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 itinerary (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
  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!

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 Save & You are REGISTERED!
SAFE TRAVELS!