Registering Travel in the Terra Dotta Travel Registry –

Domestic Individual Registration

This job aid focuses on registering your Domestic travel as an individual. 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, individual travel**.

Click on the appropriate 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”.

6. Enter your Date of Birth.
7. 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.

8. A confirmation message appears.

Click “**OK**”.

![Confirmation Message](image)
9. **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 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.
12. A Program Registration page displays. This is where you can review your itinerary. 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
13. Click on “Registrant” in the upper left portion of the banner and select “My Registrations”.

![Registrant menu]

14. 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!
15. 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.
16. Log out of the Terra Dotta Travel Registry system by selecting “Logout” from the settings icon in the upper right portion of the banner.

17. End of process.