MUSC Travel Registry User Guide

Creating/Completing a Travel Registration

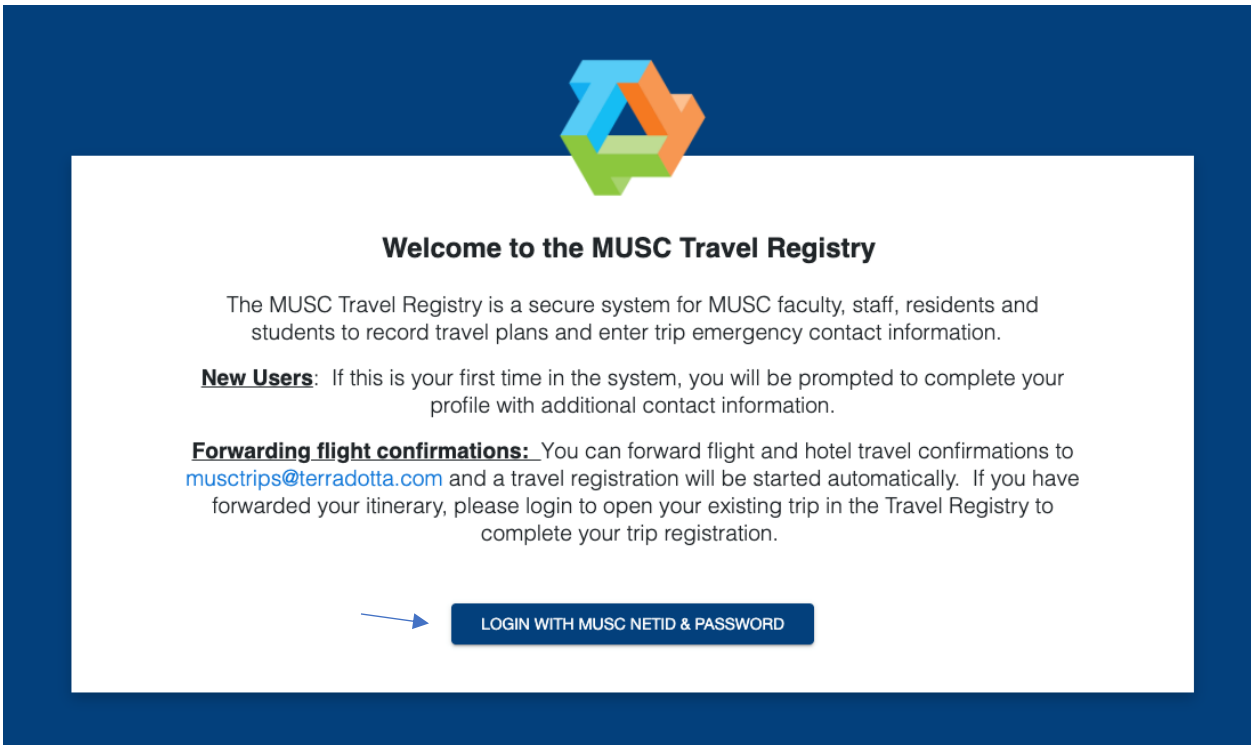
(Residents/Students)

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Logging in to the MUSC Travel Registry

