



Penn's International Travel Registry

Registering an Individual Trip

International Travel Registry

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 * For academic credit? *

Sponsoring Penn School/Center * Primary purpose

1. Provide a trip name

Traveling as Student, Faculty or Staff? * 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

Name *

Address *

Phone Number

Add Accommodation

Check-In Date *

Latitude

Confirmation Number

Add Train

Check-Out Date *

Longitude

Add Ground Transportation

Longitude

Save Cancel

Click save & you are REGISTERED!
SAFE TRAVELS!