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**

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

**DELEGATE FORWARD ON BEHAVIOR OF TRAVELER**

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