MUSC Travel Registry: https://musc-travelregistry.terradotta.com/login

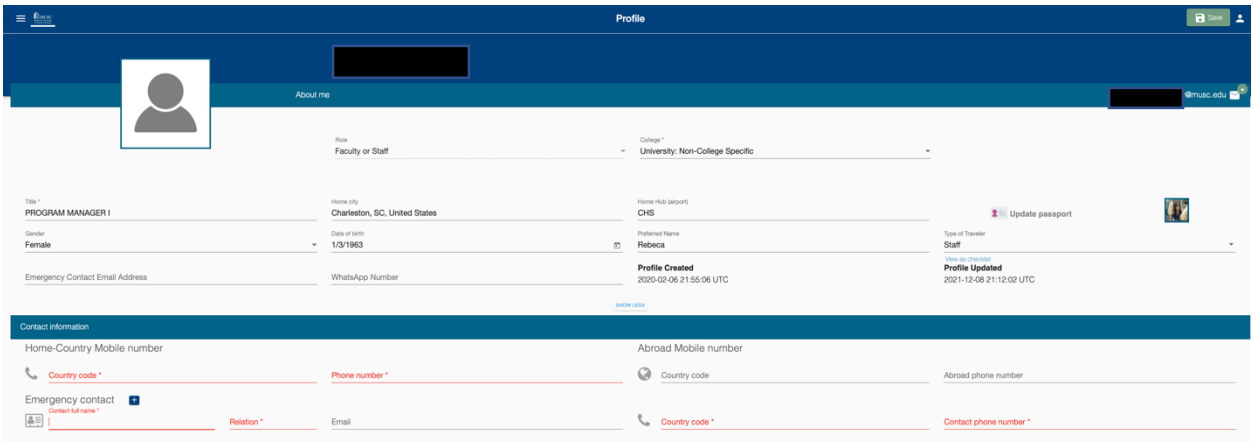


Log in to the Travel Registry using your MUSC single sign-on credentials (net-ID and password) by clicking **Login with MUSC NetID & Password**.

For new users, you will first be required to complete your profile with additional information

Completing a Profile

The profile page will be displayed the first time you log in. Any changes on this page should be saved by clicking the **Save** at the top right of the page. To exit the Profile page, select **Save**.



Note: Some fields are pre-populated by MUSC Human Resources and Student Information Systems, but it is a good idea to check these fields are correct as this may impact the trip forms activated in the system.

It is recommended to complete all fields, but you are **required** to complete the fields designated in red. Note that passport uploads must in jpeg format.

Once updated and saved, you will not need to visit your profile page for future logins or trips unless you need to make edits or updates.

Starting a Travel Registration

You will have two options for creating a Travel Registration: Forwarding a New Trip or Manually Adding a New Trip.



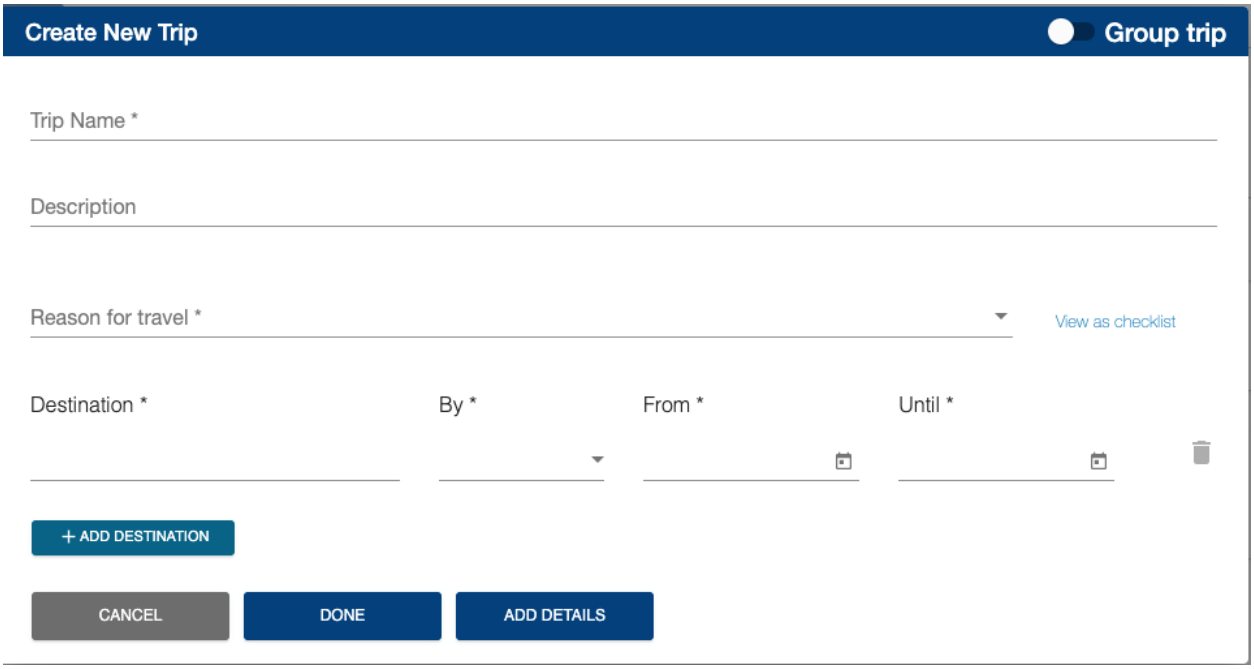
Note: While creating a New Trip, you have the option to **Save** and return to complete your application at any point in time.

