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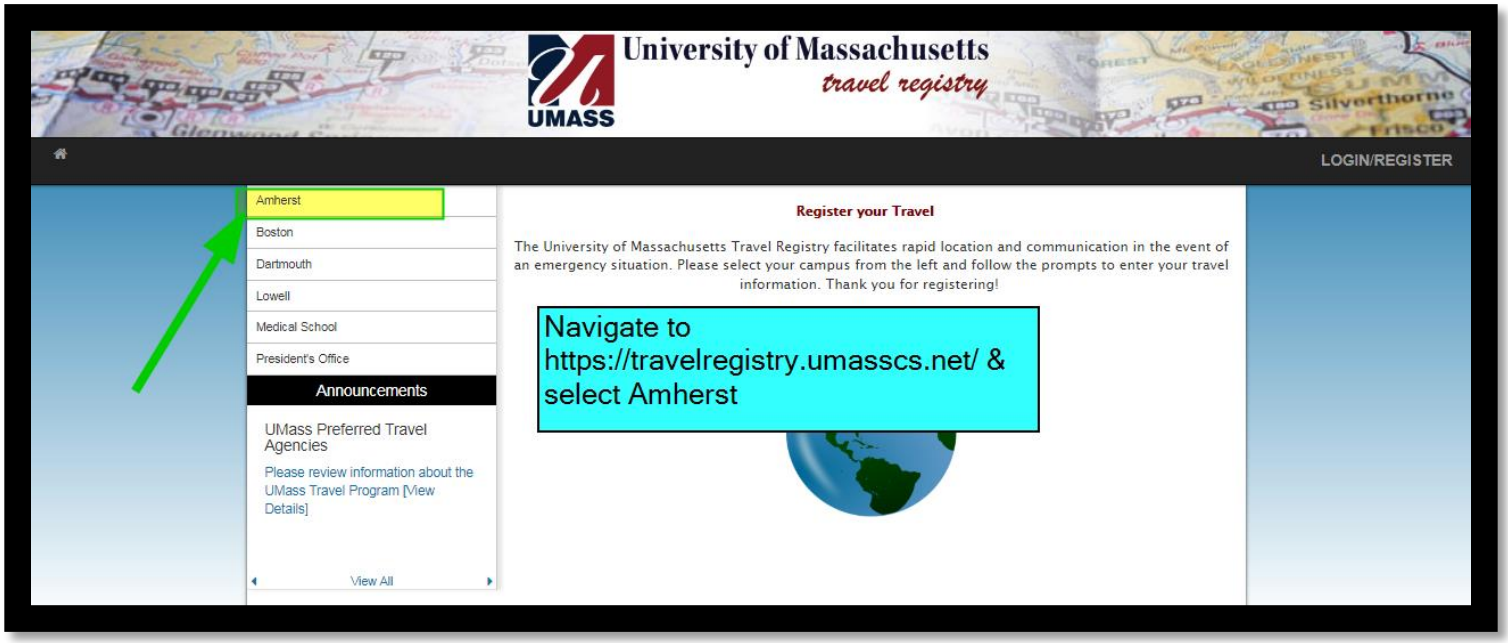
Travel Registry – How to Register Proxy Travel

1



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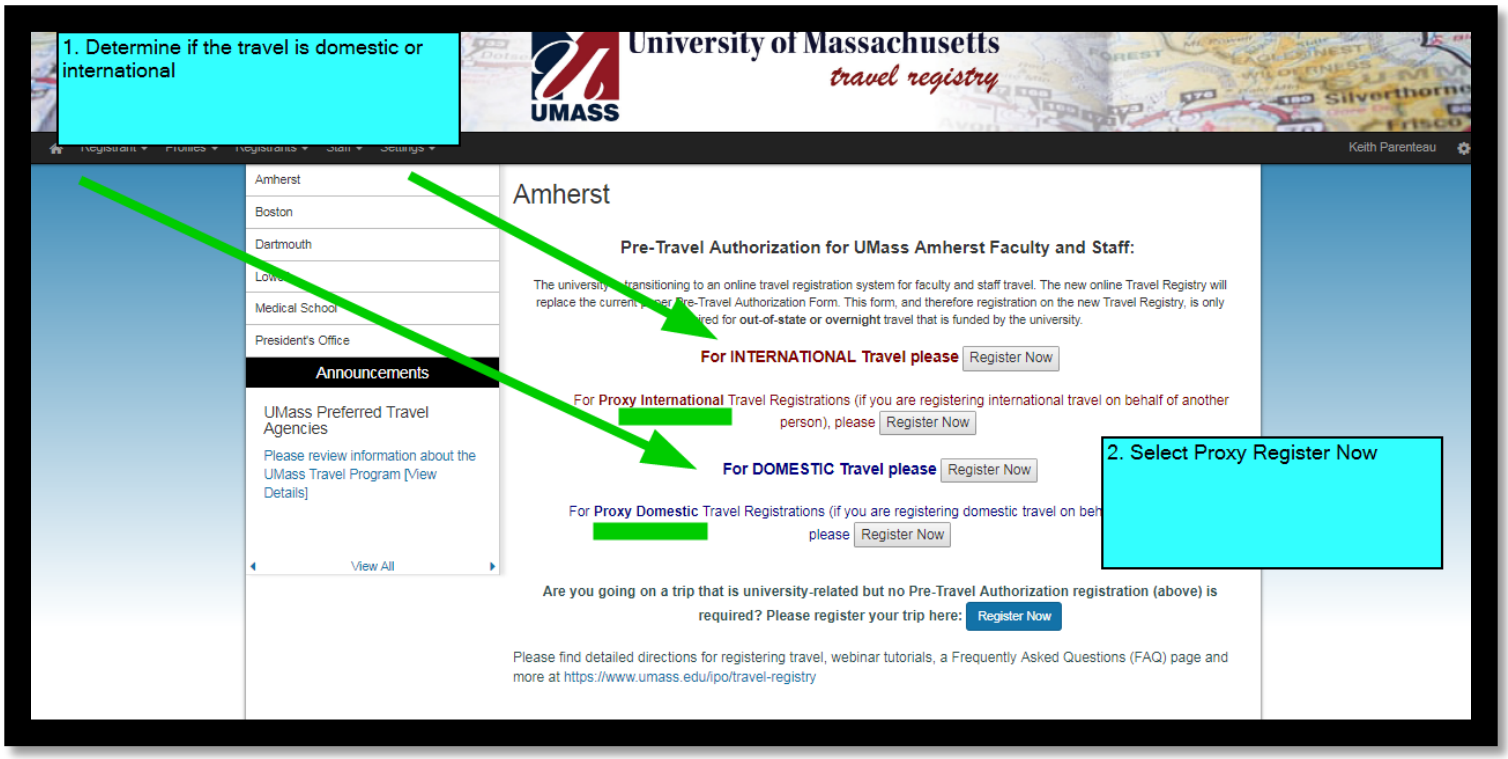

