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@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
Log into your MyTrips account
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

Click on the tabs to create your trip segments

Add Flight | Add Accommodation | Add Train | Add Ground Transportation

Click save & you are REGISTERED!
SAFE TRAVELS!