Itinerary Forwarding creates your trip but *does not* submit your trip for approval. There are additional steps to complete by logging into the Travel Registry.

Manually Add a New Trip

Once logged in, you will be directed to the **Trips** homepage where you can add a new trip, copy the itinerary, forward email address, or view your upcoming and past trips.

To start a new trip, select the blue **+Add New Trip** tab.



Enter your trip information and click **Add Details** at the bottom right to access the Itinerary page to add transportation and lodging details.

Important: Choosing **Done** will save the trip in the Upcoming Trips section but will not submit the trip. It will be necessary to complete all required sections in the Travel Registration and then submit the trip for review.

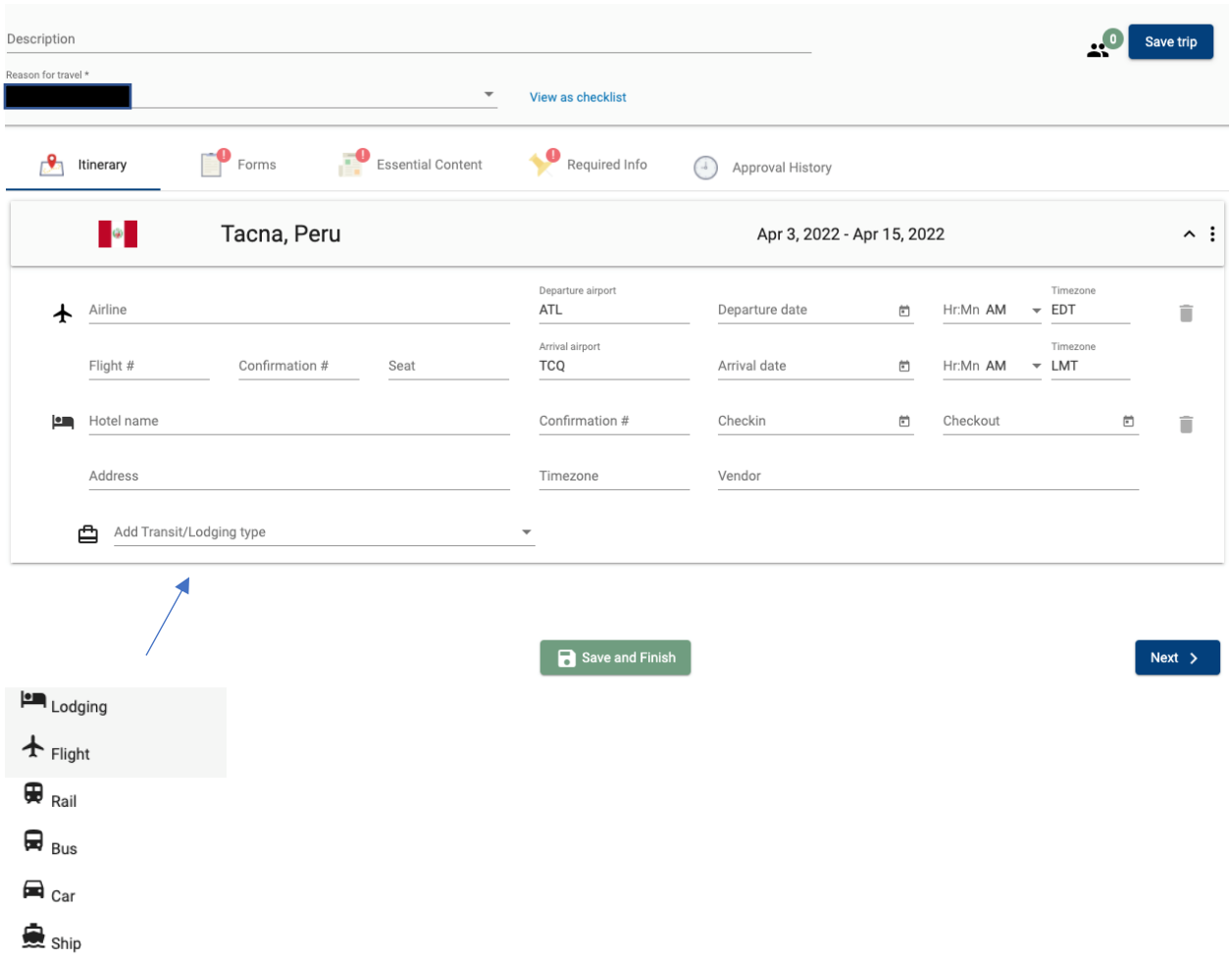
To access itinerary for changes from your travel regsitry home page, click on the specific trip.

