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.
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**.

<table>
<thead>
<tr>
<th>Location</th>
<th>Registration Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amherst</td>
<td></td>
</tr>
<tr>
<td>Boston</td>
<td><strong>International Individual Travel Registration</strong>&lt;br&gt;Register Now</td>
</tr>
<tr>
<td>Dartmouth</td>
<td><strong>International Group Travel Registration</strong>&lt;br&gt;Register Now</td>
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<tr>
<td>Lowell</td>
<td><strong>Domestic Individual Travel Registration</strong>&lt;br&gt;Register Now</td>
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<tr>
<td>Medical School</td>
<td><strong>Domestic Group Travel Registration</strong>&lt;br&gt;Register Now</td>
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<tr>
<td>President’s Office</td>
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<tr>
<td>Study Abroad &amp; International Experiences - Lowell</td>
<td><strong>Domestic Group Travel Registration</strong>&lt;br&gt;Register Now</td>
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</tbody>
</table>

**Announcements**

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

Review the U.S. Department of State Travel Advisories and Alerts. [View Details]

Click on the appropriate **Register Now** button.
Select the first option (I have a UMass username and password (all students, faculty and staff)).

**Security Ò: 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

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.

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

A confirmation message appears.

Click “**OK**”.

```text
travelregistry-tst.umassboston.edu says:
Profile information has been updated
```
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.
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:
Find location: Paris
If your destination city does not appear in the list below, you can run a search on the external location database to find the city entered above: Search
```

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-url)
Download the Student Group Roster here: [www.umb.edu/controller/travel_registry](http://www.umb.edu/controller/travel_registry)

**University of Massachusetts Boston**

**Controller's Office**

The university has transitioned to an online travel registration system for all university travel (Faculty and Staff). The travel registry, commonly referred to as the Terra Dotta Travel Registry, is required for all overnight out-of-state domestic, and international university/business travel. Registration is simple and takes only a few minutes to complete.

REMINDE: If you are registering a group for domestic travel, please be sure to attach the Student Group Roster. If you are registering a group for international travel, each individual will need to sign a copy of the Conditions of Agreement document. Documents must be attached to your Program Registration Page (Pre-Travel) - Terra Dotta profile.

Register Your Travel Here: [https://travelregistry.umasscs.net](https://travelregistry.umasscs.net)

**STUDENT GROUP ROSTER:** This form is to be filled out by the proxy, faculty or staff member that is registering overnight domestic travel in Terra Dotta and has students accompanying them for University business. (Ex: Student Athletes traveling overnight for a game with a coach, or students travelling with a faculty member to an event).

**CONDITIONS OF AGREEMENT:** International Travel Liability Release Form. This form must be filled out and signed by any UMass Boston Students, including Minors, traveling as part of a group internationally.

### Example Student Group Roster

<table>
<thead>
<tr>
<th>A</th>
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<tbody>
<tr>
<td><strong>Students Accompanying Staff or Faculty on UMass Boston Trip</strong></td>
<td>Attach to the Terra Dotta Travel Registry</td>
<td><strong>Student Information</strong></td>
<td><strong>Student Emergency Contact</strong></td>
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<tr>
<td>Student First Name</td>
<td>Student Last Name</td>
<td>Student ID</td>
<td>Student Email</td>
<td>Student Phone Number</td>
<td>Phone Type (Cell or Home)</td>
<td>Full Name</td>
<td>Contact Email</td>
<td>Contact Phone Number</td>
<td>Relationship</td>
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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.

You have successfully submitted your travel registration 09/20/2018 @ 10:59 AM EDT
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!
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.