

Student Travel

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Our Client

- Client: Ms. Angela McDermott
- She is the CIS Department Travel Coordinator
- Currently manually emails and fills out the forms for travel





Background

- Forms were being filled out incorrectly
- Led to several delays & rejections
- This created high email volume
- Stratus is the current travel system for Towson Faculty

Purpose



Main Goal: Simplify the student travel process



Reduce back and forth communication



Make things easier for the students and Ms. McDermott

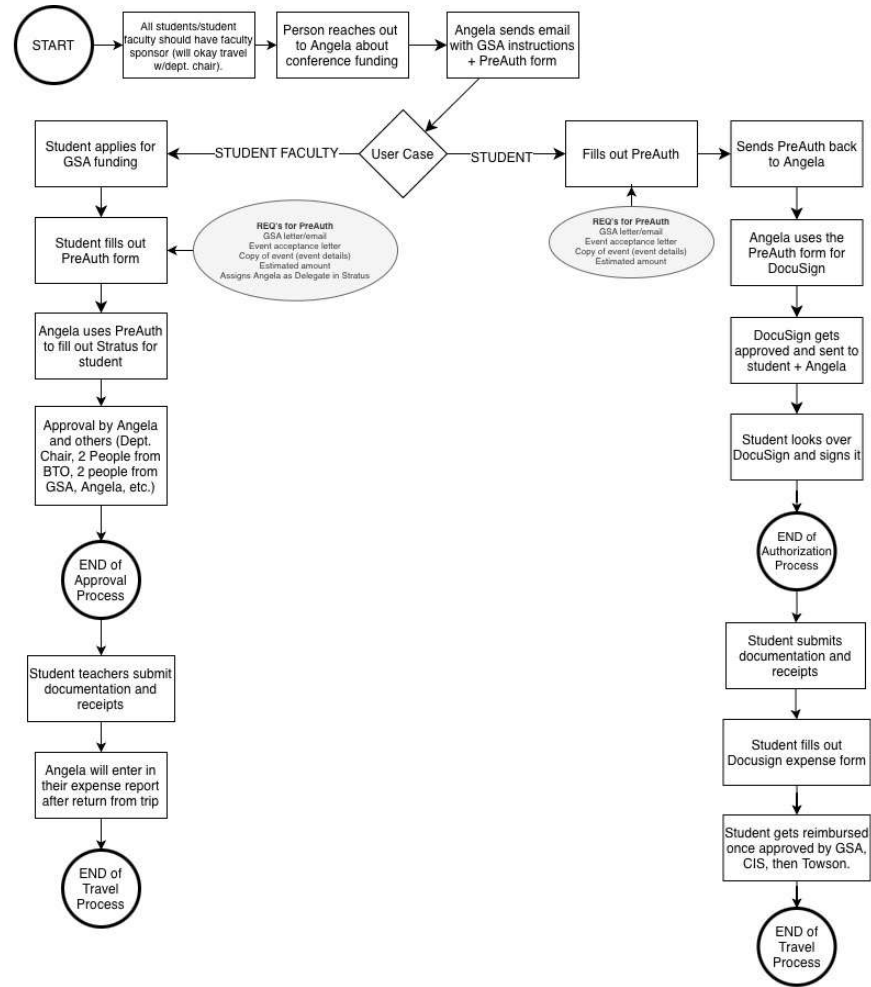
First Proposal Solution

Wanted to do a portal as one of the possible options other than a Microsoft Form

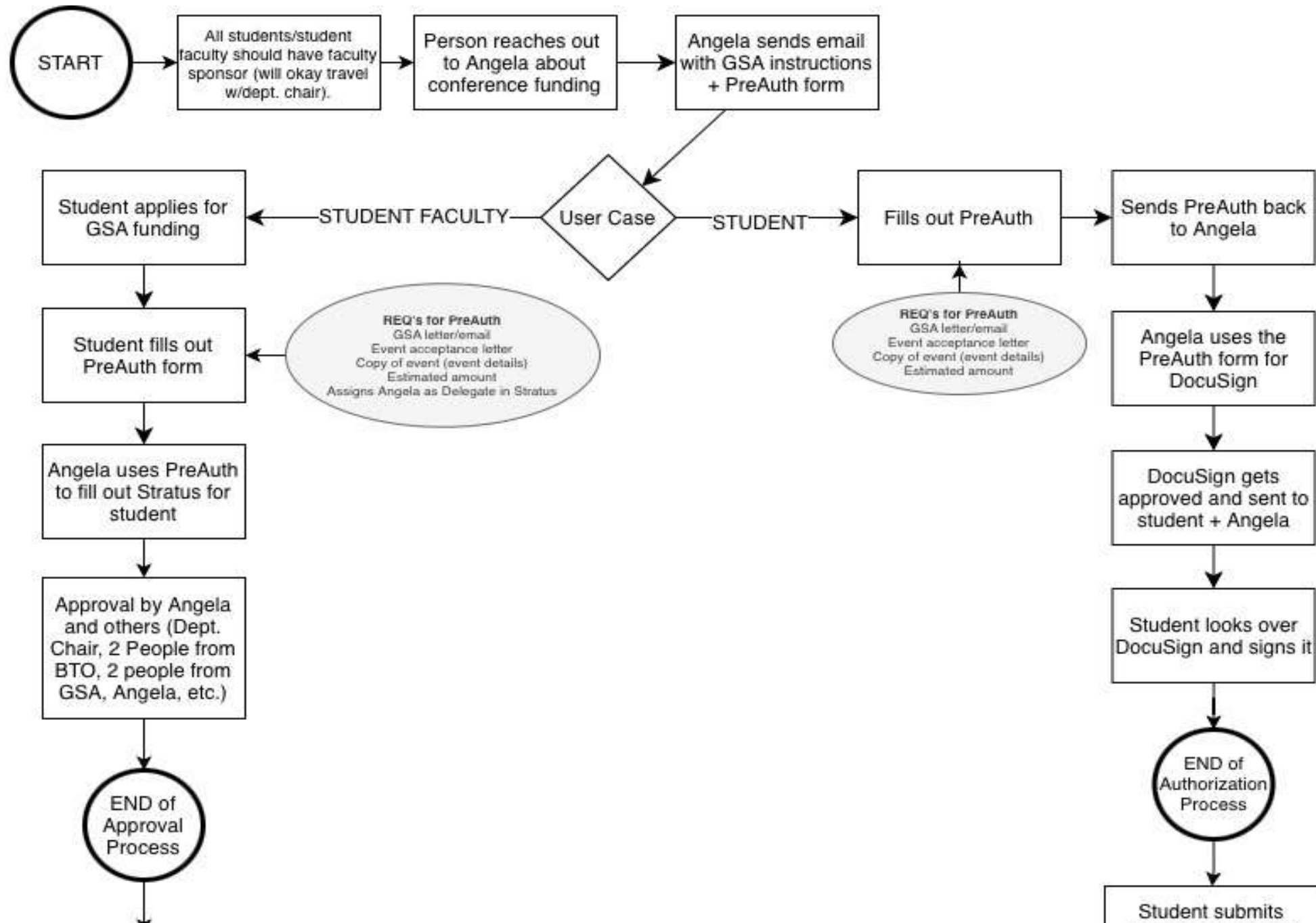
Due to Towson's restrictions such as PeopleSoft, security and approval barriers, that option was not feasible

