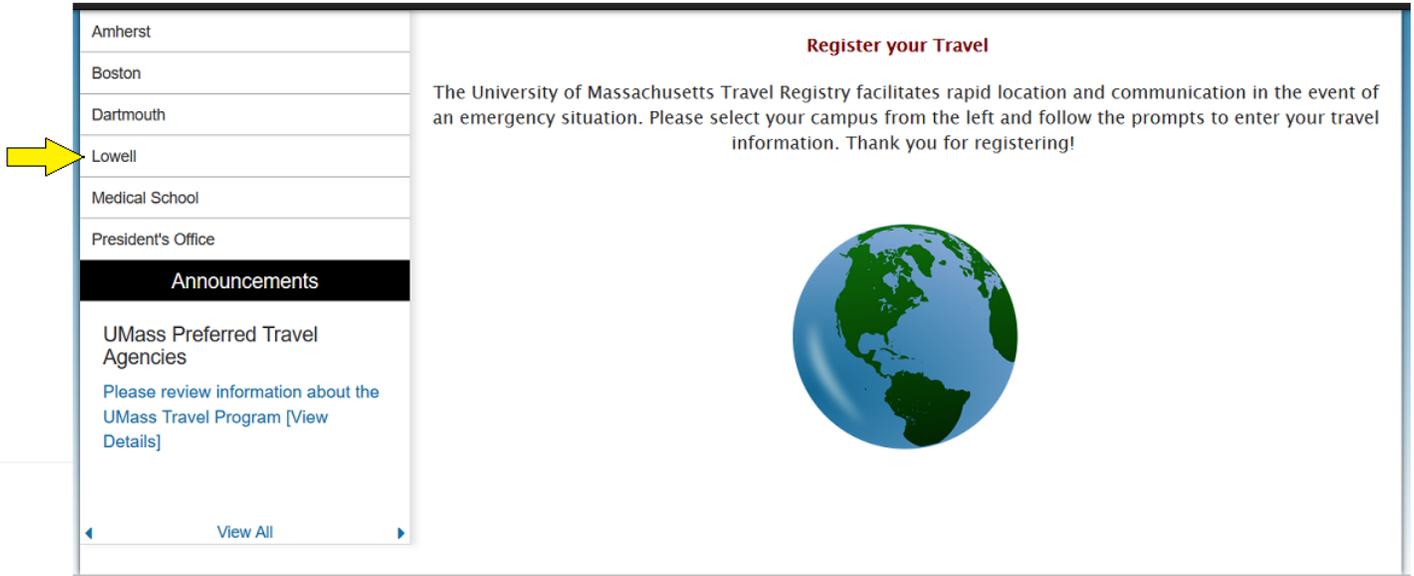


UMass Lowell Online Travel Registry
Directions for Registering Your Travel

Questions? Please contact Eileen Trott at Eileen_Trott@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.

Lowell

Pre-Travel Authorization for UMass Lowell Faculty and Staff:

The university is transitioning to an online Pre-Travel Authorization process for Faculty and Staff travel. The new, online Travel Registry System will replace the current, paper Pre-Travel Authorization Form and the Travel Authorization Form B - International Travel. These forms, and therefore registration in the new Travel Registry System, is only required for out-of-state or overnight travel that is funded by the university.

To begin a Pre-Travel Authorization for DOMESTIC Travel, please [Register Now](#) ←

For **Proxy Domestic** Pre-Travel Authorizations (if you are registering domestic travel on behalf of another person), please [Register Now](#)

To begin a Pre-Travel Authorization for INTERNATIONAL Travel, please [Register Now](#) ←

For **Proxy International** Pre-Travel Authorizations (if you are registering international travel on behalf of another person), please [Register Now](#)

- At the login screen, select the first option: "I have a UMass username and password (all students, faculty and staff)" and then click Submit.

Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. ✕

Please indicate how you will be logging in:

I have a UMass username and password (all students, faculty, and staff)

I have login credentials to this site that I received by email.

I do NOT have a UMass email address and password.

