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.

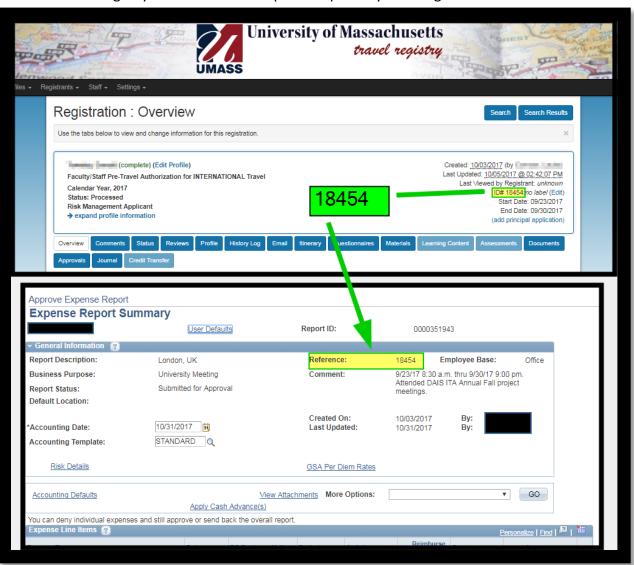
https://travelregistry.umasscs.net/index.cfm?FuseAction=Security.ExistingUserLogin

Travel Registry's Goal

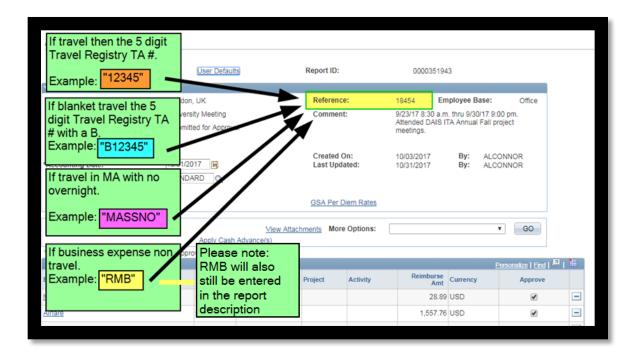
- To ensure the health, safety and security of UMass students, faculty and staff while traveling
- Managed at UMass Amherst by partnership between International Programs, Controller's Office and A&F Administration.

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.



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



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

Travel Registry Contacts

- International travel
 Andrea Drake
 Director International Health, Safety and Security
 (413) 545-4350 andreadrake@ipo.umass.edu
- Domestic and general travel questions
 Travel Reimbursement Specialist
 (413) 545-1405 <u>travel02@umass.edu</u>
- Obtaining login permissions & Adding access to people/departments
 Whitmore A&F
 (413) 545-2119 afs-secadmin@admin.umass.edu

Travel Registry Job Aids

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