.e. Hotel): <input type="text" value=""/>
	PL

Trip Detail: 11/08/2015


Country State	County	* Primary Destination	Personal	Breakfast	
FRANCE		PARIS ← ☐	<input type="checkbox"/>	27.00	4
		destination not found			

- **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.

Notes and Attachments (1) ▼ hide

Notes and Attachments				
	Posted Timestamp	Author	* Note Text	Attached File
add:			<input type="text"/>	<input type="text"/> Br <input type="button" value="CANCEL"/>
1	11/03/2015 08:29 AM		Risk Management International Travel approval	 11-28 south africa rmi approval.pdf

- **BFS TRAVEL RESOURCES**
- **Travel website**
 - <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 ????**