

Travel Registry

As of January 1st, 2018 the one method to submit the required pre-travel authorizations for out of state and overnight travel is via the Travel Registry.

<https://travelregistry.umasscs.net/index.cfm?FuseAction=Security.ExistingUserLogin>

Travel Registry's Goal

- To ensure the health, safety and security of UMass students, faculty and staff while traveling
- Managed at UMass Amherst by partnership between International Programs, Controller's Office and A&F Administration.

Travel Registry and Expense Reports

- No attachments needed in the expense reports for the pre-travel authorization
- Travel Registry will be linked to expense reports by entering the TA # in the reference field.

The image displays two screenshots from the University of Massachusetts Travel Registry system. The top screenshot shows the 'Registration: Overview' page for a Faculty/Staff Pre-Travel Authorization for INTERNATIONAL Travel. A green box highlights the ID number '18454' in the 'ID# 18454' field. A green arrow points from this box to the 'Expense Report Summary' page below. In the 'Expense Report Summary' page, the 'Reference' field is highlighted with a green box and contains the number '18454'. The 'Report ID' is 0000351943. The 'Report Description' is 'London, UK' and the 'Business Purpose' is 'University Meeting'. The 'Report Status' is 'Submitted for Approval'. The 'Accounting Date' is 10/31/2017 and the 'Accounting Template' is STANDARD. The 'Created On' date is 10/03/2017 and the 'Last Updated' date is 10/31/2017. The 'Employee Base' is Office. The 'Comment' is '9/23/17 8:30 a.m. thru 9/30/17 9:00 pm. Attended DAIS ITA Annual Fall project meetings.' The 'GSA Per Diem Rates' link is visible at the bottom of the summary section.

Reference field in expense report is never blank. It is one of the following:

The screenshot shows an expense report form with a 'Reference' field highlighted in yellow. Four callout boxes on the left provide examples for different travel scenarios, with arrows pointing to the 'Reference' field:

- If travel then the 5 digit Travel Registry TA #.** Example: "12345"
- If blanket travel the 5 digit Travel Registry TA # with a B.** Example: "B12345"
- If travel in MA with no overnight.** Example: "MASSNO"
- If business expense non travel.** Example: "RMB"

A fifth callout box states: **Please note: RMB will also still be entered in the report description**

The background interface shows a report for ID 0000351943, created on 10/03/2017, with a comment: "9/23/17 8:30 a.m. thru 9/30/17 9:00 pm. Attended DAIS ITA Annual Fall project meetings." Below the form is a table with columns: Project, Activity, Reimburse Amt, Currency, and Approve.

Project	Activity	Reimburse Amt	Currency	Approve
		28.89	USD	<input checked="" type="checkbox"/>
		1,557.76	USD	<input checked="" type="checkbox"/>

Travel Registry Blanket Travel Authorizations

To create a blanket travel authorization you must be a designated travel preparer, business manager, fund manager, department head, etc. Blankets have their own unique link and creation process. A job aid will be released for them soon.

PLEASE NOTE: BLANKETS CAN NOT BE USED FOR FOREIGN TRAVEL. IF USED REPORTS WILL BE REJECTED

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Travel Registry Job Aids

<https://www.umass.edu/controller/travel-registry-job-aids#overlay-context=travel-registry-how-search-registries>