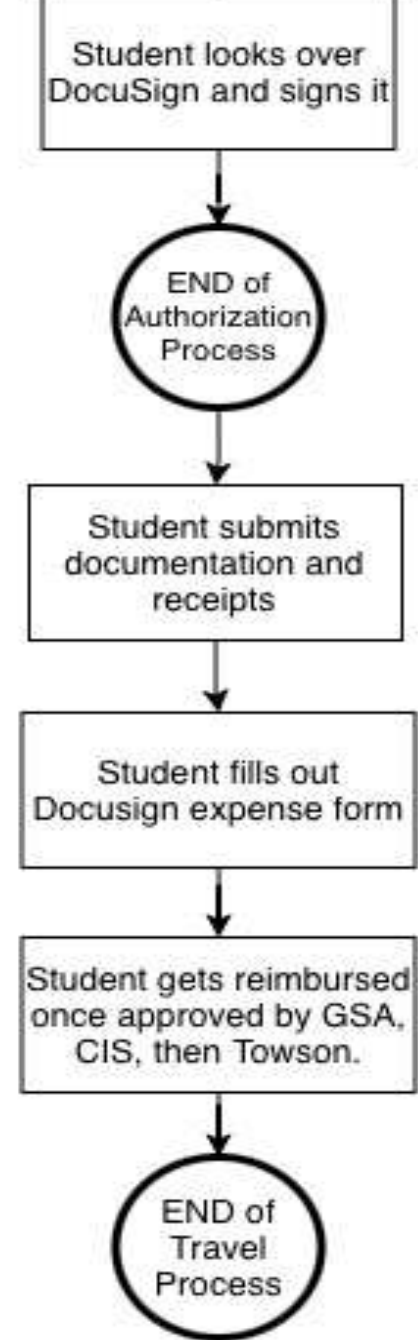
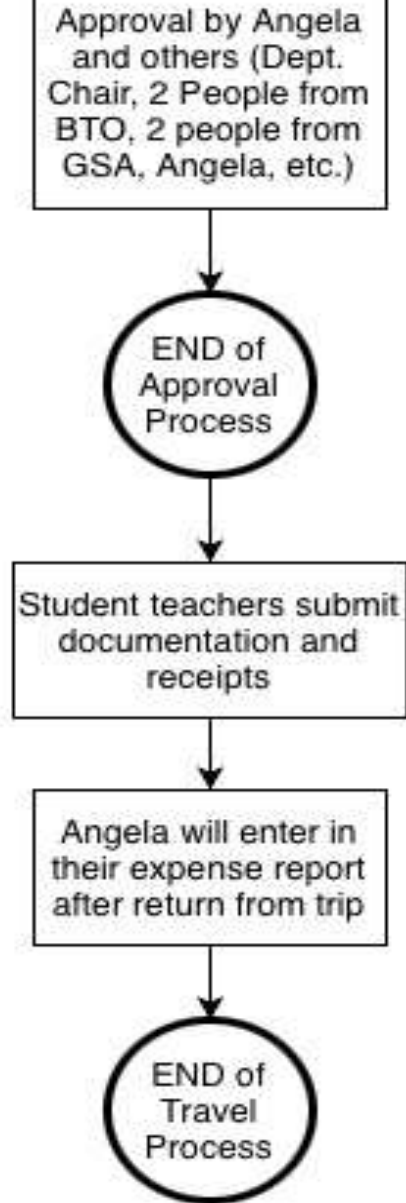
Time constraints

Current DFD



If students, using DocuSign, are rejected at any part of the process, the student can contact Angela through email and she will manually update the information

