

Travel Registry – How to Approve Travel

**PLEASE NOTE:
TRAVEL REGISTRIES SHOULD ONLY BE APPROVED BY
SUPERVISORS/DEPT HEADS/PI'S**

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Fri 10/20/2017 11:08 AM
travelregistry@umassp.edu
Request for Travel Approval from Keith Parenteau for University of Massachusetts

To: Keith Parenteau

Action Items

University of Massachusetts - Request for Travel Approval
Greetings from University of Massachusetts.

The following traveler has requested that you approve their upcoming travel. Please login using the link below to approve.

Registrant: Keith Parenteau
Registration ID: 18867
Program: Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel
Term: Calendar Year, 2017

Location, Dates: Acton, MA, United States: From: 10/31/2017 To: 11/01/2017

Please login to review all of your pending approval requests, view approvals that you have submitted, and view registrant's trip details.

Once you login, click on the small home icon on the top left of the black navigation bar, and then click "Approver" to navigate to your Approver Homepage.

To login, use your existing secure login information with the link provided below:
<https://travelregistry.umasscs.net/index.cfm?FuseAction=Security.Login>

Thank you for attention to this request.

This message was generated automatically

Follow the link provided in the request email

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University of Massachusetts
travel registry

Amherst
Boston
Dartmouth
Lowell
Medical School
President's Office
Announcements
UMass Preferred Travel Agencies
Please review information about the UMass Travel Program [View Details]

Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

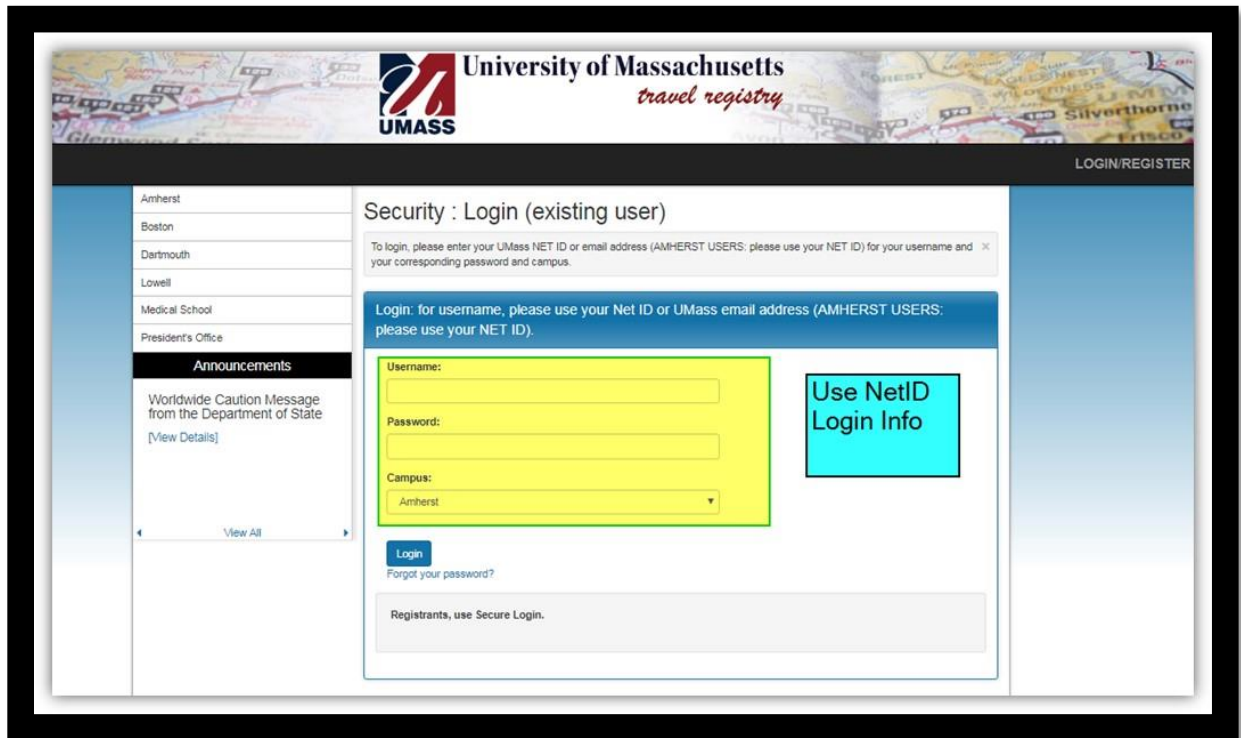
Please indicate how you will be logging in:

- I have a UMass username and password (all students, faculty, and staff)
- I have login credentials to this site that I received by email.
- I do NOT have a UMass email address and password.

