3

Select first option and submit.

4

Use NetID Login Info
Enter the traveler’s People Finder email and search “Amherst” campus filter.

From your search results locate the correct person and select “Register”.
PLEASE NOTE: IF THE DEPARTMENT ENTERED IN STEP 7 IS DIFFERENT THAN YOUR OWN DEPT YOU WILL NOT BE ABLE TO SEE THIS REGISTRY ONCE COMPLETE. YOU WILL NEED TO HAVE DEPT ACCESS ADDED VIA REQUEST TO A&F AFS-SECADMIN@ADMIN.UMASS.EDU

Verify the traveler’s information and enter if need be.

Select calendar year if prompted.

Enter the travel depart and return dates.

1. Search for the destination by beginning to type it here.

2. If your destination is not found you can search the 2nd database here.

3. If your destination is still not found email Controller’s Office - Travel to manually add destination.

4. “Add to Itinerary”
*Please Note: You are NOT done. You now need to ask for approval of this registry.*
Controller’s Office Job Aid
Travel Registry – How to Register Proxy Travel

Navigate to Registrants > Search

Search the traveler by last name

Note: if you were to leave “Registrant Name” blank you would see results for all of your department.

In your search results locate the correct registry. Note: higher numbers are more recent.
Go to the "Approvals" tab

GENERATE APPROVAL REQUEST FOR THIS APPLICATION
Search for your approver in the "Keywords" box using the approver's People Finder email.

Note: This approver is the same one that would sign the paper pre-travel authorization (Dept. Head/Supervisor/PI/Fund Mgr).

Verify search result is correct approver then "Next"
*Travel Proxy - Congrats you are done*