Itinerary

If you have not purchased flights, click **Next**. It will take you to the **Forms** section. You can add in your flight information later manually, or you will have the option to forward your itinerary following trip approval.

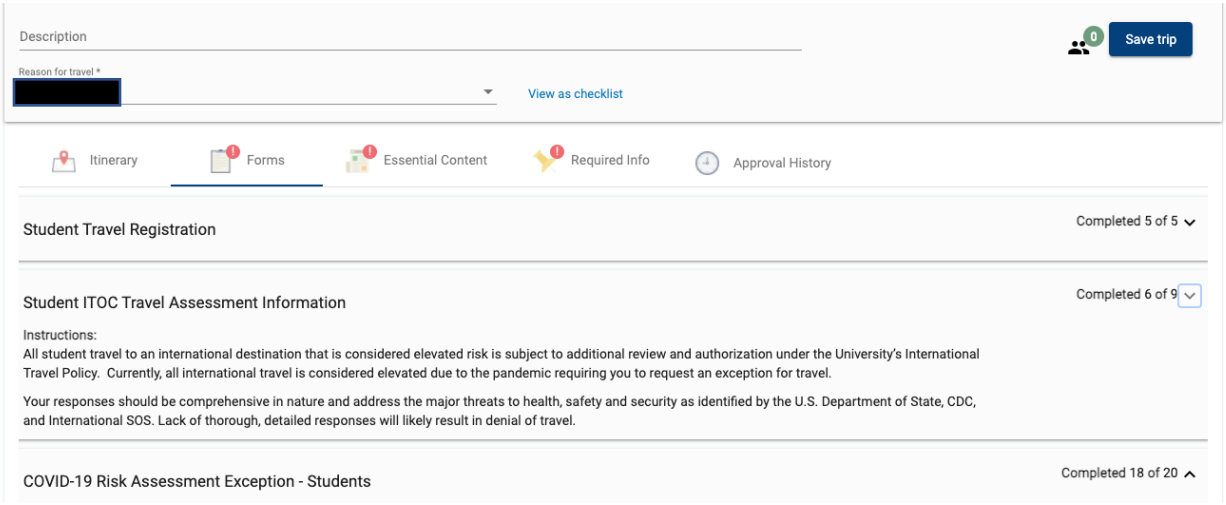
To enter additional and/or return flight segments and lodging information, Select **Add Transit/Lodging Type** which will open up the drop-down list for selection. Choose an option, enter your information, and click **Next**.

If your trip has already been approved and you are adding additional travel or lodging details, click **Save and Finish**.



