UMass Lowell Online Travel Registry
Directions for Registering Your Travel

Questions? Please contact Rebecca Spanos, Payment Card & Travel Specialist, at rebecca_spanos@uml.edu

1. Navigate to https://travelregistry.umasscs.net and click on Lowell on the left:

2. Select the Register Now button for Domestic Travel if you are traveling within the U.S. or the Register Now button for International Travel if you are traveling outside the U.S.
3. At the login screen, select the first option: “I have a UMass username and password (all students, faculty and staff)” and then click Submit.

4. Enter your UMass Lowell email as your Username, your corresponding password and select your campus (Lowell) from the drop down list. Then click Login.
5. The **FIRST TIME** you log in to the registry, you will be asked to create your profile. Please select **Yes** then click Submit.

6. Enter your Date of Birth, then click Save.

7. Enter your profile information. These are editable and you only have to enter them the first you log in to the registry:
   a. For Campus Affiliation: please select UMass Lowell
   b. For Department: please type “L-“ to navigate to the UMass Lowell list of Departments
   c. For Employee ID Number: this is your HR Employee ID which may be found on your paycheck
8. Once your profile information is submitted, you will be taken to the **Travel Registration page**.
   a. Select the appropriate year (the year **in which the travel is taking place**) under “Available Terms”
   b. Build your itinerary by entering the departure to and from the specific location, selecting the location and clicking the **“Add to Itinerary” button** for each leg of your trip
      i. **Please note**: you can start typing a location’s name in the “Find Location” box for quicker searching
      ii. If you cannot find your destination on the list, enter the city name only in the “Find Location” box and hit enter. The registry will search the database and pull up the location. If the location is still not found, email rebecca_spanos@uml.edu and ask for the location to be added to the list.

9. When all dates and locations of your itinerary have been entered, please click the **“Register”** button at the bottom of the page.
10. You will be directed to your trip registration homepage. For Domestic Travel, please take the following actions (please skip to Step 11 for International Travel):

a. First, all travelers MUST complete the “Lowell Pre-Travel Authorization – Domestic” located under Registration Questionnaire(s).

   i. To complete the Questionnaire, please click on the title, answer the following questions and click Submit.
      1. Purpose of Trip
      2. Trip Details (i.e. Conference name, research description, etc...)
      3. Speed Type and/or Funding Source
      4. Estimated Cost
      5. Employee Status
      6. Contact Number While Traveling
      7. How many approvals are needed for this trip? (at least one approval is required)

b. Second, all FACULTY must complete the “Lowell Request for Professional Absence” located under Registration Questionnaire(s).

   i. To complete the Questionnaire, please click on the title, answer the following questions and click Submit.
      1. The following arrangements have been made to fulfill my teaching commitments
      2. Class coverage arrangements not detailed above
      3. Schedule detail arrangements
      4. Compensatory time
c. Once the Questionnaires are complete, from the registration homepage under Approvals, click on “Request Approval.”

i. Select Lowell as your campus under Campus Filter, type your approver’s name or email in the Keywords field and click Search.
ii. Select the appropriate person and then click Next

iii. The person whom you have selected will receive an email notification requesting approval for your trip. From this email, they will be able to review your trip details and submit their approval. Travelers may enter optional comments on the screen below and then click Save.

iv. If you have indicated that you require more than one approval for this trip, please repeat the steps above to request approval from each appropriate person.

v. You will be notified via email each time that you receive an approval.
11. For **International Travel**, please take the following actions:

a. First, all travelers **MUST** complete the “Lowell Pre-Travel Authorization – International” located under **Registration Questionnaire(s)**.

i. To complete the Questionnaire, please click on the title, answer the following questions and click Submit.
   1. Purpose of Trip
   2. Trip Details (i.e. Conference name, research description, etc…)
   3. UMass Lowell Business (i.e. specific individuals/organizations you intend to visit)
   4. Speed Type and/or Funding Source
   5. Estimated Cost
   6. Employee Status
   7. Contact Number While Traveling
   8. International Travel with University-Issued Electronic Equipment
   9. International Travel with University equipment or materials
   10. How many approvals are needed for this trip? (at least two approvals are required as all International Travel **MUST** be approved by the Office of Institutional Compliance)

b. Second, all **FACULTY** must complete the “Lowell Request for Professional Absence” located under **Registration Questionnaire(s)**.
i. To complete the Questionnaire, please click on the title, answer the following questions and click Submit.
   1. The following arrangements have been made to fulfill my teaching commitments
   2. Class coverage arrangements not detailed above
   3. Schedule detail arrangements
   4. Compensatory time

   c. If you will be traveling with University-Issued Electronic Equipment or you are Requesting to Ship/Carry Equipment or Materials outside of the U.S., these forms are located under Material Submissions.

   ![Material Submissions Table]

   i. To complete these forms, please click on the title of the appropriate form(s). This will generate a pop-up message with additional information and a link to complete the form outside of the registry.
   ii. By clicking on the link, you will be directed to an AdobeSign document. Upon completion, the form will be sent electronically to the Office of Institutional Compliance (OIC)
   iii. Questions regarding these forms should be directed to the OIC at international_travel@uml.edu.
d. Once the Questionnaires and Material Submissions are complete, from the registration homepage under Approvals, click on “Request Approval.”

i. Steps to request approval for International Travel are the same as detailed above for Domestic Travel (step #10.c).

ii. Please Note: International Travel requires at least TWO approvals as all registrations MUST be sent to the Office of Institutional Compliance. When requesting approval, please type “Travel” into the Directory Search and select International_Travel@uml.edu.

12. Once your approvals are received, your registration is complete!
13. Copies of Pre-Travel Authorizations are no longer required for submission with Travel Expense Reports. All Registrations are assigned a 5-digit Registration ID which may be found on your registration homepage:

![Your Travel Registrations: Calendar Year, 2017]

- Lowell: Faculty/Staff Pre-Travel Authorization for INTERNATIONAL Travel (ID 17974)
- Lowell: Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (ID 17970)

a. When submitting your expense report in PeopleSoft, please enter the Registration ID in the Terra Dotta ID Field

![Create Expense Report]

14. Bon Voyage!