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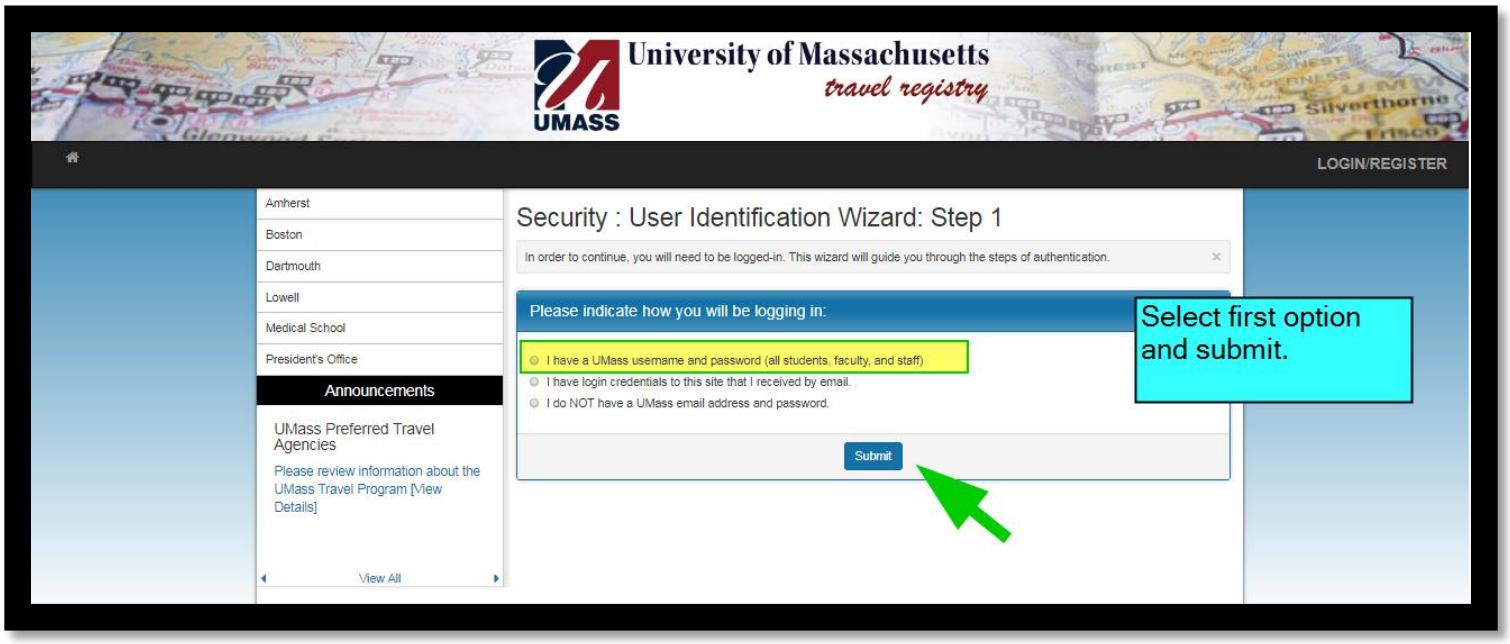
3



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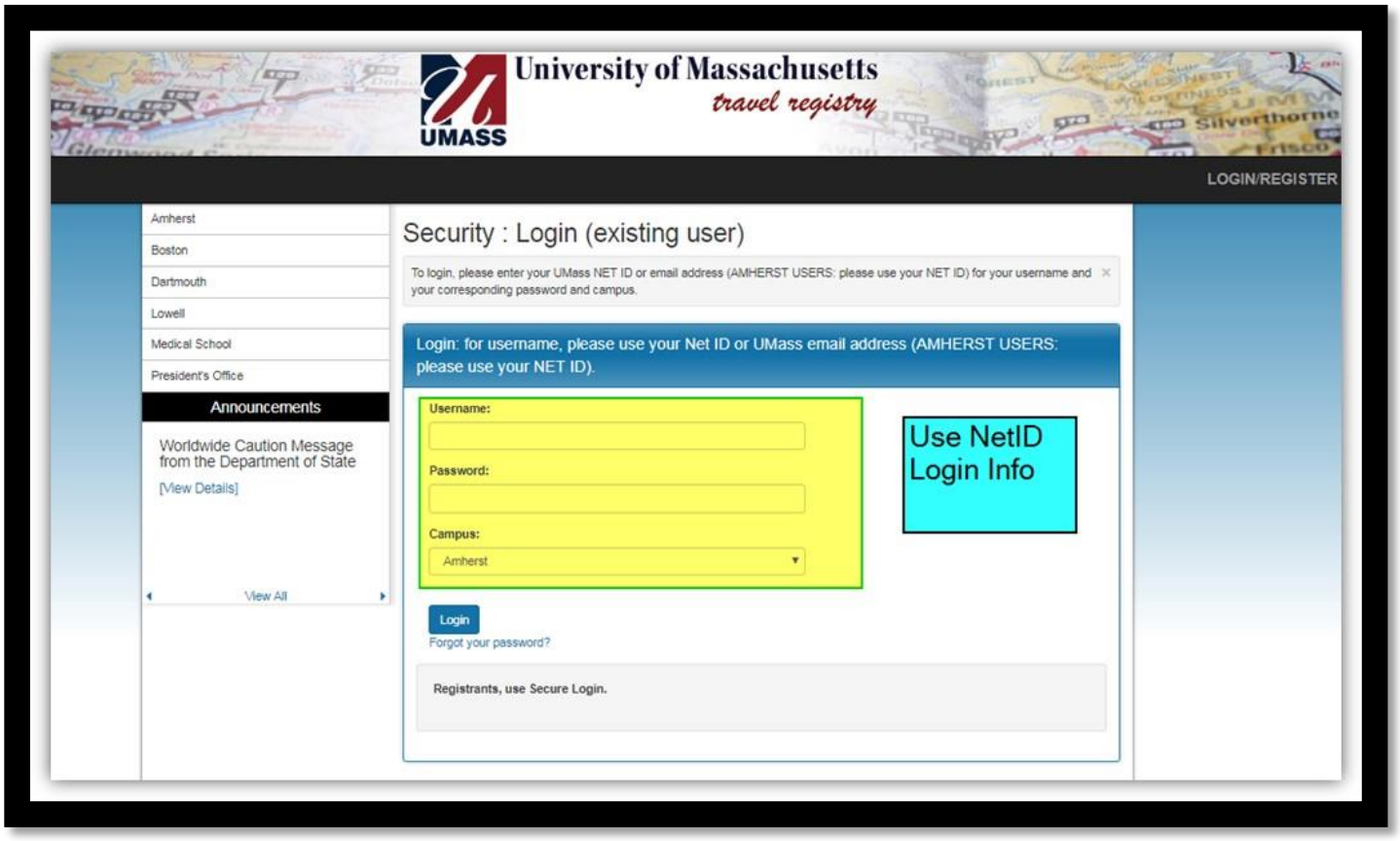

