UMass Amherst Online Travel Registry
Directions for Registering Your Travel

Questions? Please contact Andrea Drake, International Travel Safety Advisor, at andreadrake@ipo.umass.edu

1. Navigate to https://travelregistry.umasscs.net and click on Amherst on the left:

2. Select whether you are registering International or Domestic (within the U.S.) travel and then, at the login screen, select the first option “I have a UMass username and password (all students, faculty, and staff)”. Enter your NET ID and your corresponding password and select your campus “Amherst” from the drop down list. Then click Login.

3. The FIRST TIME you log in to the registry, you will be asked to enter your profile information. These are editable and you only have to enter them once:
   a. Campus Affiliation (Amherst)
   b. Your Department
   c. Employee ID Number
   d. Full Name and relationship of your Emergency Contact
   e. Phone Number of your Emergency Contact
4. Once above information is submitted, you will be taken to the Itinerary page.
   a. Select the appropriate year (the year in which the travel is taking place) under “Available Terms”
   b. Build your itinerary by selecting a location, entering the departure and arrival dates, and clicking the "Add to Itinerary" button for each leg of your trip.
   c. Please note: you can start typing a location’s name in the “Find Location” box for quicker searching.
   d. If you cannot find your destination on the list, enter the city name only in the “find location” space and hit enter. The registry will search another database and pull up the location. If the location is still not found, email andreadrake@ipo.umass.edu and ask for the location to be added to the list.

5. When all dates and locations of your itinerary have been entered, please click the "Update" button at the bottom of the page.

![Itinerary Page](image)

6. You will be directed to your trip registration homepage. There are two items required by every traveler at this point.
   a. FIRST, please complete the Pre-Travel Authorization Form under Registration Questionnaires
   b. SECOND, please request approval for your trip from the appropriate person(s).
7. First, under **Registration Questionnaires**, please click on the title of the questionnaire “Pre-Travel Authorization Form” to complete this questionnaire. Please answer the following questions and then click submit:
   a. Purpose of Trip
   b. Details (conference name, etc.)
   c. Estimated Cost
   d. Funding Sources and/or Speed Type
   e. Contact Information while Traveling (how you can be reached in an emergency)
   f. How many approvals need to be received for this trip (usually this is one, some departments require two)
PLEASE NOTE: you will NOT BE ABLE TO CHANGE your responses to this questionnaire after you click submit. Please be sure to his submit only when all information is complete and accurate. This is the information sent to your approver to approve this travel.
8. Once the questionnaire is submitted, from the registration homepage under Approvals, click on “request approval” to send an email to the approver. Select Amherst as your campus under Campus Filter and then type your supervisor’s email address in the keywords field and click search.

Registration : New Approval Request

Use this feature to request approval for your travel.

User Search

Directory Lookup:
Please select your campus and then type the UMass email address of the person to whom your request for approval should be sent.

Keywords:

Campus Filter:
Amherst

Search >

9. Select the appropriate person then click next on the bottom right. Then enter any optional comments to be sent to your approver then click Save. The person from whom you are requesting approval will receive a notification via email and be able to review your trip details and approve your travel. You will be notified when your travel is approved.

Travel Approver Information:

First Name: Andrea
Last Name: Drake
Email: andreadrake@jo.umass.edu
Phone:
Type: Pre-Travel Approval
Comments: (optional)

Save Cancel
10. Once your approval is received, your registration is complete! Next, make sure to give your travel preparer your 5-digit registration number along with any trip receipts, located under “Your Travel Registrations” on the Registrant Homepage:

11. Bon voyage!