Submit

- Enter your UMass Lowell email as your Username, your corresponding password and select your campus (Lowell) from the drop down list. Then click Login.

Security : Login (existing user)

To login, please enter your UMass NET ID or email address (AMHERST USERS: please use your NET ID) for your username and your corresponding password and campus. ✕

Login: for username, please use your Net ID or UMass email address (AMHERST USERS: please use your NET ID).

Username:

rebecca_spanos@uml.edu

Password:

••••••••

Campus:

Lowell

Login

[Forgot your password?](#)

UMass Registrants, use Secure Login.

- The **FIRST TIME** you log in to the registry, you will be asked to create your profile. Please select **Yes** then click Submit.

Security : New Profile Confirmation

This site is ready to create your user identity as a part of the login/registration process. This involves a confirmation that you wish to have your user profile generated in the site's database. The profile information will be available to the administrative users of the site, and could potentially involve import of data from an external information system.

New Profile Confirmation

This site is ready to create your profile. Do you wish to register on this site with the identity that you have just logged in as?

Yes No

Submit

- Enter your Date of Birth, then click Save.

Your Travel Registrations: : Core Information

Before proceeding to your home page, certain required information must be provided.

Required Information:

Date of Birth: - Month - - Day - - Year -

Save

- Enter your profile information. These are editable and you only have to enter them the first you log in to the registry:
 - For Campus Affiliation: please select UMass Lowell
 - For Department: please type "L-" to navigate to the UMass Lowell list of Departments
 - For Employee ID Number: this is your HR Employee ID which may be found on your paycheck

Information
Campus Affiliation: **
Department: **
Employee ID Number: **
Full Name of Emergency Contact and Relationship: **
Phone Number of your Emergency Contact: **

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 Eileen_trott@uml.edu and ask for the location to be added to the list.

Available Terms

Terms Calendar Year, 2017
 Calendar Year, 2018

Itinerary

Please select the departure to and departure from for all locations in your itinerary. To Register, select the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

Date of Departure **TO** Specified Location:

Date of Departure **FROM** Specified Location:

Location/Destination: Find location:

- *Akko, Israel (Middle East)
- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Aberdeen, MD, United States (North America)
- Abingdon, VA, United States (North America)
- Abo, Finland (Europe)
- Abu Dhabi, United Arab Emirates (Middle East)
- Accra, Ghana (Africa)
- Acton, MA, United States (North America)

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)**.

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
Lowell Pre-Travel Authorization - Domestic 	<input type="checkbox"/>
Lowell Request for Professional Absence	<input type="checkbox"/>

- 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)**.

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
Lowell Pre-Travel Authorization - Domestic	<input type="checkbox"/>
Lowell Request for Professional Absence 	<input type="checkbox"/>

- 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."

Approvals

Requests	Completed
Lowell - Domestic Travel Approval (1 required) Please submit your Travel Authorization for approval; at least one approval is required.	
Administrative departments typically require approval from your immediate supervisor.	
Academic departments typically require approval from your Chairperson and Dean. Depending on the funding source of your travel, you may also need approval from your PI and/or the Provost.	
If you are unsure how many approvals you need, please consult with your department.	
- Request Approval 	
Approval has not yet been requested.	<input type="checkbox"/>

- i. Select Lowell as your campus under Campus Filter, type your approver's name or email in the Keywords field and click Search

Registration : New Approval Request

Use this feature to request approval for your travel. ×

User Search

Directory Lookup:
Please select your campus and then type the UMass email address of the person to whom your request for approval should be sent.

Keywords:

Campus Filter:

- ii. Select the appropriate person and then click Next

Registration : Search Results

Select the radio button that corresponds to the user you wish to select.