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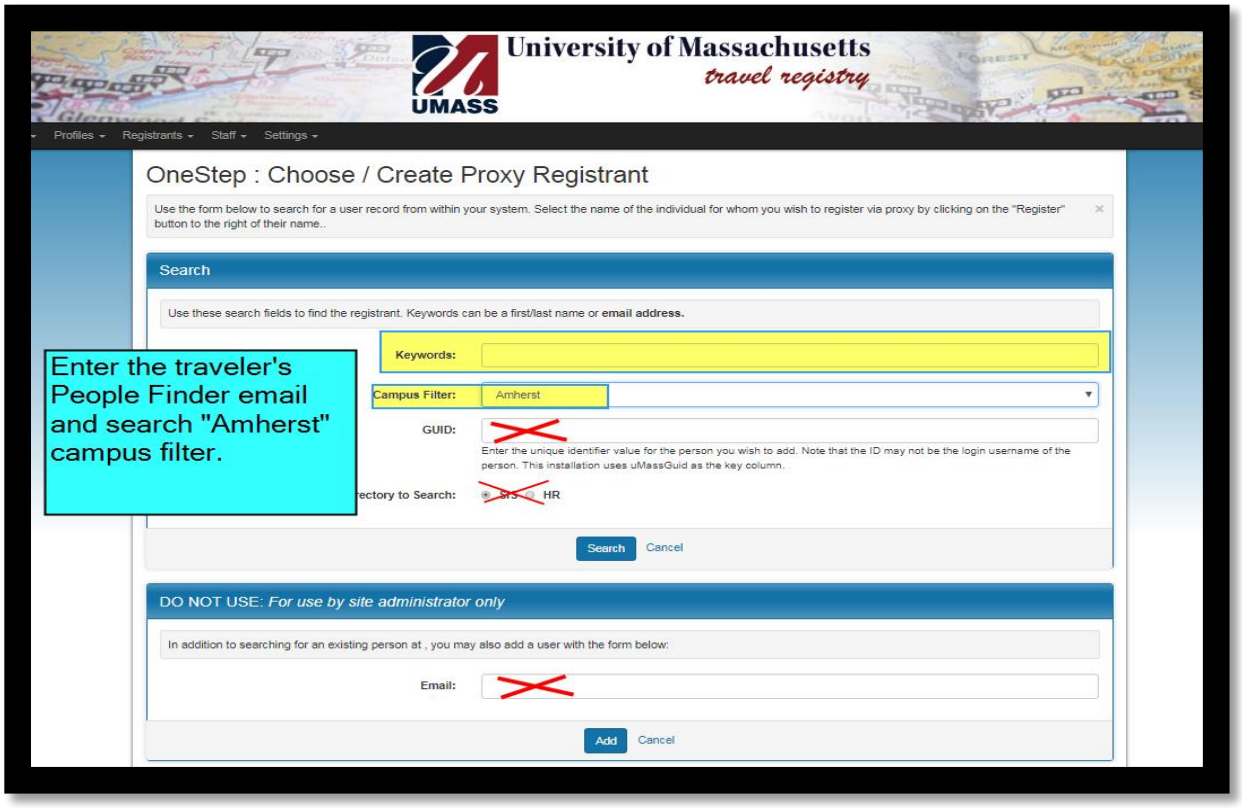
5



