

**April 13, 2023**

# **TRAVEL REP MEETING**



# Meeting Agenda

- ✈ Introductions & Icebreaker
- ✈ Projects in the Travel Department
- ✈ Upcoming Reminders
- ✈ DEMO: How to pull travel reports on Global Link



# AFS Travel Department

- ✈ Paula McGrath  
Director of Travel Operations
  
- ✈ Ryan Tallman  
Director of Hosting Travel Operations
  
- ✈ Travel and Logistics Specialists
  - Paula Zhang – Hosting Travel – East & West
  - Kat Sweeney – Hosting Travel – Central & S. Central
  - Dylan Rein – Sending Travel – All Regions





## Introductions & Icebreaker: What team are you with and what is your while traveling must-have?



# Projects in the Travel Dept



- Travel Reps not just affiliated in GL but linked to students. Will begin to automatically include you in more Global Link generated items: student moves between teams, program releases, early return notifications, etc.
- We will continue to email you for student Host Distribution Sites. Make sure you are thinking about your team's arrival orientation when giving us HDSs!
- Arrival video for students that reviews travel procedures
- Re-designing reports on a new platform: Power Bi
- Hiring seasonals: you will be introduced to your new RTLA soon



# Upcoming Reminders



- May 11<sup>th</sup> is next Travel Rep info meeting
- Think about who you might want to work with on your team as the Departure Coordinator. They are the ones who typically hold the last mandatory orientation: **Departure Logistics Webinar**
- **Please let us know who the Departure Coordinator on your team will be!**
- Travel Rep training for Departure and Logistics Webinar: May 11<sup>th</sup> Travel Rep meeting
- Travel Rep training for Departures: June 1<sup>st</sup> Travel Rep meeting
- Start thinking about dates you will want to have your DLW for your participants/families (10-14 days prior to departure date(s))
- Know your program release students – remind team PR deadline is May 1<sup>st</sup>!

# DEMO: How to pull student travel reports in GL

By TAG co-chair: Fevzi Caglarsu



# THANK YOU FOR JOINING!

Please send all questions to **[AFSHostTravel@afsusa.org](mailto:AFSHostTravel@afsusa.org)**. We will answer these in a Q&A doc posted to Help & Learning along with the video recording and this PowerPoint.