What is Terra Dotta?
Terra Dotta is the University of Massachusetts Travel Registry system that facilitates the rapid location and communication of those travelling on behalf of the University in the event of an emergency.

Who needs to register?
Faculty, Staff and/or students with employee ID’s travelling on university funds, traveling overnight out-of-state domestic, or traveling internationally need to register.

How soon before my trip do I need to register?
You are required to register your travel in Terra Dotta, 3 weeks prior to your departure date.

How can I find the Conditions of Agreement Document to attach for International Group Travel?
This document can be found at www.umb.edu/controller/travel_registry
REMINDER: This document needs to be filled out by each student traveling as part of your group internationally.

How can I find the Student Group Roster to attach for Domestic Group Travel?
An excel file for the Student Group Roster can be found at www.umb.edu/controller/travel_registry
Please make sure all student group members are listed on this roster and attach it to your Program Registration Page – Attached Documents section.

If I am not staying overnight out-of-state?
No, you do not have to register for day trips.

What if I am travelling to a U.S territory i.e Puerto Rico?
Please register your travel to a U.S territory as Domestic Travel.

What if I am travelling overnight out-of-state domestic, and then international?
Please register your travel as international. Your first stop (itinerary & dates) will show the domestic travel, the second stop (itinerary & dates) will show the international travel.

If an employee is travelling overnight, but not requesting reimbursement, do they have to register?
Yes, if they are travelling on University business.

I cannot find my department in the department listing.
All UMASS Boston travel registrations will have a department number of Boston- All Departments.

Do student athletes or students travelling with a faculty member or staff need to register in the Terra Dotta?
No, students and student athletes do not need to register unless they have an employee ID. The coach or faculty member leading the group must fill out the Student Group Roster. A template is available on the UMass Boston Controllers Travel Registry (Terra Dotta) web page: www.umb.edu/controller/travel_registry
How do I find my travel itinerary ID?
After you have clicked Register, navigate to the upper left hand corner of Terra Dotta and select

Registrant >My Registrations. You can log back in to Terra Dotta at any time and navigate to this menu to get your travel registration ID.

Do registrants receive an email with the registration ID?
No. They must look up the registration ID after registering in Terra Dotta under Registrant > My Registrations.

Once I have registered my travel, what do I do with the number?
The number needs to be added to your Travel Reimbursement Forms from the Controllers Office. Enter this 5-digit Terra Dotta Itinerary ID in the Terra Dotta field (or Comment Box) on the Travel Authorization CON-03. Do not add prefixes. Please screenshot or print the My Registrations page and staple it to your reimbursement paperwork.
Correct Example: 23456 Incorrect: #23456 or ID 23456

I am unable to find the city for which I am registering travel, what should I do?
Enter the first few letters of the country or city in the Location Destination field. (Do not hit search). All entries that contain those letters will display and the list is scrollable. If that does not work, enter the city name in the Location destination field and then press search. Select from the entries. Otherwise, contact one of the Travel Registry Coordinators. Justin.Comeau@umb.edu, Darryl.Mayers@umb.edu, Peter.Schneider@umb.edu - We can ask the president’s office to add in the destination.

How do I update my profile in Terra Dotta?
Log in to Terra Dotta and Click on the settings Icon in the upper right next to your name. Choose Edit Profile.

Helpful Links:
www.umb.edu/controller/travel_registry - Job aids and videos
https://travelregistry.umasscs.net/ - Direct Link to the application