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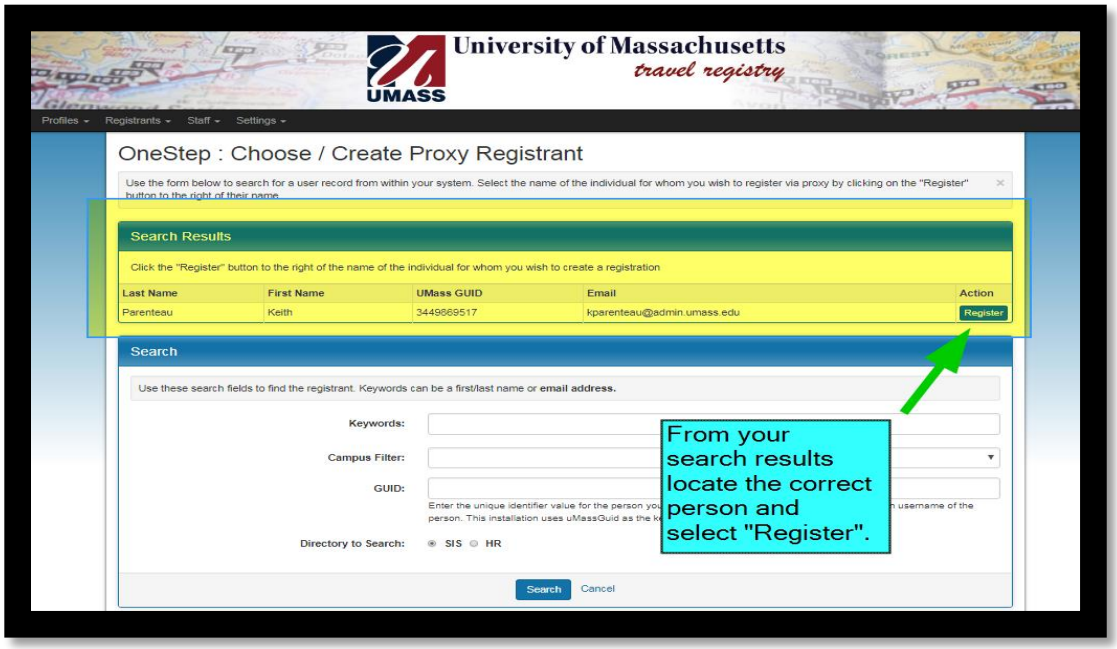

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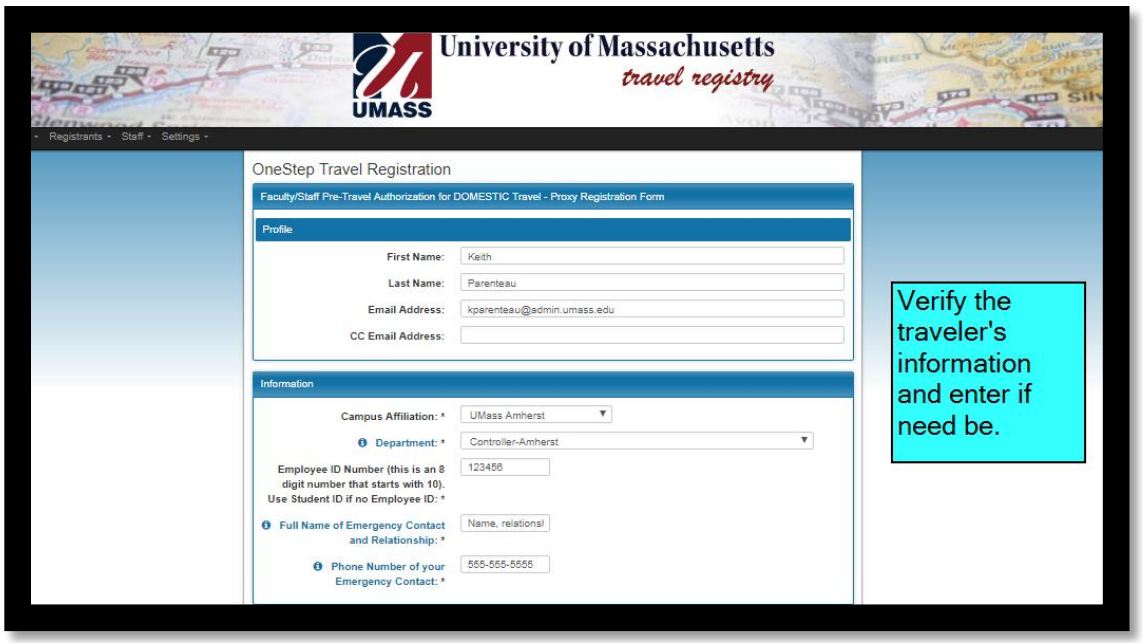
PLEASE NOTE: IF THE DEPARTMENT ENTERED IN STEP 7 IS DIFFERENT THAN YOUR OWN DEPT YOU WILL NOT BE ABLE TO SEE THIS REGISTRY ONCE COMPLETE. YOU WILL NEED TO HAVE DEPT ACCESS ADDED VIA REQUEST TO A&F AFS-SECADMIN@ADMIN.UMASS.EDU

7



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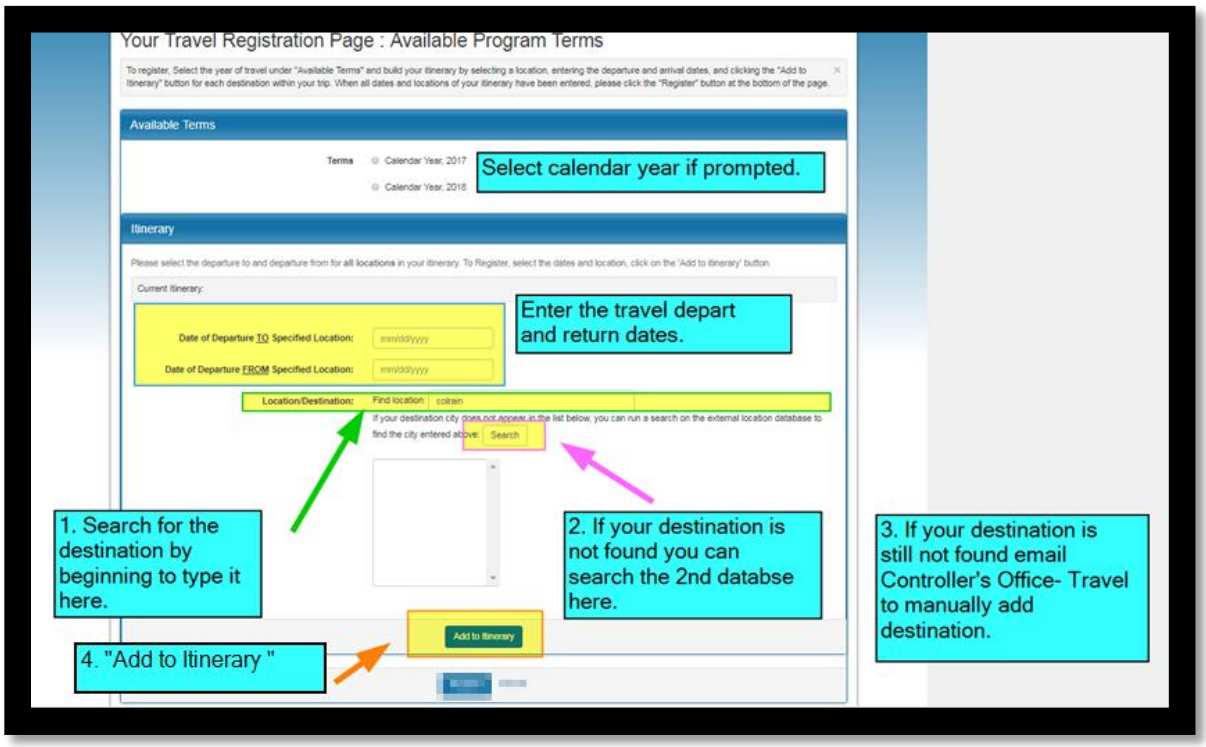

