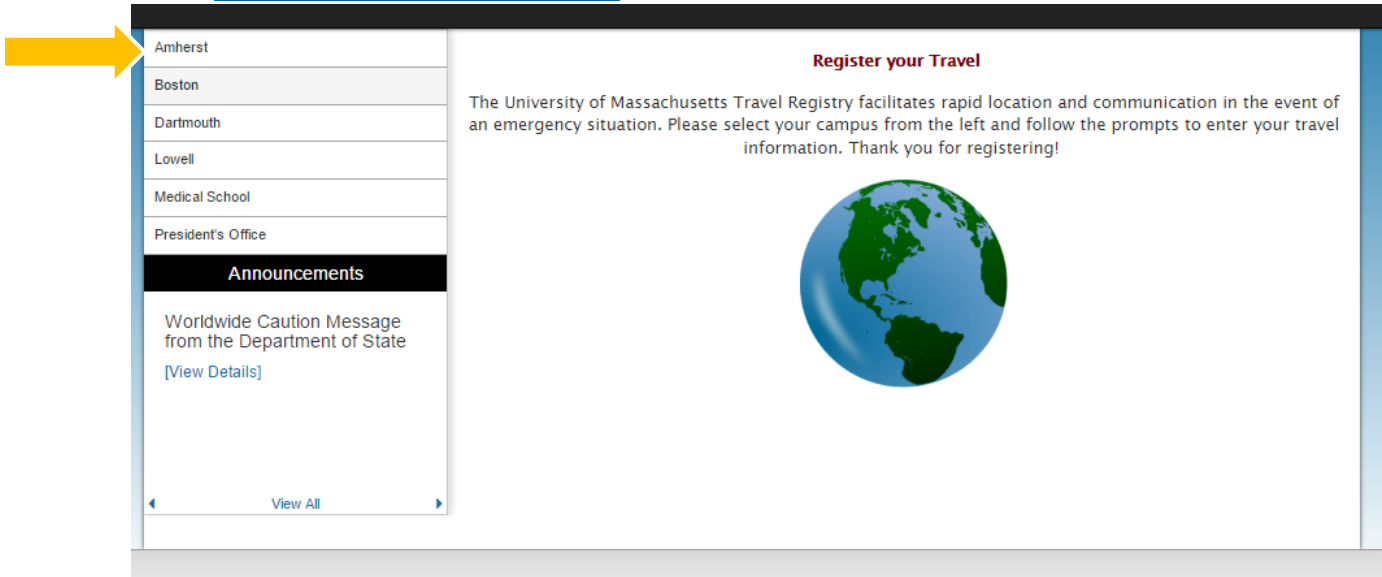**UMass Amherst Online Travel Registry**
Directions for Registering Your Travel for Interdepartmental Graduate Programs in the Life Sciences, CNS

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 (**enter the department of your PI or PI with whom you are rotating**)
   c. Employee ID Number (**use your Spire 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.



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).

## Program Registration Page (Pre-Travel)

This page shows current and required elements of your registration. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, approvals and questionnaires) are required for your registration to be considered complete.          ✕

### Registrations Instructions

Please complete the Pre-Travel Authorization Form on the right, under Questionnaires. Then, please request approval for your travel using the Approvals section below.

### Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

Aachen, Germany (Europe)

Start Date: 11/28/2016
End Date: 12/02/2016

**add new itinerary record**

### Andrea Drake

| Program: | Faculty/Staff Pre-Travel Authorization for INTERNATIONAL Travel |
|---|---|
| Term/Year: | Year, 2016 |
| Deadline: | 12/31/2016 |
| Travel Dates: | 11/28/2016 - 12/02/2016 |

### Registration Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

| Title | Completed |
|---|---|
| Pre-Travel Authorization Form | ☐ |

### Approvals

| Requests | Completed |
|---|---|
| Pre-Travel Approval (1 required) Please request approval for travel by your department chair or supervisor. If your department requires it, please request a secondary approval from the Fund Administrator (if different from supervisor). <br> - Request Approval | |
| Approval has not yet been requested. | ☐ |

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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:** pick most accurate option from dropdown menu
    b. **Details:** include name of conference, location of conference, and the title of your talk if you are presenting at the conference (indicate whether talk or poster presentation)
    c. **Estimated Cost:** Enter $ amount you are eligible for ($450 if pre-prospectus, $800 if post-prospectus)
    d. **Funding Sources and/or Speed Type:** leave this blank if IDGP-funded(to be completed by IDGP Office); if split funded, provide brief explanation
    e. **Contact Information while Traveling** (how you can be reached in an emergency)
    f. **How many approvals** need to be received for this trip (**please select TWO**)

## Pre-Travel Authorization Form:

**Instructions:**

Please fill out this form carefully. You will NOT be able to edit your responses once you click submit below. If you would like to save your responses to complete later, please click Save.

**(*) Indicates the question is required.**

### 1. Purpose of Trip (*)

Choose one or more of the best answers. If the purpose of your trip is not listed, please enter your response in the details field below.

```
Attending a Conference
Other (explain below)
Presenting at a Conference
Research
```

### 2. Details (*)

Conference name, research description, or please explain trip purpose if above choices are not appropriate. Provide any other useful details or comments as desired.

### 3. Estimated Cost $ (*)

### 4. Funding Sources and/or Speed 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, your email, and any other useful details.

**4000** characters left

### 6. How many approvals need to be received for this trip? (*)

Most departments require only one approval from the department chair or supervisor. Some departments also require a second approval from a fund administrator or other person. Check with your department if you are unsure how many you need.

Please select one ▾

You may enter information on 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.

[ Save ] [ Submit ] Cancel

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 your campus (Amherst) and then type in the UMass email address of your current PI (your PI will be your first approver).

## 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. Your PI will receive a notification via email and be able to review your trip details and give you preliminary approval. You will be notified when your travel is approved.

**Travel Approver Information:**

| Travel Approver Information: | |
| --- | --- |
| First Name: | Andrea |
| Last Name: | Drake |
| Email: | andreadrake@ipo.umass.edu |
| Phone: | |
| Type: | Pre-Travel Approval |

Comments:

(optional)

4000 characters left

Save    Cancel

10. Alert your Program Coordinator via email as soon as you have requested approval from your PI and provide him/her with the unique 5-digit number of your travel request (located under "Your Travel Registrations" on the registrant homepage).

   - Your Program Coordinator will access your online travel request, edit it by confirming your funding eligibility, entering the appropriate funding source, etc., and will submit it to the IDGP Office Manager for final approval. You will be notified when final approval has been granted.

11. 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:



12. Bon voyage! Be sure to submit your trip receipts to your Program Coordinator to submit to the Controller's Office for reimbursement.