Navigate to https://travelregistry.umasscs.net/ & select Amherst.

Select first option and submit.
1. Determine if you are traveling to a Domestic or International location.

2. Select Register Now

For INTERNATIONAL Travel please Register Now

For DOMESTIC Travel please Register Now

This university is transitioning to an online travel registration system for faculty and staff travel. The new online Travel Registry will replace the current paper Pre-Travel Authorization Form. This form, and the travel registration on the new Travel Registry, is only required for out of state or overnight travel that is funded by the university.

Are you going on a trip that is university-related but no Pre-Travel Authorization registration (above) is required? Please register your trip here: Register Now

Please find detailed directions for registering travel, webinar tutorials, a Frequently Asked Questions (FAQ) page and more at https://www.umass.edu/por/travel-registry
Controller’s Office Job Aid
Travel Registry – How to Register Your Own Travel

*You are then taken to your Program Registration homepage*
Controller’s Office Job Aid
Travel Registry – How to Register Your Own Travel

Program Registration Page (Pre-Travel)
1. Complete Registration Questionnaire

Registration Instructions:
Please complete the Pre-Travel Authorization Form on the right hand side of the screen. Note: all elements of the right hand column must be completed.

Registration Information:
Title:
Companion:
Depart for:
Arrive on:
Complete:

Statement:
The following is the current itinerary for your program. Please refer to the instructions and guidelines for the authorization required to complete the following:

Conferences:
United States & North America:
Depart Date:
End Date:
Travel Dates:
[Travel Details]

Announcements:
Labeled Internet Travel Agencies:
Please review the following list of Internet travel agencies:

Worldwide travel agencies:

[Announcements]

Program Registration Page (Pre-Travel cont.)
2. Complete Registration Questionnaire(s)

Registration Questionnaire(s):

Name:
Companion:
Request Approval:
Required Approval:

Pre-Travel Authorization Form:

Instructions:
Please fill out this form carefully. You will NOT be able to edit your responses once you submit it. If you wish to save your responses to complete later, please click Save.

1. Purpose of Trip (*)
Choose one or more of the best answers. If the purpose of your trip is not noted, please enter your response in the blank space provided:

2. Details (*)
Conference name, conference description, or please explain the purpose if above choices are not appropriate. Provide any other useful details or comments as desired.

3. Estimated Cost (*)

4. Funding Sources and/or Source Type

5. Contact Information while Traveling (*)
Please provide your contact information while traveling so you can be reached in case of an emergency. Please provide your local address, cell phone, email address, and any other useful details.

6. How many approvals need to be received for this trip? (*)
Most departments require only one approval from the department head or supervisor. Some departments also require a second approval from the fund administrator or other person.

Please select one:
1 or 2 Approver is determined by your Dept.

You may enter information in this form and use the Save button to keep your information until you are ready to submit it. Please note that your registration questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.
*You are then taken back to your Program Registration homepage*

You will be redirected back to this page. Note that the Questionnaire is now checked off.

Next "Request Approval".

Select Amherst "Campus Filter" and search for the approver in the "Keywords" box using their People Finder email.
Please Note: One more step!

You are taken back to your Program Registration homepage. But you now need to obtain the TA # associated with this travel to provide to your travel preparer.
Travel Registry – How to Register Your Own Travel

1. Navigate to Registrant > My Home.

2. On the Registrant > Home page, you will see all your personal registries divided by year.

3. Locate your newly created registry. Note the location and dates to confirm.

4. Take the ID # and provide to your travel preparer. This is your official TA #.
   In this example, it is 20739.

*Traveler - Congrats you are done.*

*Please remember to provide the TA# to your travel preparer.*