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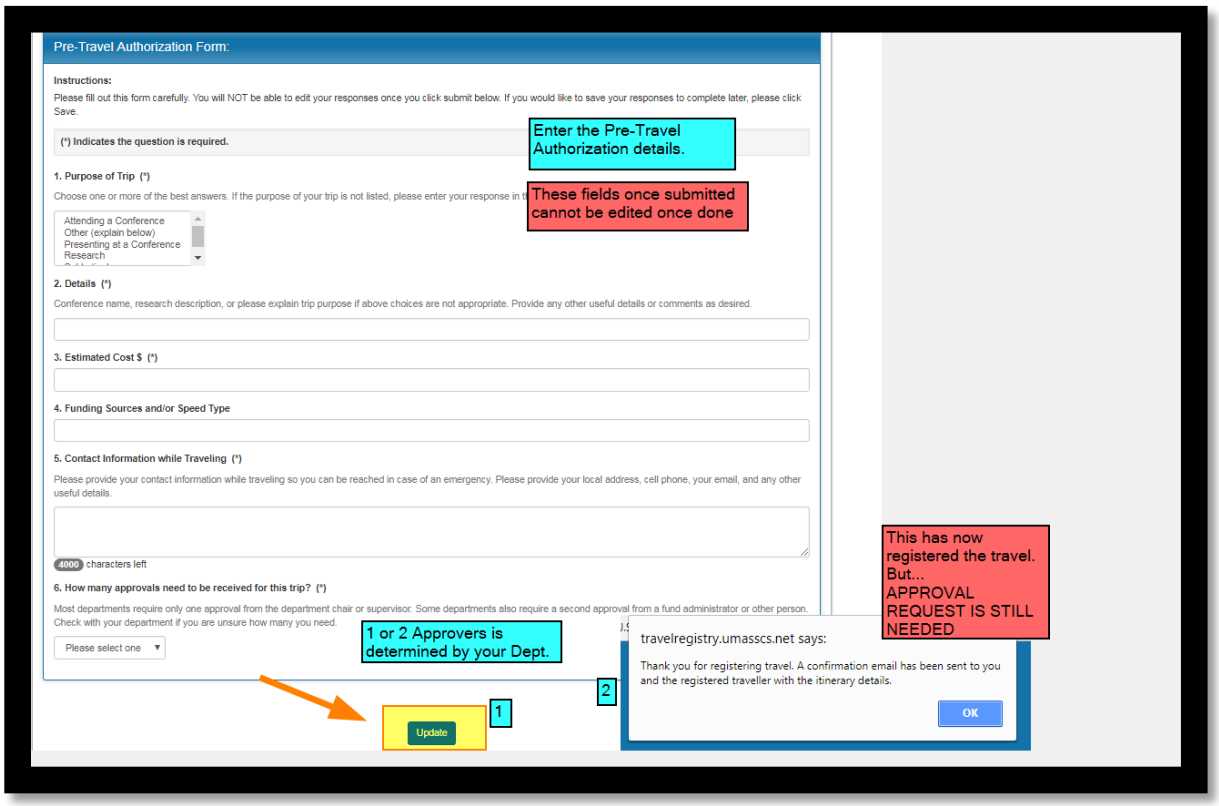
9



10

Please Note: You are NOT done. You now need to ask for approval of this registry.

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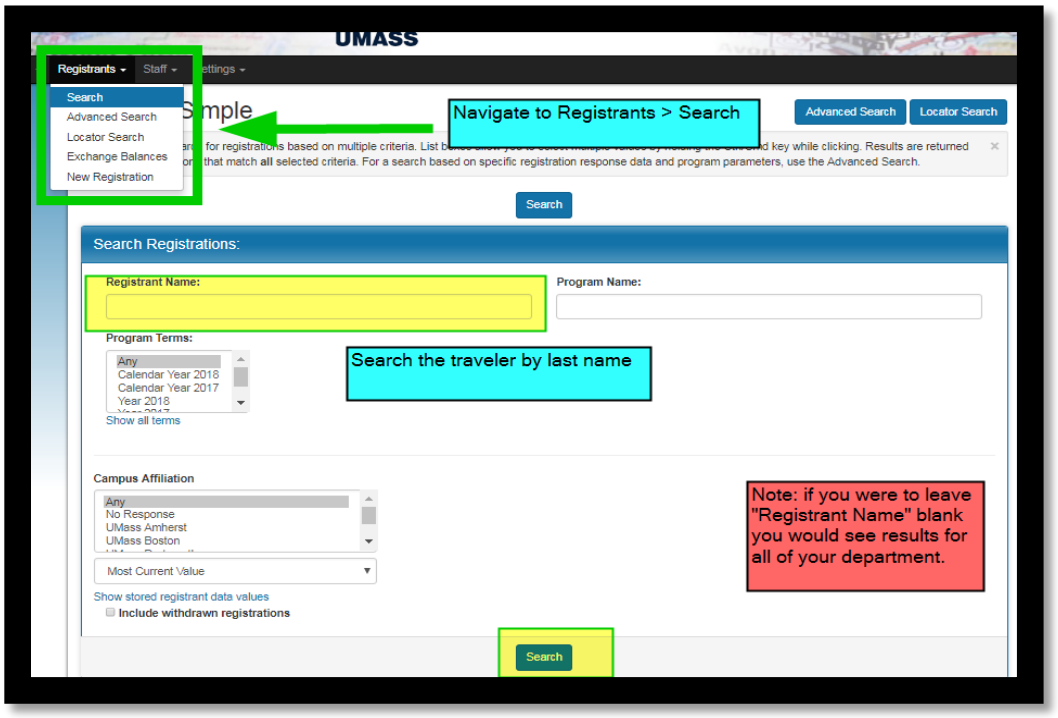
10