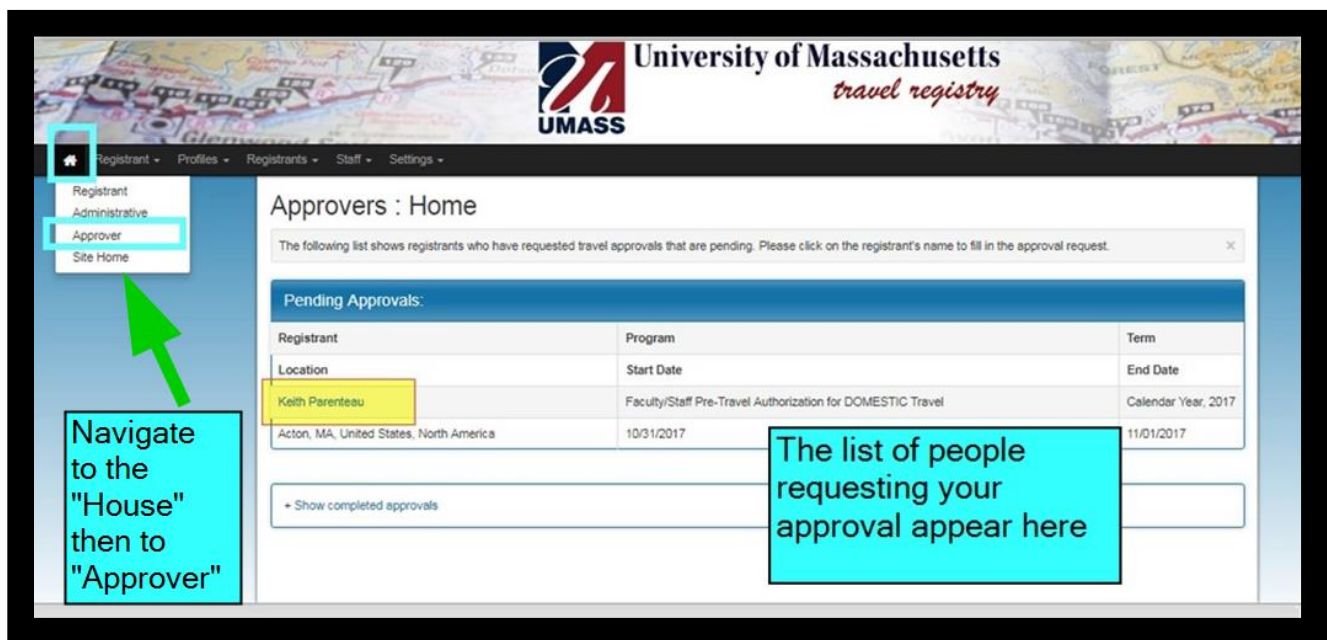
Submit

Select first option and submit.

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General Information:

Approver's Name:	Keith Parenteau
Registrant Name:	Keith Parenteau
Registration ID:	18867
Program:	Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel
Registrant Comments:	
Travel Registered by:	Parenteau, Keith
Location, Dates:	Acton, MA, United States: 10/31/2017 to 11/01/2017
Purpose of Trip:	Other (explain below)
Details:	Test
Estimated Cost:	Test
Funding Sources and / or Speed Type:	Test
Contact Information While Traveling:	Test
Year & term:	Calendar Year, 2017

Please note that by clicking on Approve below you are confirming that this trip is university-related and stated in the approval process.

Enter any comments such as adjusting cost approval etc.

There is no "DENY" option. Simply do not approve and the system will clean out old TA's periodically

(*) Indicates the question is required.

1. Comments (optional)

APPROVE Cancel

Congrats, you are done. An email will be sent to the traveler.

Please note an email will not be sent to the travel preparer.