Registering Travel in the Terra Dotta Travel Registry –
Domestic Group Registration

This job aid focuses on registering your Domestic group travel as the group leader. The Terra Dotta Travel Registry, is required for all overnight and out of state domestic university/business travel. Registration is simple and takes only a few minutes to complete.

Travel Registry (Terra Dotta) - travelregistry.umasscs.net

1. When you arrive at the Terra Dotta travel registry landing page.

Click on Boston campus travel registry, on the menu to the left.
2. Here there are a few options available for registering travel. Choose the best option for your registration. In this training, we are focusing on **Domestic, group travel**.

Click on the appropriate button.

[Diagram showing registration options]

- **Amherst**
- **Boston**
- **Dartmouth**
- **Lowell**
- **Medical School**
- **President’s Office**
- **Study Abroad & International Experiences - Lowell**

**Announcements**

**U.S. Department of State Travel Advisories and Alerts**

Review the U.S. Department of State Travel Advisories and Alerts. [View Details]
Select the first option (I have a UMass username and password (all students, faculty and staff)).

4. Log in with your UMass Boston credentials (the same as your email credentials).

Select Boston as your campus from the drop down menu.
5. **NOTE:** First time users will register their profile. If you have already registered for a trip in the past, you will not see these profile steps during future registration sessions.

Select “Yes” to continue. Click “Submit”.

Enter your Date of Birth.
Fill in the **Required Information** in the fields.

Select “**Boston All Departments**” for your department.

Your **Employee ID Number** can be found in HRDirect.

![Required Information](image)

Click **Update** at the bottom of the page.

A confirmation message appears.

Click “**OK**”.

![Confirmation Message](image)
6. You will need to enter **each** travel segment of your trip.

A calendar pops up when you place your cursor in the date box to indicate the first portion of your trip. Select a date when you leave that **specified location**.

![Screenshot of Travel Registration Page]

To register, build your itinerary by selecting a location, entering all dates and locations of your itinerary have been entered, please clicking the "Add to Itinerary" button at the bottom of the page.
10. Type in a location, or select an option from the menu.

If you cannot find your destination city, you can search using the “Find location” box.

Click **Add to Itinerary**

![Location/Destination: Paris](image)

11. Continue this until you have entered all portions and travel segments of your trip. **Each segment of your trip counts as one “To/From” entry.**

For example, if you travel from Boston to New York and then on to Baltimore, MD, the first segment of your trip is “Boston to New York”; the next is “New York to Baltimore”.

Click **Register** when you have finished.
A Program Registration page displays. This is where you can review your itinerary.

**IMPORTANT NOTE:** Group travel requires that the group leader attach a student roster with information about the group members traveling. This student roster can be found at [www.umb.edu/controller/travel_registry](http://www.umb.edu/controller/travel_registry). Be sure to fill out the roster and attach it in the section below titled “Attached Documents”.

![Program Registration Page (Returnee)](image)
Download the Student Group Roster here: [www.umb.edu/controller/travel_registry](www.umb.edu/controller/travel_registry)

**Example Student Group Roster**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Accompanying Staff or Faculty on UMass Boston Trip</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attach to the Terra Dotta Travel Registry**

<table>
<thead>
<tr>
<th>Student Information</th>
<th>Student Emergency Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student First Name</td>
<td>Full Name</td>
</tr>
<tr>
<td>Student Last Name</td>
<td>Contact Email</td>
</tr>
<tr>
<td>Student ID</td>
<td>Contact Phone Number</td>
</tr>
<tr>
<td>Student Email</td>
<td>Relationship</td>
</tr>
<tr>
<td>Student Phone Number</td>
<td></td>
</tr>
</tbody>
</table>
Once you have attached the Student Group Roster to your Program Registration Page, Click on “Submit Registration”

You will receive a notification box in green stating that the trip was successfully submitted.
14. Click on “Registrant” in the upper left portion of the banner and select “My Registrations”.

15. The 5-digit itinerary ID. This ID will be required by the Controller’s Office for travel reimbursement documents.

NOTE: Be sure to screenshot or print this page and attach it to your Controllers Office Reimbursement Forms!
16. Controllers Office Travel Reimbursement Process

When completing your Travel Authorization CON-03, enter this 5-digit Terra Dotta Itinerary ID in the “Comment” box.

IF you are completing an On-Line Expense Report, the Terra Dotta ID should be entered into the field located on the front of the form.

IF you are manually creating an Expense Report, the Terra Dotta ID should be entered into the “Comment” box of the CON-02 form- Travel Expense Report.
17. Log out of the Terra Dotta Travel Registry system by selecting “Logout” from the settings icon in the upper right portion of the banner.

18. End of process.