International Travel Registry

[http://travelregistry.msu.edu/login](http://travelregistry.msu.edu/login)

The Trips page is the home screen showing the active trips you have logged, and past trips. You can edit any current trips, and copy any previous trips you have entered for an individual. There is also “FIND A TRIP” button located at the top as a quick search.

Click “CREATE A TRIP” to enter in an individual’s information. There are five sections that need to have information filled in: Where to?, Travel Details, Travelers, Trip Editors, and Trip Contact Information.

**Where to?**

Enter the location of the traveler to the best of your ability (some locations can be more specific than what’s given in pre-trip authorization). Enter the dates, and choose “+Add Destination” if there is a second or more destination within the travel period.

**Note:** Once you enter in the date and location, you do not need to click add destination to have added the destination to the trip.

**Travel Details**

From the drop down menu choose which funding source option applies to the trip (ex: MSU Grants and Research, Other MSU, Non-MSU Funds).

Then choose up to 2 travel reasons, and please note conference or meeting attendance does include conference attendees, presenters, or organizers.
**Travelers**

Please enter all travelers by MSU email or NetID. If a traveler does not have a NetID, please provide a non-MSU email address for them. If travelers do not share the same itinerary, please register a separate trip.

*Note:* The system automatically defaults you as the arranger, so you can just add a traveler.

**Trip Editors**

Please designate the NetID(s) of any individual(s) whom you authorize to view and edit this trip record, e.g., the traveler (if you are a travel arranger), an administrative professional or colleague, a trip leader, a faculty advisor, or other person with oversight of this trip.

**Trip Contact Information**

In the event of an emergency, MSU may need to contact travelers. Please provide the best in-travel contact information (e.g. cell phone, Skype, iMessage, WhatsApp, etc) to reach each traveler while abroad. If this is a group trip, please identify the trip leader.

**In-travel traveler(s) contact information**

Please input the travelers contact information, and list their emergency contact with the contact number and email address if provided.
Additional Trip Information or Comments
Please input the destination(s) information into this section as shown in Section D of the pre-trip travel authorization. Also add any additional comments that may be pertinent for traveler’s trip in this section.

This information is for the safety and insurance of the registered traveler. Registered travelers are automatically covered by GeoBlue international health insurance. Coverage does not extend to dependents or personal travel.

Once you have confirmed that all of the necessary information is entered, please click the box indicating that the trip is University-affiliated travel.

After completing a trip submission, you can view your active trips as well as your past trips. You will also receive an email that the trip has been registered.

Active Trips
You can view and edit all active trip submissions from the Trips homepage.

Past Trips
You can not only view a past trip, but you can also copy the information if it is a destination that your traveler frequents, in which case you can then just change the dates of travel and edit any field within the new trip that is needed.
Also located under Past Trips is a map showing where your travelers have been. You click on the number which will take you to the exact location and reference the trip id number.

Another feature the map has is the 🗺️. If you click on the figure, you can drag it to anywhere in the world in which case it will use google maps to show you a street view of that location.

There is a Profile tab at the top, which allows you (or the traveler) to enter in your personal information (Emergency contacts, traveler contact information). There is a documents section included on that page that allows you to put in applicable Passport, Visa, or Green Card information.

If you have any questions there is a Help tab at the top of the main trips page, which will take you to the Office of International Health & Safety page that has resources including a global registry training video.