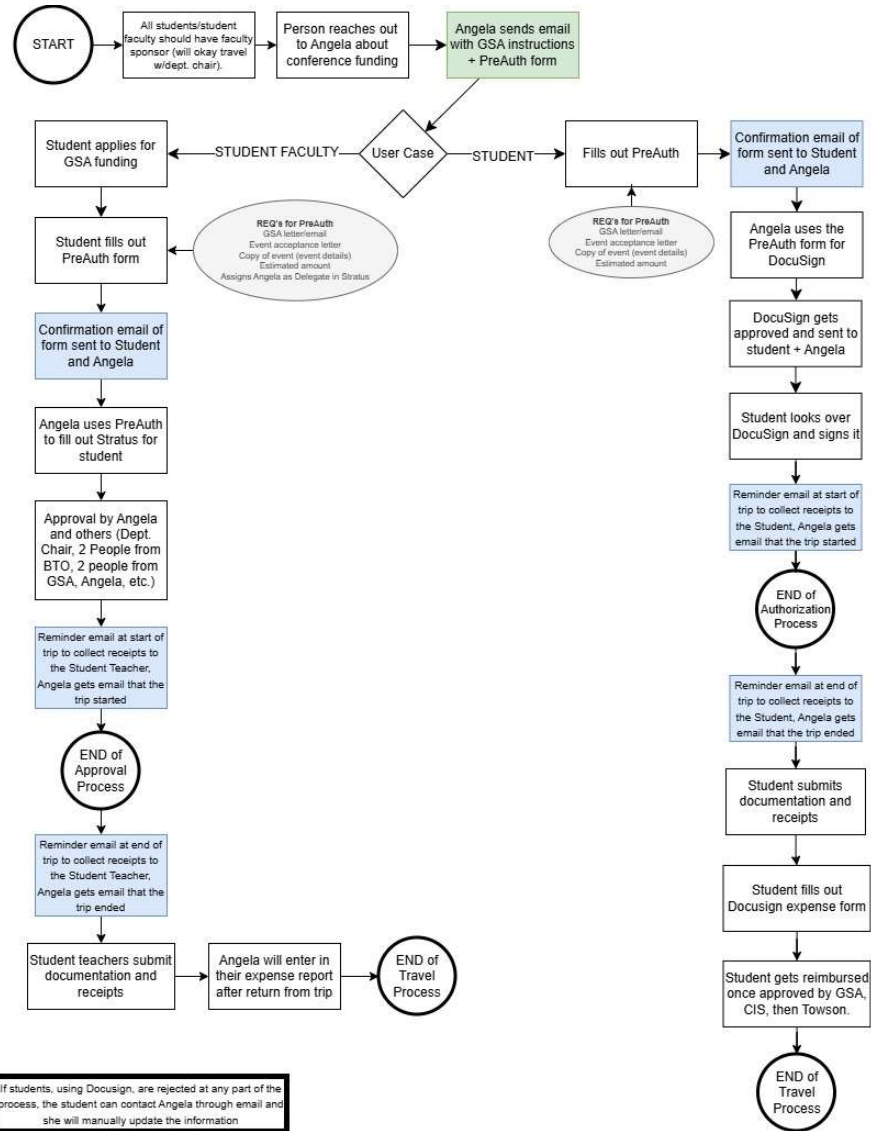


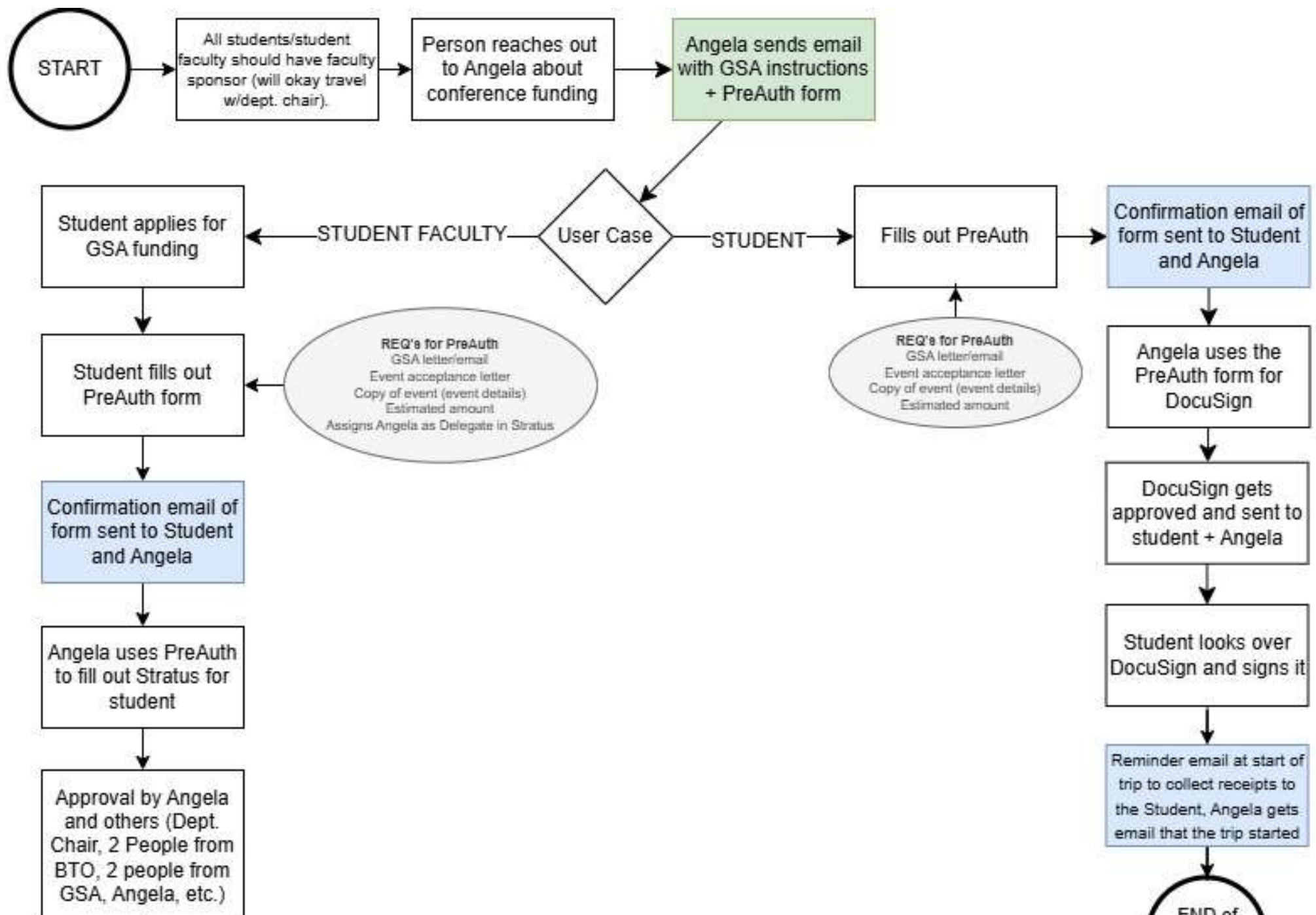


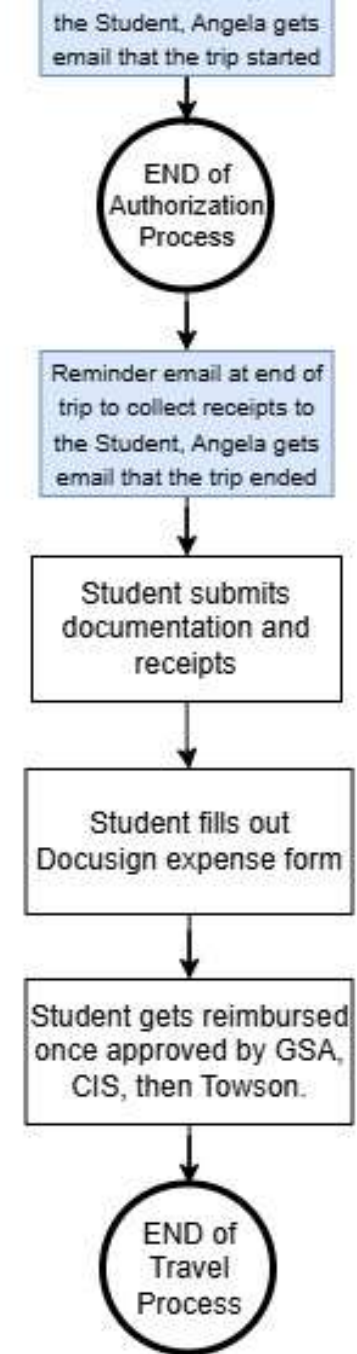
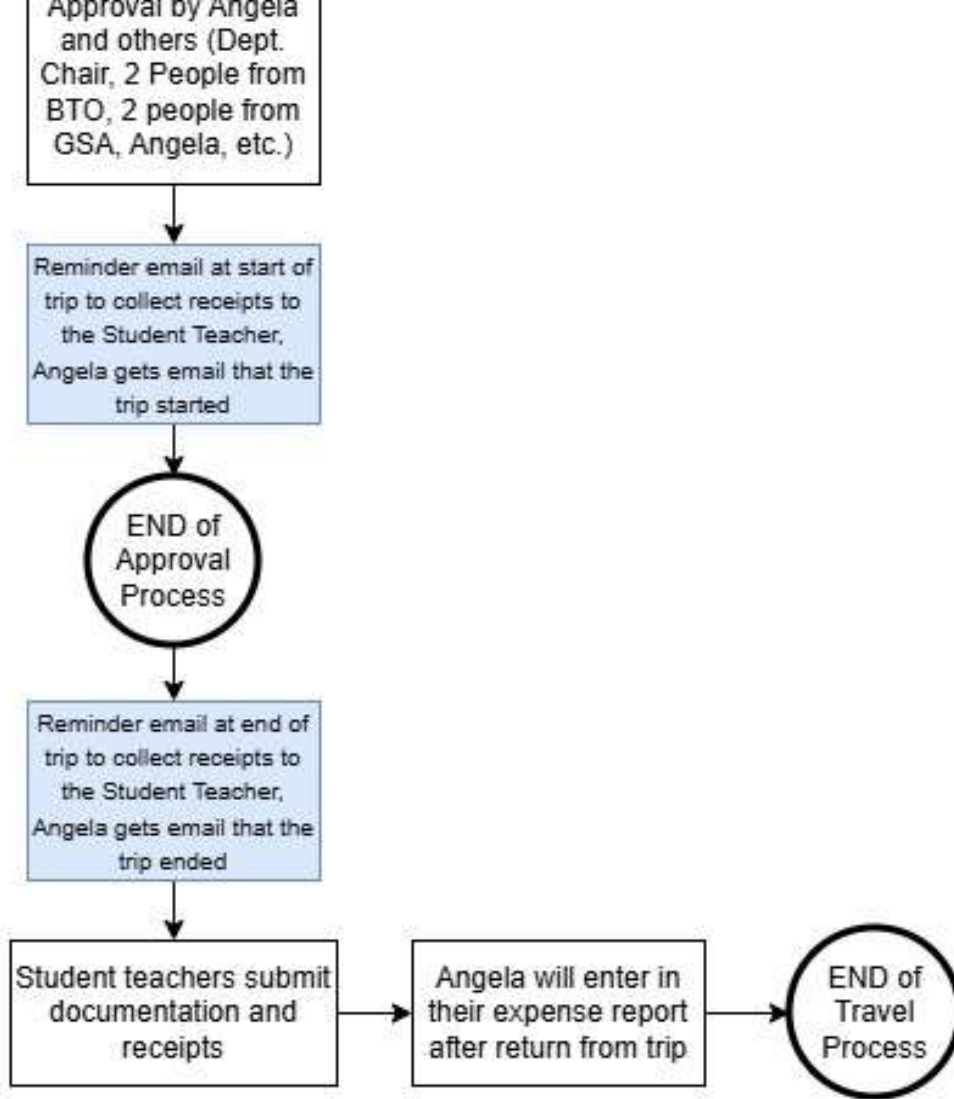
Current Workload

- More than 10 emails from each student
- Not uploading receipts results in non-reimbursement
- High frequency of incomplete or inaccurate student submissions, increasing processing time per request
- Administrative time is diverted from other departmental priorities due to repetitive correction and resubmission tasks

Updated DFD







If students, using Docusign, are rejected at any part of the process, the student can contact Angela through email and she will manually update the information

