



# THE NEW MSU TRAVEL REGISTRY

For Faculty, Students, and Staff on MSU affiliated trips

# REASONS FOR UNDERTAKING THIS AD"VENTURE"

- To provide a user friendly registry that makes registration easy, efficient, and educational
- To Provide aggregated data over time, for academic leaders to assist in planning, in collaboration. (both interdisciplinary, and across types of travelers.
- To have a tool that allows our OIHS professionals rapid ways of identifying where MSU travelers are, in cases of security events (Paris) natural disasters (tsunami in Japan) or major public health outbreaks (SARs, Ebola, Drug resistant TB,etc)

# OTHER REASONS TO JUSTIFY OUR APPEARING TO BE TOO BUSY TO ANSWER EMAILS 😊

- To give the safety net provided to credit bearing undergrad trips, faculty funded trips to non credit student trips, graduate students, and faculty who are not funded by MSU. ( included health and evacuation insurance, OIHS support 24/7,
- To consolidate data from several existing travel registries into the data warehouse in similar form, to provide a comprehensive picture of where MSU travelers are working, learning , and serving.( Ideally, this will help in long term planning.)
- To make the tool easy enough to use that people register their international travel.

# GENERAL TIME FRAME

- February 2017, Launch of Web based Registry
- Summer , 2017, launch of app
- Jan- March, 2017, assist and training of unit based reps on creating reports from data in data warehouse
- 2017-sometime-begin work on consolidating Travel registry with authorization for travel form, and expense submission form.

# HOW YOU CAN HELP

- We will need some people to look at the tool before it goes live, to uncover things we haven't gotten quite right.
- We will need you to spread the word among colleagues and students, particularly grad students
- We will need you to let us know when there are problems with this tool
- The tech team will need your ideas on the next phases of this project, the app and authorization for travel form consolidation.

TECHNOLOGY

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- Mobile
- Cloud deployment
- User experience: data collection vs ease of use

# WHAT'S COLLECTED?

- **Who**
  - The travelers going on the trip, by Net ID (or email for guests)
- **When and Where**
  - The major locations travelers will be visiting, per-day
- **Emergency contact information**
  - This is contact information for travelers, both how to get a hold of them abroad, and who to contact back here at home (which is pulled from data on-file with HR and the Registrar).
- **Passport information**
  - This is crucial information for the Office of International Health and Safety to have in the event of an emergency that requires assistance or evacuation. Users are not required to provide this.
- **Travel reasons**
  - A list of about a dozen reasons that travelers can select for their trip.
- **Funding source for travel**
  - Another list, this giving users the ability to select how the trip is being funded, either from MSU sources or elsewhere.

