Controller’s Office Job Aid
Travel Registry – How to Generate/Re-send Approvals

1. Navigate to https://travelregistry.umasscs.net & select LOGIN/REGISTER.

2. Use NetID Login Info.
1. You are taken to this page where you would begin to register your own travel.

2. Instead navigate to Registrants > Search

Note: if you were to leave this blank and search you would see all registries in the Depts you have access to.
Please Note: If you get no results in the search you may need to have access to the person’s home dept added by contacting A&F. afs-secadmin@admin.umass.edu (413) 545-2119

You now see all registries for that name. Note: Higher numbers are more recently created.

You could also name and save this search for future use.

*Select your desired registry above*
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You are then taken to the Registry Overview

You are now on the Registrations : Approvals tab

Verify the correct approver

SHOULD ONLY BE DEPT HEAD / SUPERVISOR / PI

Check here for approval status
*How the Approval will look based on the 3 possibilities*

**No Approval Sent**

![No Approval Sent Diagram]

**Approval Sent - No Response**

![Approval Sent - No Response Diagram]

**Approval Sent - Approved**

![Approval Sent - Approved Diagram]
*What to do if no requests or approver hasn’t responded in some time*

If you find the wrong approver is listed:

You can generate a new approval via the “GENERATE APPROVAL REQUEST FOR THIS APPLICATION”. To delete an erroneous approval request please contact Keith Parenteau kparenteau@admin.umass.edu

All travel registries must have been approved before referencing it on an expense report and submitting.