Statistics

- Ms. McDermott supports 50+ faculty, 60+ adjuncts, 60+ doctoral students, and 200+ master's students
- Reduced communication from about 10 emails per request to just 1
- Saves roughly 1 hour per student by eliminating manual email back-and-forth

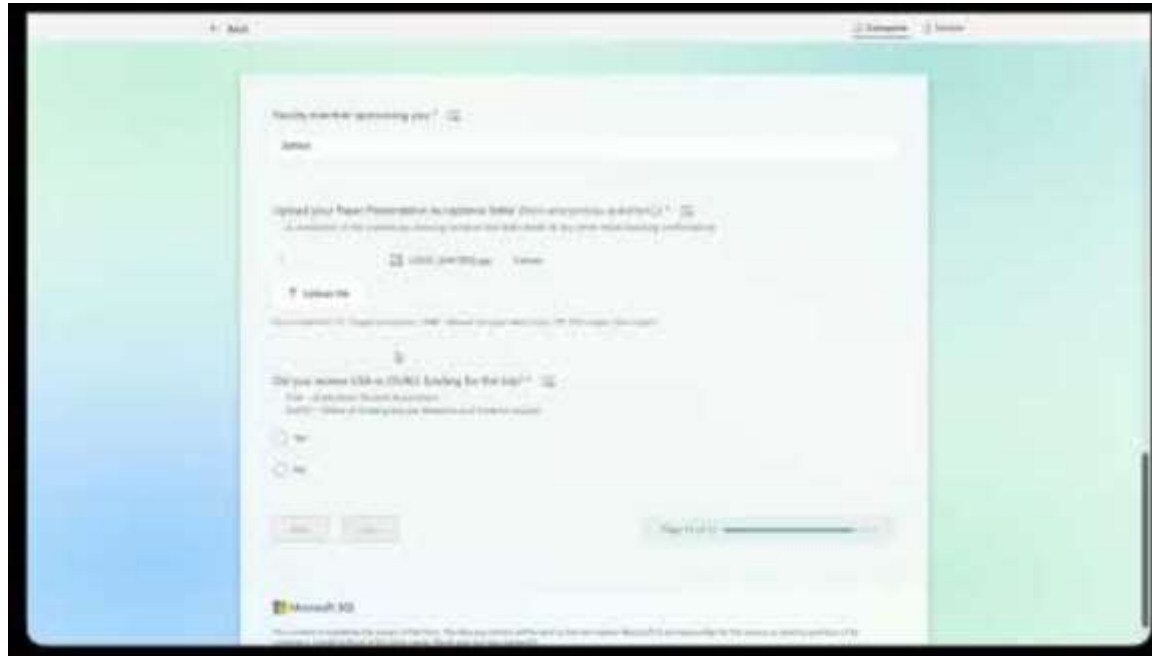


Product Demo

- Demonstrate how the updated form guides users step-by-step through the process
 - Show how routing and structure reduce confusion and errors
 - Demonstrate how Microsoft Power Automate integrates with email and OneDrive
 - Demonstrate how Power Automate workflows manage and route submissions
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Product Demo



Excel Automation

- Our client required a more efficient way to review and access information without becoming overwhelmed by excessive or disorganized data
- To address this need, we developed a streamlined solution that improves clarity, organization, and ease of navigation

