



Penn's International Travel Registry

Registering an Individual Trip

There are 2 ways to register an individual trip:

1. An itinerary email can be forwarded from the traveler's Penn email address, or from a delegate on behalf of the traveler.
2. A trip can be manually entered directly into MyTrips. This can be useful for changes in travel details or reservations that cannot be forwarded.

Option 1: Forward an Itinerary



FORWARD YOUR ITINERARY

- Step 1:** Receive an email confirmation with travel itinerary*
- Step 2:** Forward that email (without editing) to:
UPennTravel@itinerary.internationalsos.com
 — Important to forward from your UPenn email address
- Step 3:** You will receive a confirmation email from MyTrips that your trip has been 'successfully loaded'
- Step 4:** You are registered!



DELEGATE FORWARD ON BEHALF OF TRAVELER

- Step 1:** Receive an email confirmation with travel itinerary*
- Step 2:** Forward that **itinerary** (without editing)
To: the Traveler's UPenn email address AND
CC to: UPennTravel-To@itinerary.internationalsos.com
- Step 3:** You will receive a confirmation email from MyTrips that your trip has been 'successfully loaded'
- Step 4:** The traveler is registered!

OR

*Itinerary must include confirmation # and/or record locator. For more information on acceptable itineraries, visit our website: global.upenn.edu/travel-guidance/register-your-trip

Option 2: Manual Entry

1 Any travel can be added manually
 Log into your MyTrips account
 Click on "Create New Trip"

2 On the Create New Trip page please enter the following information:

Create New Trip

Trip Name *
 Trip Name/Trip ID/Confirmation #/PNR Record Locator

For academic credit? *
 [Dropdown menu]

Sponsoring Penn School/Center *
 [Text input]

Primary purpose
 [Text input]

Traveling as Student, Faculty or Staff? *
 [Text input]

1. Provide a trip name
2. Indicate whether this trip is for academic credit
3. Select the Sponsoring Penn School or Center.
 —This is the school/center responsible for organizing/funding the trip (this may or may not be your home school)
4. Select primary purpose of the trip.
5. Indicate whether you are traveling as a student, faculty or staff

3 Once the above information is provided you can add the travel details

IMPORTANT: It is not necessary to complete all tabs. At minimum we ask for you to provide your accommodation details.

Click on the tabs to create your trip segments

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
Name * Hotel name	Check-In Date * [Calendar icon]	Check-Out Date * [Calendar icon]	
Address * Address	Latitude Latitude	Longitude Longitude	
Phone Number Phone number	Confirmation Number Confirmation number	Save	Cancel

Click save & you are REGISTERED!
SAFE TRAVELS!