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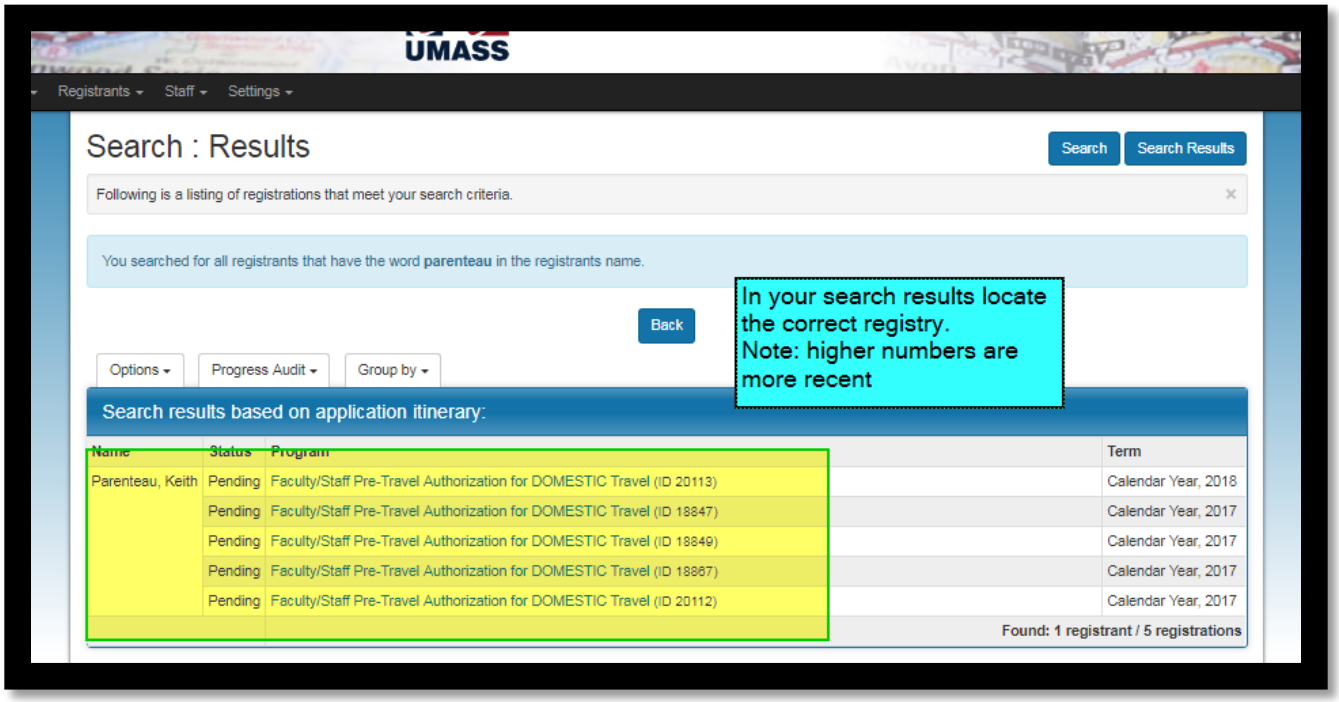

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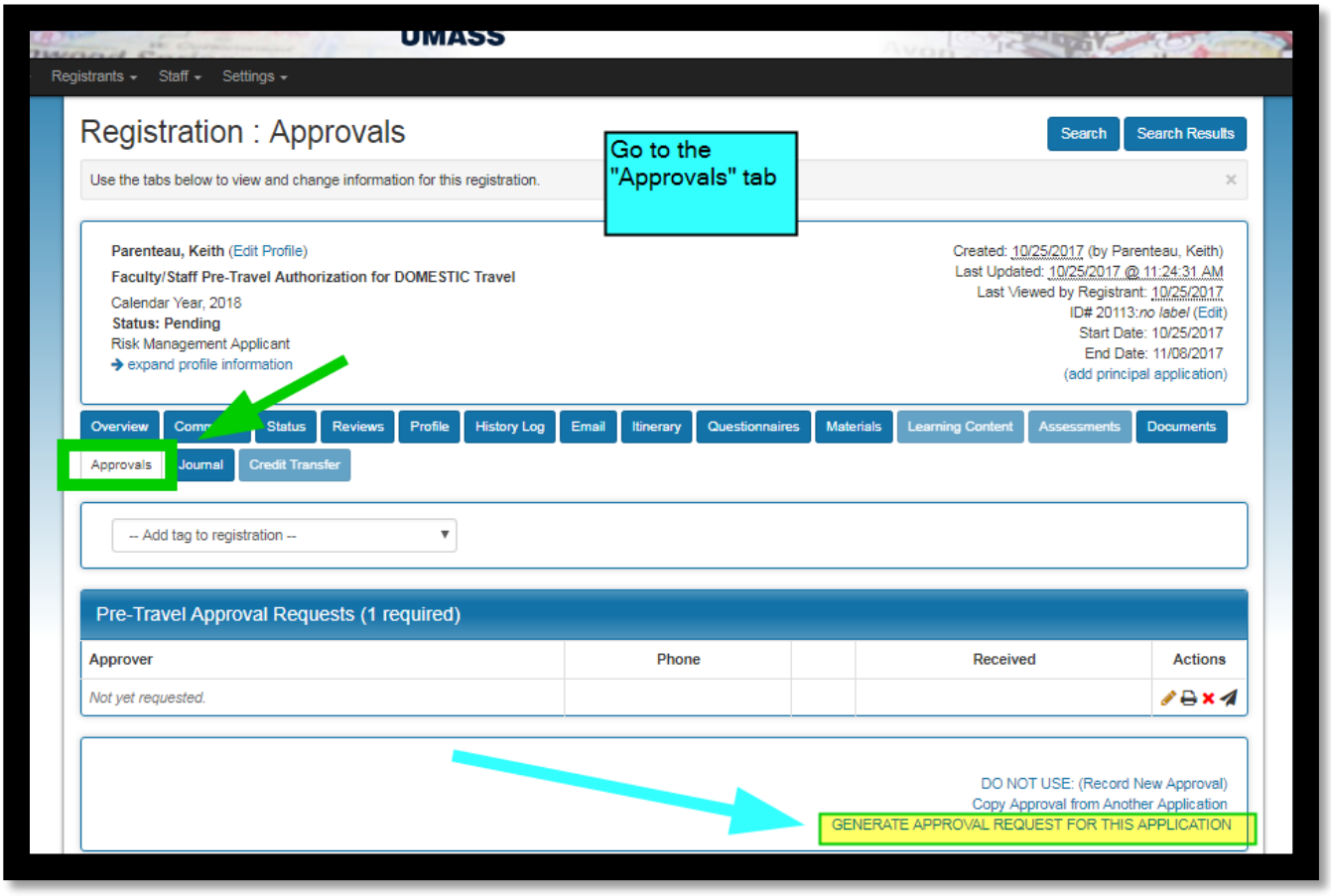

