Safer, More Secure Travel with the Online UMass Boston Travel Registry

Faculty and staff with employee ID’s traveling on university funds must register if traveling overnight out-of-state domestically, or traveling internationally. Coaches and faculty/staff trip leaders must register groups or simply attach a roster of travelers to their itinerary for domestic trips. The new system offers users:

**Easy Registration**
- To register, go to the controller’s website [www.umb.edu/controller](http://www.umb.edu/controller); and select “Travel Registry.”
- If you have trouble registering, online training videos, Q&As, and job aids help you with the process.

Note: Register travel *three weeks* prior to departure date.

**Better Preparation**
The system provides you with:
- Pre-trip advice on international geo-political situations
- Assistance obtaining travel insurance
- Help putting together a Safety Plan for international travel

**Peace of Mind**
In case of emergencies at home or on the road, the system will provide university staff with resources to:
- Locate and contact you if there is an emergency at home
- Help you handle medical emergencies, natural disasters, or just a lost wallet during your trip.

**Streamlined Reimbursement**
When you register, you receive a unique trip number needed for reimbursement of travel expenses.

For more information contact: TravelRegistry@umb.edu
For travel reimbursement questions, contact the Controller’s Office: 617.287.5120.
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