# DATA PURPOSE

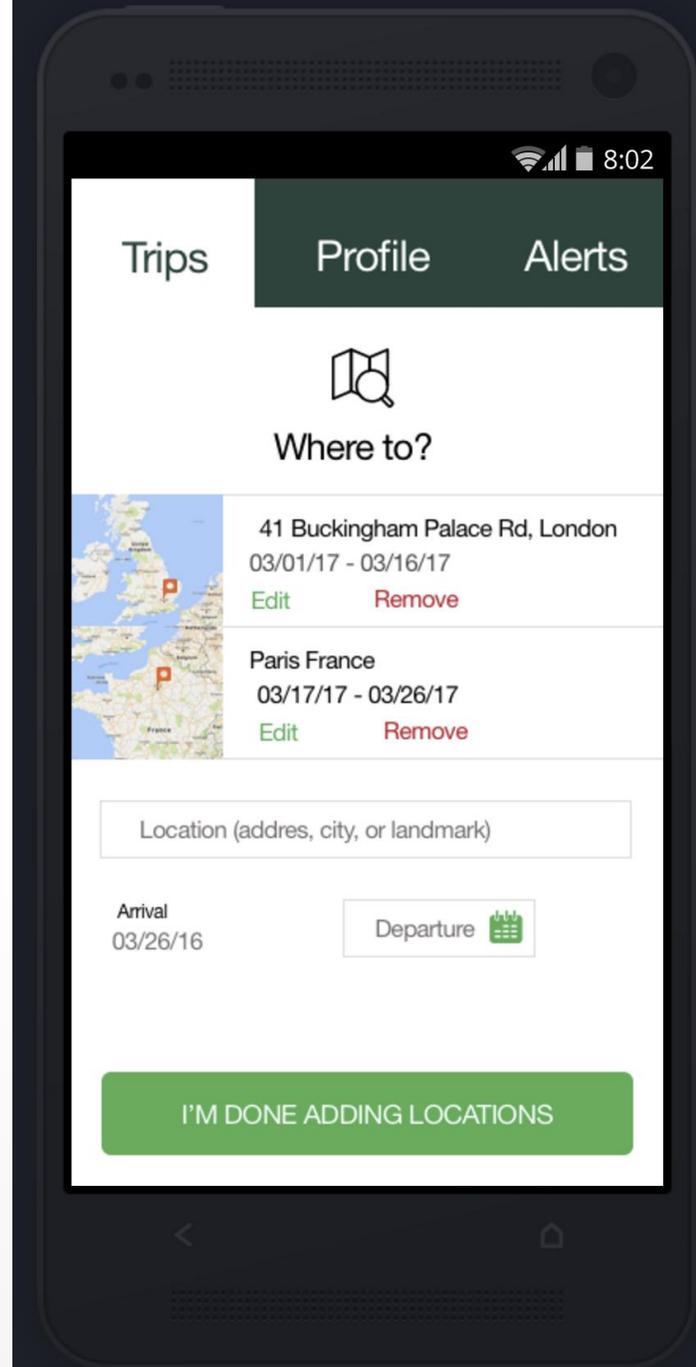
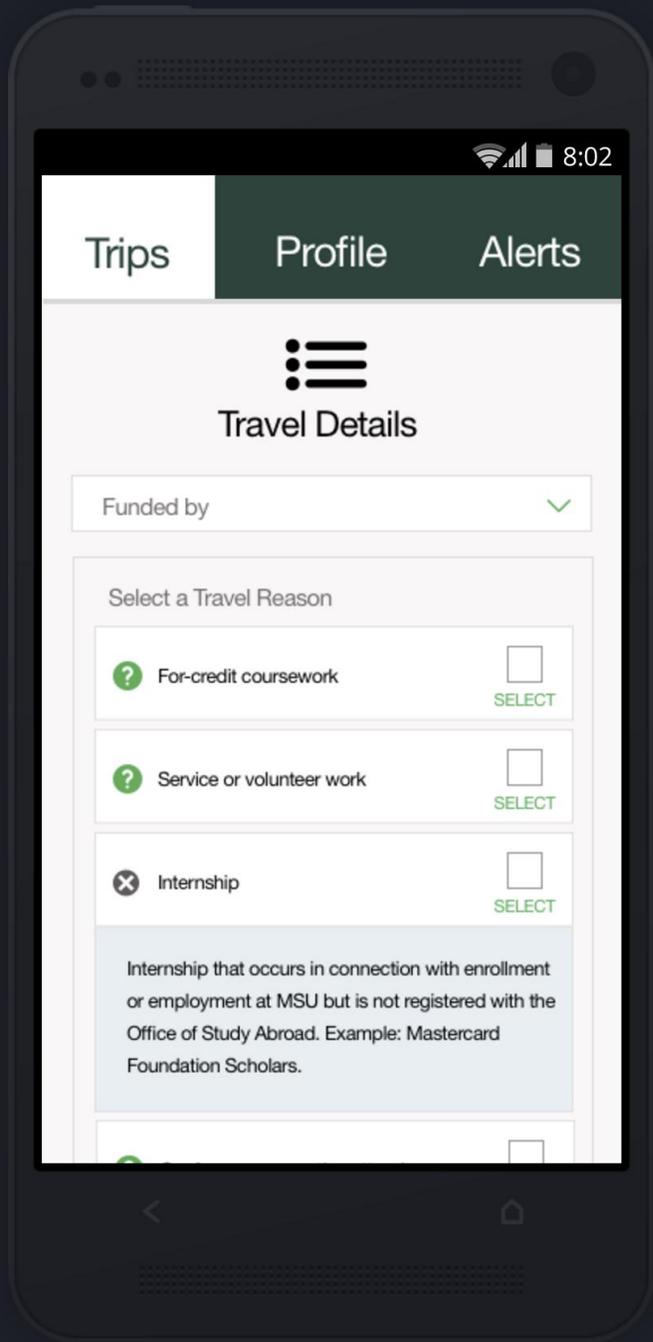
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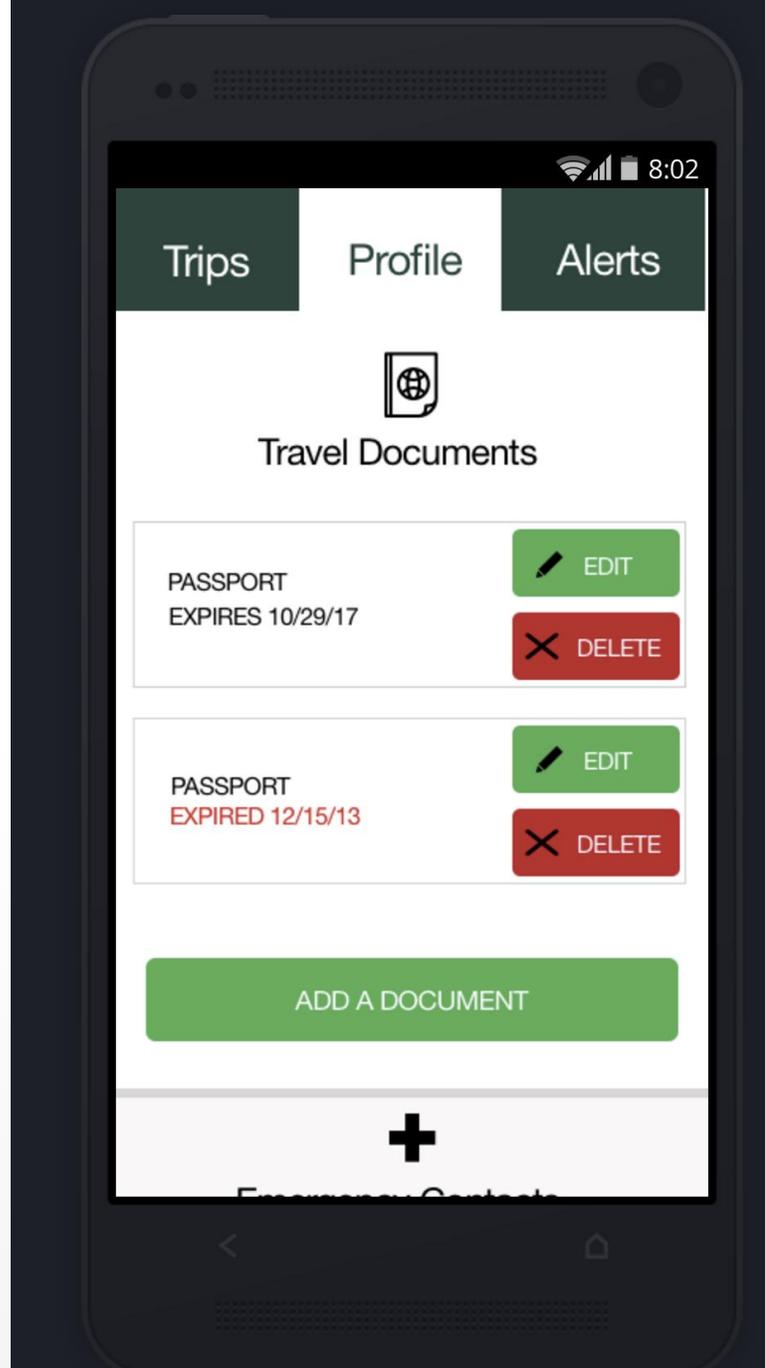
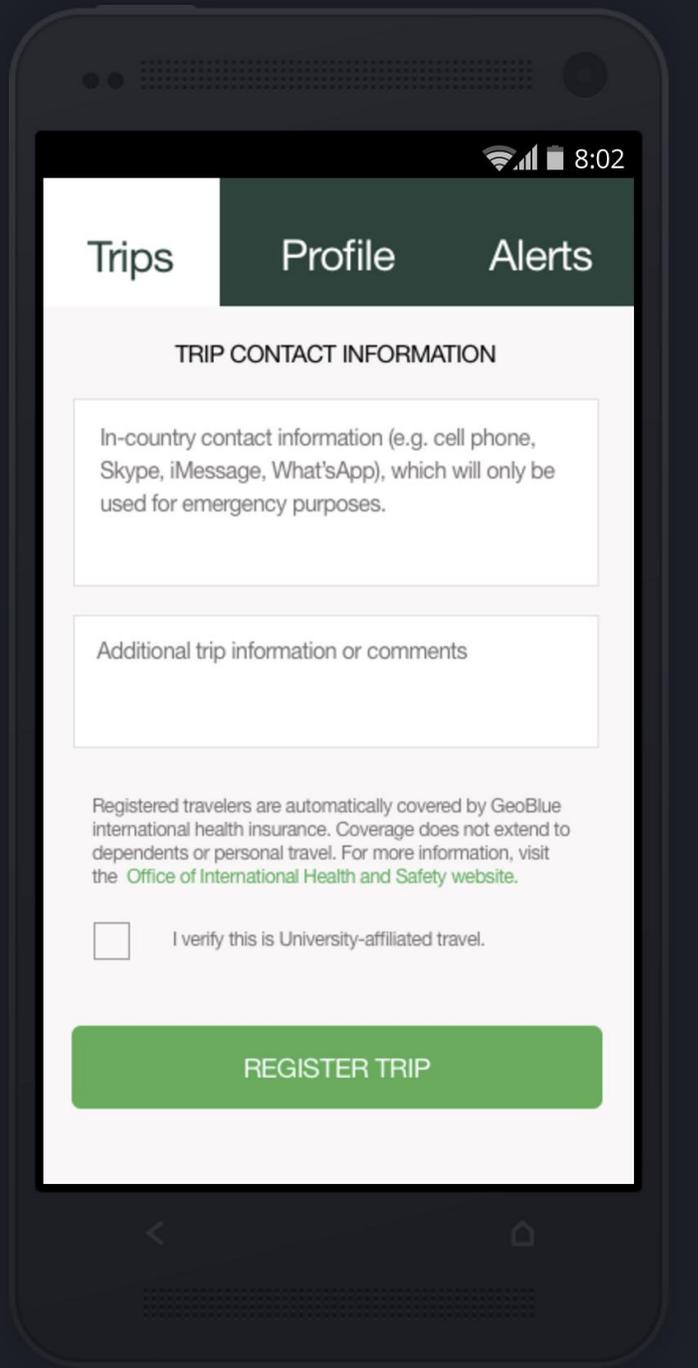
	Reporting and Analytics	Travel safety
Who	X	X
When and where	X	X
Travel reasons	X	
Funding source	X	
Emergency contact info		X
Passport information		X

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# TRAVEL REASONS

- For credit Learning
- Not for credit learning
- Teaching
- Research
- Conference or Meeting Attendance
- Site Visit
- International Capacity Building
- Administrative
- Recruitment
- Advancement
- Consulting
- Other





# QUESTIONS?

- Contact E.J. Dyksen, [ejd@msu.edu](mailto:ejd@msu.edu).