STUDENT TRAVEL PRE-AUTHORIZATION — ADMIN PANEL

#	Student Name	TU Email	Department	Destination	Intl?	Purpose	Departure	Return	Days	Est. Cost	Faculty Sponsor	GSA Funded?	Submitted On
1	James Bramble	jbrambl1@students.towson.edu	CIS 476	Florida	No	fair	1/0/1900	1/0/1900		\$200.00	100	No	4/9/2026
2	James B	jbrambl1@students.towson.edu	CIS 111	Florida	No	fair	1/0/1900	1/0/1900		\$200.00	100	No	4/9/2026
3	James	jbrambl1@students.towson.edu	CIS 111	florida	No	fair	1/0/1900	1/0/1900		\$200.00	100	No	4/9/2026
4	james b	jbrambl1@students.towson.edu	CIS 111	florida	No	fair	1/0/1900	1/0/1900		\$200.00	100	No	4/9/2026
5	james b	jbrambl1@students.towson.edu	CIS 111	florida	No	fair	1/0/1900	1/0/1900		\$200.00	100	No	4/9/2026
6	Aiden Maisel	amaisel1@students.towson.edu	CIS	Florida	No	John	1/0/1900	1/0/1900		\$10.00	5	No	4/9/2026
7	james b	jbrambl1@students.towson.edu	CIS 111	florida	No	faier	4/14/2026	4/14/2026	1	\$200.00	100	No	4/14/2026
8	j	jbrambl1@students.towson.edu	CIS	f	No	f	4/14/2026	4/14/2026	1	\$2.00	1	No	4/14/2026
9	j	jbrambl1@students.towson.edu	CIS	f	No	f	4/14/2026	4/14/2026	1	\$2.00	1	No	4/14/2026
10	j	jbrambl1@students.towson.edu	CIS	j	No	j	4/14/2026	4/14/2026	1	\$2.00	1	No	4/14/2026
11	j	jbrambl1@students.towson.edu	CIS	j	No	j	4/14/2026	4/14/2026	1	\$2.00	1	No	4/14/2026
12	j	jbrambl1@students.towson.edu	CIS	j	No	j	4/14/2026	4/14/2026	1	\$2.00	1	No	4/14/2026
13	j	jbrambl1@students.towson.edu	CIS	j	No	j	4/14/2026	4/14/2026	1	\$2.00	1	No	4/14/2026
14	j	jbrambl1@students.towson.edu	CIS	j	No	j	4/14/2026	4/14/2026	1	\$2.00	1	No	4/14/2026
15	john doe	john@email.com	CIS 324	new york	Yes	fair	4/14/2026	4/17/2026	4	\$200.00	mr.john	No	4/14/2026
16	bvbj	ckotei1@students.towson.edu	CIS	YUCUCYCF	No	F68F	4/15/2026	4/17/2026	3	\$641.00	FYFVI7	No	4/14/2026
17	James Bramble	jbrambl1@students.towson.edu	CIS 411	Florida	No	Convention	4/15/2026	4/15/2026	1	\$200.00	100	No	4/15/2026
		0		0	0		1/0/1900	1/0/1900		\$0.00	0	0	4/15/2026
19	James Bramble	jbrambl1@students.towson.edu	CIS 411	J	No	J	4/15/2026	4/15/2026	1	\$2.00	1	No	4/15/2026
20	Aiden Maisel	amaisel1@students.towson.edu		0 Florida	Yes	Speech	4/15/2026	4/15/2026	1	\$2.00	1	No	4/15/2026



Benefits

- The admin portal reduces data complexity by organizing all submissions into a structured, centralized table with clearly defined fields
 - This eliminates redundancy, standardizes inputs, and allows the client to quickly filter, sort, and access only the most relevant information without being overwhelmed
 - Takes over 30 points of information to under 15, reducing the visual load
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Usability Testing

- Tested form with college students (ages 22–24)
- All users had general tech experience
- Given specific scenarios to simulate real use (complex path)
- Key conditions tested:
 - Presenting a paper
 - CIS department
 - International travel
 - GSA funding
 - Teaching contract (for routing)

Usability Findings

- Confusion with language used (Stratus vs form)
- Unclear questions:
 - "Purpose of travel"
 - Mileage vs cost
- Users unsure what the form is actually for
- Some fields felt overwhelming
- Confusion with examples (100.00 = \$100.00)

Implementation

Create a Microsoft Form Group to transfer the form & automation ownership to Ms. McDermott





Future Proposals and Limitations

- If more time and permissions are given, the original portal idea can be implemented
 - Scope was limited but we implemented further solutions:
 - Email Automation
 - Excel Reorganization
 - Document handoff guide to Ms. McDermott
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THANK YOU FOR YOUR TIME
ANY QUESTIONS?