Registering Travel in the Terra Dotta Travel Registry –

International Group Registration

This job aid focuses on registering International travel for a group. The Terra Dotta Travel Registry, is required for all international 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 **International, group travel.**

Click on the appropriate **Register Now** button.
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.
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]

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 your group is traveling from Boston to France and then on to Germany, the first segment of your trip is “Boston to France”; the next is “France to Germany”.

Click [Register] when you have finished.
12. A Program Registration page displays. This is where you can review your itinerary. International Travel requires that the group leader/traveler fill out a Safety Plan. In the Registration Questionnaire box, click on UMass Boston: Safety Plan for Group Travel.
Registration Questionnaire Form – Safety Plan for International Travel. The purpose of this plan is to prepare you, as a group registration leader, for your international trip. It also provides UMass Boston and the UMass Presidents Office with information needed to provide you with assistance in an emergency.

Note: When filling out the Safety Plan, please make sure you take your time and answer the questions to their full extent. If a question is not fully answered, your registration will not be processed and you will be required to log back into the system and complete the plan before you are reimbursed for your travel.
14. **CONDITIONS OF AGREEMENT FORM**

**IMPORTANT NOTE:** The last two questions of your Group Safety Plan require that you attach signed and completed Conditions of Agreement forms from each member of the group traveling with you. The form can be found on the Travel Registry (Terra Dotta) webpage on the UMB Controllers website.

Here, you can **SAVE AS DRAFT** if you need time to download and distribute the Conditions of Agreement form. Once all forms are signs, scan them as a PDF, log back into Terra Dotta, and attach them to the Safety Plan.
FIND IT HERE – www.umb.edu/controller/travel_registry

Example: Conditions of Agreement Form

CONDITIONS OF AGREEMENT: International Travel Liability Release Form
For UMass Boston Students, including Minors

Program Name/Country/ies to be travelled to:
Travel Dates: Fall Semester ___, Spring Semester ___, Other (list specific dates)

This form is binding only for all University of Massachusetts Boston Study Abroad or International Programs (hereinafter “Programs”) or “Program” if singular) that are supported and/or approved by the University of Massachusetts Boston. Upon completion, the form should be provided to the Office of Global Programs no less than 21 days before departure. All participants must sign this Document. For participants under 18 years of age (hereafter, referred to as ‘minor’), one or both parent/s or guardian/s (hereafter, referred to collectively as ‘parents’) must also sign this form.

SUPERVISING FACULTY/STAFF INFORMATION
Name: ___________________________ Department: ___________________________
E-mail: ___________________________ Phone number: ___________________________

Please note that throughout the document the term “University of Massachusetts” includes the “University of Massachusetts Boston” as well.

INDIVIDUAL PARTICIPANT TRAVELER INFORMATION
Name: ___________________________ Last: ______ First: ______ Middle: _______
16. Once you have signed Conditions of Agreement forms by all travelers as part of the group, and you have filled out the safety plan attaching these forms, click **Submit**.

You will receive a notification box in green stating that the trip was successfully submitted. Click on “Submit Registration”.

17. Click on “Registrant” in the upper left portion of the banner and select “My Registrations”.

18. Click on “Registrant” in the upper left portion of the banner and select “My Registrations”.
19. 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.
21. Log out of the Terra Dotta Travel Registry system by selecting “Logout” from the settings icon in the upper right portion of the banner.

22. End of process.