

Registering an Individual Trip

International Travel Registry

There are 2 ways to register an individual trip:

- An itinerary email can be forwarded from the traveler's Penn email address, or from a delegate on behalf of the traveler.
- 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!



OR

DELEGATE FORWARD ON BEHALF OF TRAVELER

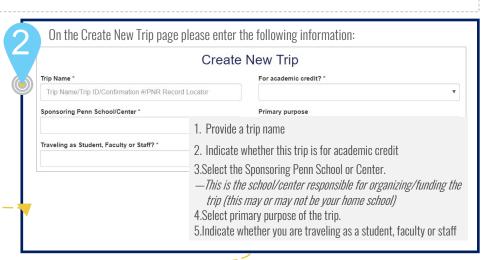
- **Step 1:** Receive an email confirmation with travel itinerary*
- **Step 2:** Forward that **itinerary** (without editing)
 - To: the Traveler's UPenn email address AND

CC to: UPennTravel-To@itinerarv.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!

Option 2: Manual Entry

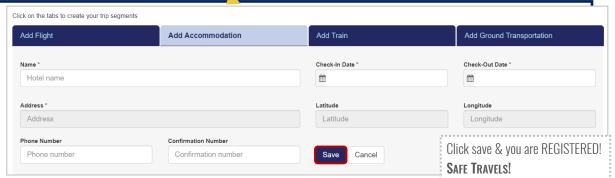






tabs. At minimum we ask for you to provide your

accommodation details



^{*}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