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!

*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

Any travel can be added manually

1. **Log into your MyTrips account**
2. **Click on “Create New Trip”**

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

- **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

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

Click save & you are REGISTERED! SAFE TRAVELS!