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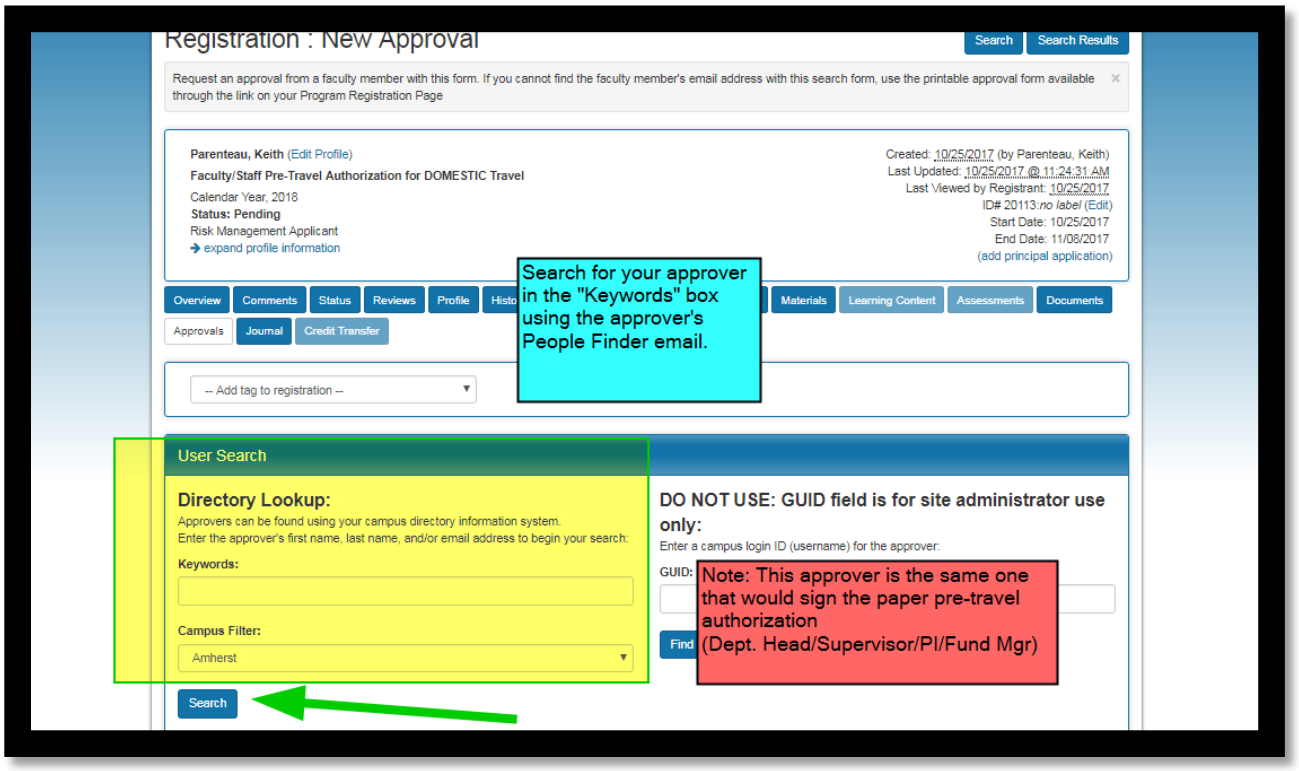
13