Search Results:			
Last Name	First Name	UMass GUID	Email
<input checked="" type="radio"/> Spanos	Rebecca	1551313487	Rebecca_Spanos@uml.edu
<input type="radio"/> Spanos	Samantha	5401240743	Samantha_Spanos@student.uml.edu
<input type="radio"/> KinsleySpanos	Richard	9635232628	Richard_KinsleySpanos@student.uml.edu
<input type="radio"/> Spanos	William	1128404247	William_Spanos@student.uml.edu
<input type="radio"/> Spanos	Andrew	8053004253	Andrew_Spanos@student.uml.edu
<input type="radio"/> Spanos	Samuel	6064852135	Samuel_Spanos@student.uml.edu
<input type="radio"/> Spanos	Sarah	0566965573	Sarah_Spanos@student.uml.edu
<input type="radio"/> Spanos1	Christina	2015148295	Christina_Spanos1@student.uml.edu

[< Start Over](#) - [- 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.

Your Travel Registrations: : Travel Approver Information

Please fill out the form provided below. The information you fill out on this page will be sent by email to your travel approver.

Travel Approver Information:	
Travel Approver Information:	
First Name:	Rebecca
Last Name:	Spanos
Email:	Rebecca_Spanos@uml.edu
Phone:	
Type:	Lowell - Domestic Travel Approval
Comments:	
(optional)	
<input type="text"/>	
4000 characters left	
Save Cancel	

- 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)**.

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
Lowell Pre-Travel Authorization - International 	<input type="checkbox"/>
Lowell Request for Professional Absence	<input type="checkbox"/>

- 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)**.

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
Lowell Pre-Travel Authorization - International	<input type="checkbox"/>
Lowell Request for Professional Absence 	<input type="checkbox"/>

- 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	
Click the following to view instructions and/or printable forms which require the physical submission of materials.	
Title	Received
Lowell - Annual Certification to Travel with UML Issued Electronic Device	<input type="checkbox"/>
Lowell - Request to Ship/Carry Equipment/Materials Out of the U.S.	<input type="checkbox"/>

- 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 Research Integrity (ORI)
- iii. Questions regarding these forms should be directed to the ORI at international_travel@uml.edu.
- iv. **Signature Documents**- this is a checklist for all International travelers. It contains information regarding our International travel policy as well as other pertinent websites for those traveling abroad.

- d. Once the Questionnaires and Material Submissions are complete, from the registration homepage under **Approvals**, click on “Request Approval.”

Approvals

Requests	Completed
<p>Lowell - International Travel Approval (2 required) Please submit your Travel Authorization for approval; at least TWO approvals are required. In addition to the approval types listed below, all Travel Authorizations for International Travel MUST be sent to Thomas Porro in Institutional Compliance.</p> <p>Administrative departments typically require approval from your immediate supervisor.</p> <p>Academic departments typically require approval from your Chairperson and Dean. Depending on the funding source of your travel, you may also need approval from your PI and/or the Provost.</p> <p>If you are unsure how many approvals you need, please consult with your department. - Request Approval </p>	
<i>Approval has not yet been requested.</i>	<input type="checkbox"/>
<i>Approval has not yet been requested.</i>	<input type="checkbox"/>

- 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.

Registration : Search Results

Select the radio button that corresponds to the user you wish to select. ×

Search Results:

Last Name	First Name	UMass GUID	Email
<input checked="" type="radio"/> Travel	International	L_International_Travel	International_Travel@uml.edu

< Start Over -
- Next >

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) 	Deadline: 12/31/2017 Withdraw Itinerary: Aachen, Germany (Europe) 10/07/2017 10/08/2017
Lowell: Faculty/Staff Pre-Travel Authorization for DOMESTIC Travel (ID 17970) 	Deadline: 12/31/2017 Withdraw Itinerary: Louisville, KY, United States (North America) 10/07/2017 10/08/2017

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

Create Expense Report

Expense Report Entry

Rebecca Spanos [User Defaults](#) Report ID: NEXT

Quick Start: A Blank Report

General Information 

*Description: Comment:

*Business Purpose: Reference: 

Default Location:

[GSA Per Diem Rates](#)

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details  Personalize | Find | View All |   First 1.4 of 4 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type				
	<input type="text"/>									<input type="button" value="+"/>
	<input type="text"/>									<input type="button" value="+"/>
	<input type="text"/>									<input type="button" value="+"/>
	<input type="text"/>									<input type="button" value="+"/>

14. Bon Voyage!

