1. **What is the new online Travel Registry for?**
   Out-of-state and overnight travel by all Faculty, Staff, or Graduate Students that is funded by the university. Essentially, we moved the paper Pre-Travel Authorization Form to an online process. We have also incorporated the Faculty Request for Professional Absence in this process. These forms, and therefore the new online Travel Registry, is **ONLY REQUIRED** for out-of-state or overnight travel.

2. **Do you have any directions I can follow?**
   Yes! Please click [here](#) for detailed, step-by-step instructions with screen shots.

3. **How do I login?**
   All UMass Faculty, Staff, and Graduate Students may login with the email address and corresponding password.

4. **But I already have the old, paper, Pre-Travel Authorization Form filled out, do I have to do another registration on the Travel Registry?**
   No, you are welcome to finish up any registrations that you have already started with the paper form. This is meant to be a phased in process, so starting with your next travel registration, please use the only Travel Registry. At a point later this year, the paper Pre-Travel Authorization Forms will no longer be accepted.

5. **What if the location I am going to is not listed in the locations list when I am entering my itinerary?**
   The Travel Registry has many, but definitely not all, locations listed. If you are traveling to a location that is not listed, please [email Rebecca](mailto:) and ask to have it added.

6. **How many approvals do I need?**
   This is a department-level decision and every department is different. Most administrative departments require one approval. Faculty must submit for approval from their Chairperson and Dean. Depending on the funding source of their travel, Faculty may also require approval from their PI and/or Provost.

   **ALL INTERNATIONAL TRAVEL** must be approved by the Office of Institutional Compliance in addition to the approvals above. When requesting approval, please type “Travel” into the Directory Search and select International_Travel@uml.edu.

7. **How do I know when my travel has been approved?**
   You will receive an email from [travelregistry@umass.edu](mailto:) informing you once your travel has been approved.
8. Why is my travel listed as Pending?
   All travel registrations are listed as pending until 1) approval has been received and 2) it has been marked as processed.

9. I made a mistake on my itinerary, Pre-Travel Authorization, and/or Request for Professional Absence Form: how do I fix this?
   Itineraries may be edited by those in your department with Administrative access to the system. Pre-Travel Authorization forms and the Request for Professional Absence are editable by the traveler, even after submission. Please utilize the “pencil” button next to the form to make edits.

10. I used to include a copy of my Pre-Travel Authorization Form and Request for Professional Absence (Faculty only) with my expense report, now what do I do?
    Every registration created on the Travel Registry generates a unique, 5-digit registration ID number.
When submitting your Expense Report in PeopleSoft, please enter the Registration ID number in the Terra Dotta ID Field.

11. I need a registration I created to be deleted (the travel is not happening, it was a mistake, etc...). How do I get rid of this?
   Email Rebecca to ask to have it deleted. Please note that registrations that are deleted cannot be reinstated.

12. What is university-related travel?
   Please click here to review the definition and accompanying guidelines for university-related travel.