Registering Travel in the Terra Dotta Travel Registry –

International Individual Registration

This job aid focuses on registering your International travel as an individual. 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 are available for registering travel. Choose the best option for your registration. In this training we are focusing on **international, individual 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”.

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 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 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 traveler fill out a Safety Plan. In the Registration Questionnaire box, click on UMass Boston: Safety Plan for Individual Travel.
13. **Registration Questionnaire Form – Safety Plan for International Travel.** The purpose of this plan is to prepare you, as an individual, 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.

Once you have completed this section and filled out the safety plan, click **Submit.**
You will receive a notification box in green stating that the trip was successfully submitted. Click on “Submit Registration”.

Program Registration Page (Pre-Travel)

This page shows current and required elements of your registration. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, approvals and questionnaires) are required for your registration to be considered complete.

Success You have successfully completed this questionnaire

Registrations Instructions

To find your Terra Dotta Registration ID please click the ‘Registrant’ option above and select ‘My Home’ from the menu.

Navigate to the registration you just did listed under ‘Your Travel Registrations’ and the ID will be listed below the registration type.

(Example UMass Boston International Travel ID: 99999)

Registration Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title | Completed
--- | ---
UltaMass Boston: Safety Plan for Individual Travel | ✓

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

<table>
<thead>
<tr>
<th>Your Travel Registrations:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year, 2017</strong></td>
</tr>
<tr>
<td><strong>Dartmouth Faculty/Staff Travel Registration</strong></td>
</tr>
<tr>
<td>(ID 127058)</td>
</tr>
<tr>
<td><strong>Processed</strong></td>
</tr>
<tr>
<td>Program start date: 11/03/2017</td>
</tr>
<tr>
<td>Itinerary:</td>
</tr>
<tr>
<td>Abu Dhabi, United Arab Emirates (Middle East)</td>
</tr>
<tr>
<td>11/03/2017</td>
</tr>
<tr>
<td>11/10/2017</td>
</tr>
</tbody>
</table>
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.