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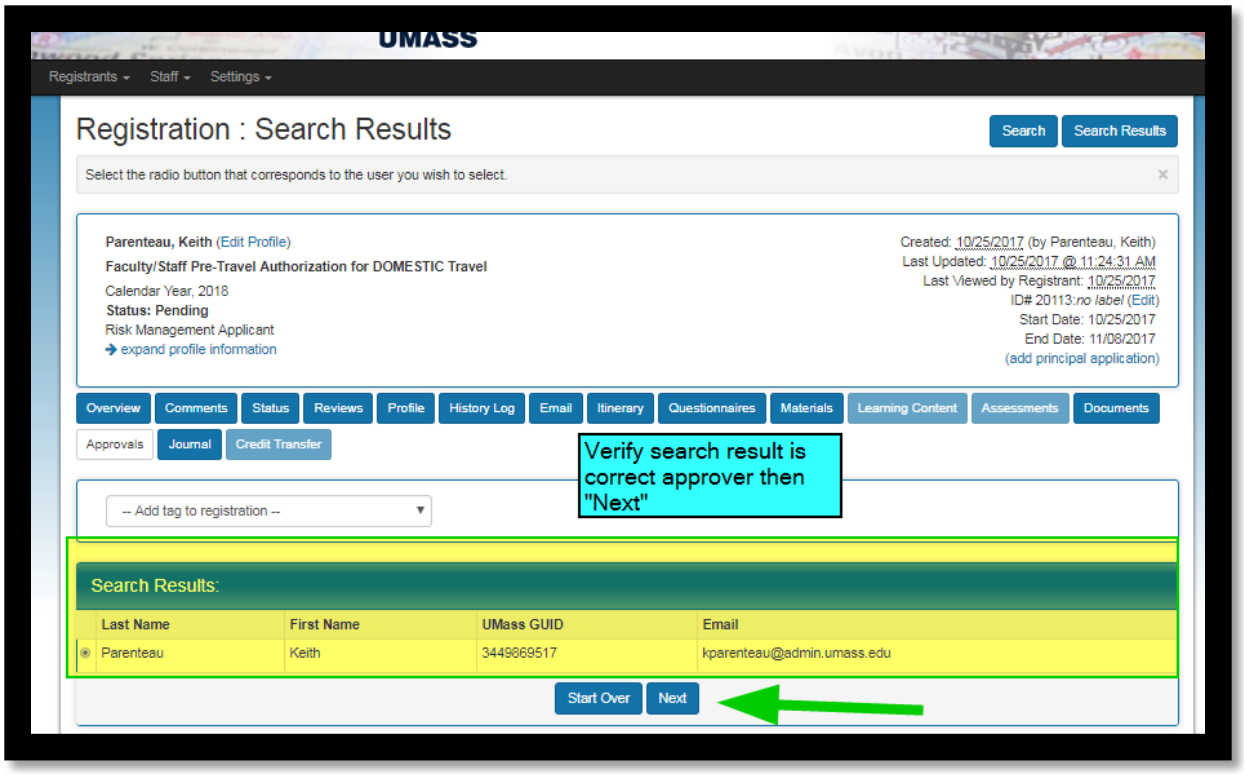

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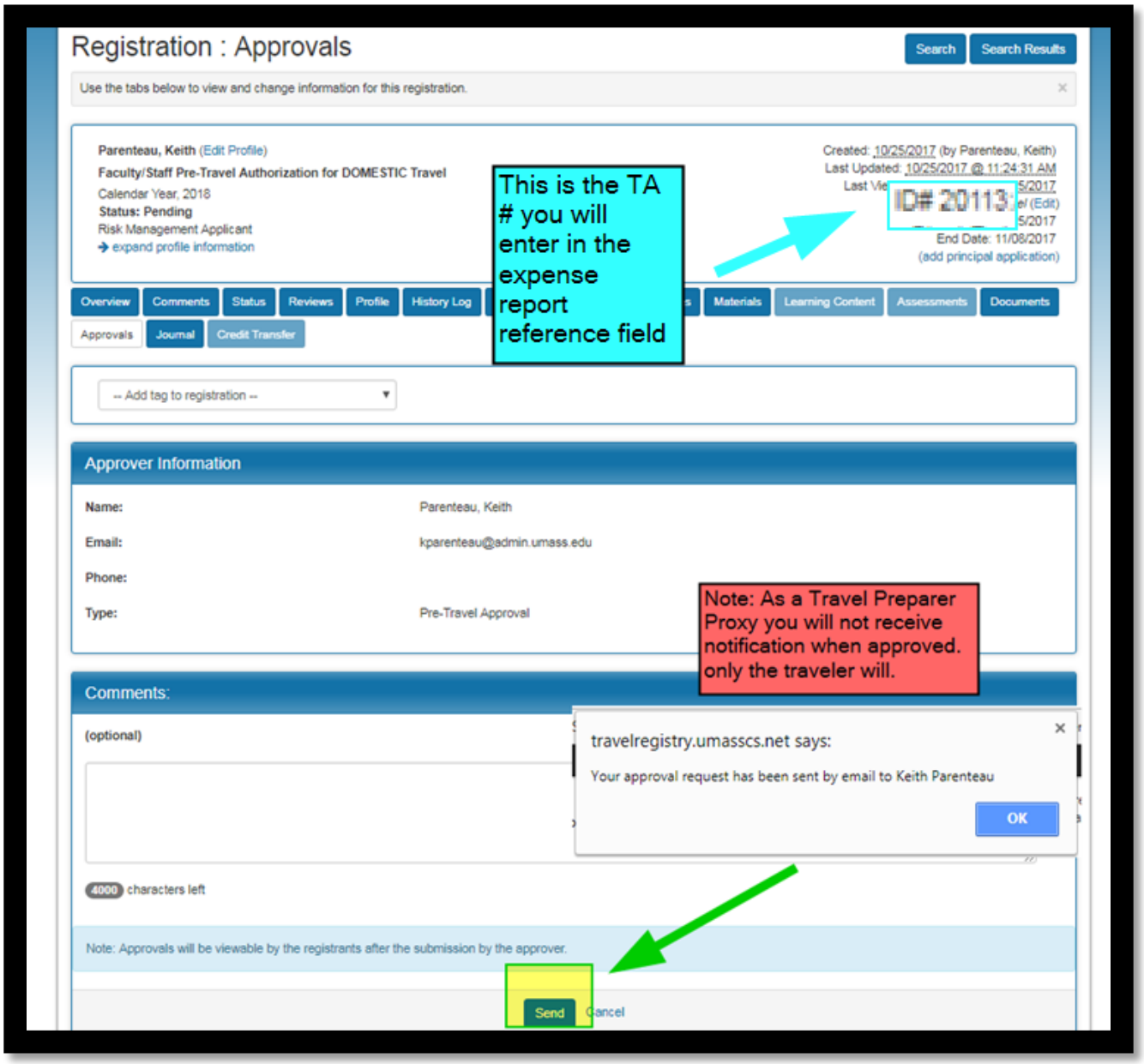
15



Travel Proxy - Congrats you are done