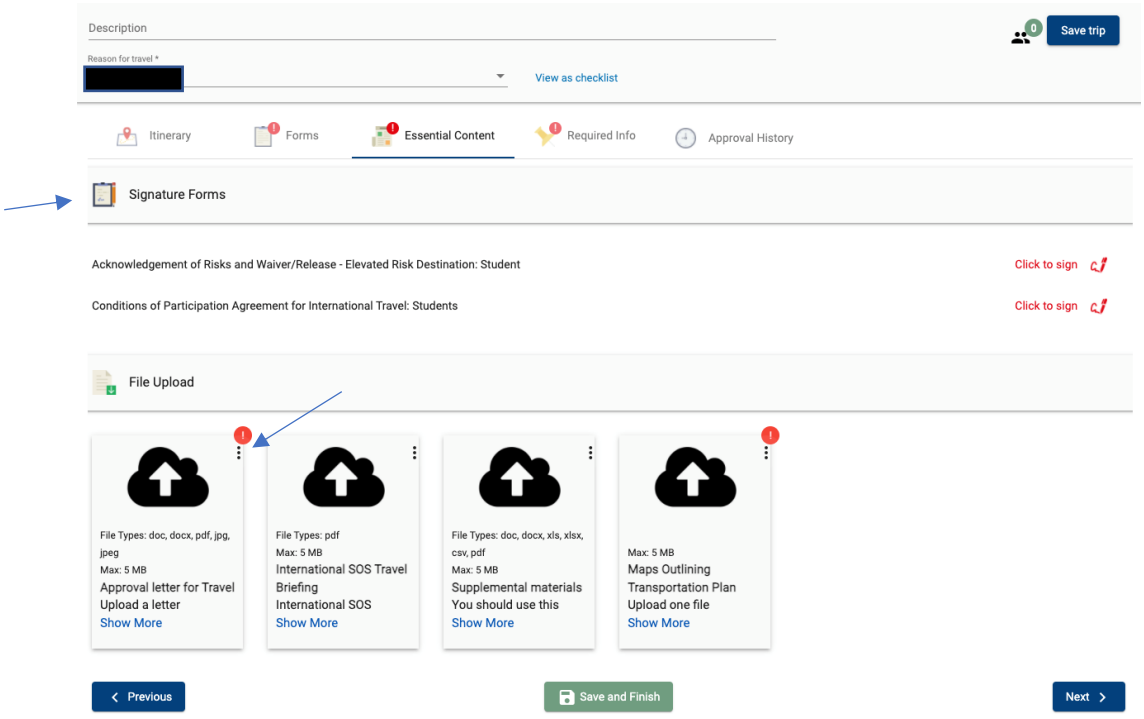
Forms

The required forms will be deployed based on the destination(s) entered in your itinerary and your MUSC designation. Complete the required form(s) in detail and select **Next** in the bottom right-hand corner.



Essential Content

The **Essential Content** section contains the 1) **Signature Forms** and 2) **File Uploads** required for your travel registration.

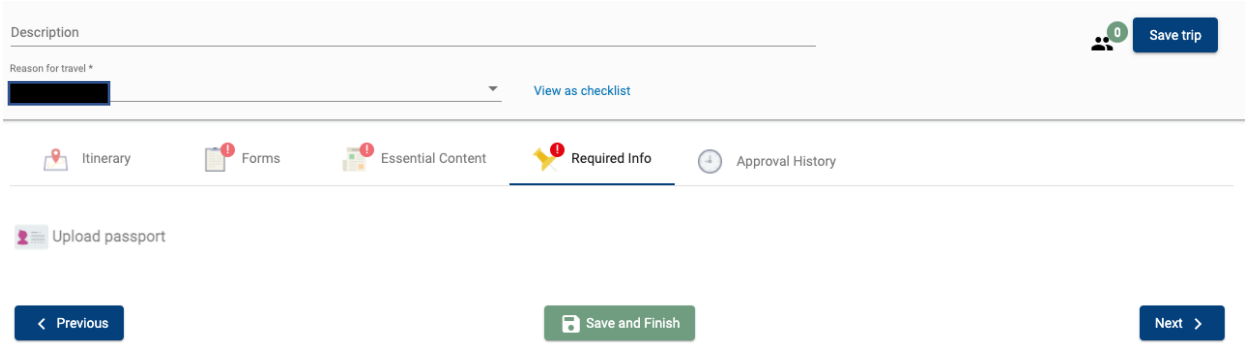


Signature Forms must be read carefully and digitally signed by selecting the "Click to sign" link. It should now say "Signed" in green.

File Uploads: You will be required to provide certain documents in the File Upload section as part of your travel registration. Please note the Supplemental Materials upload is optional but may be used to include additional information to strengthen your case.

Ensure that you click on the three dots in the top right corner of the box to initiate the document upload (see arrow on screenshot above).

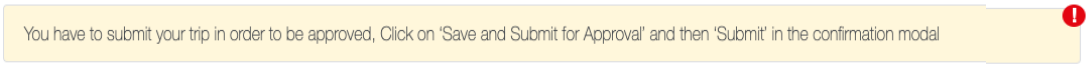
Note the maximum size is 5MB and file types include only: doc, docx, pdf, jpg, and jpeg. Passports must in jpeg format. Click **Next.**



Required Info

If you see the **Required Info** tab with a red symbol, complete the required action.

Carefully review your entire application and ensure that no red symbols appear on the heading tabs. Red symbols signify an incomplete action.



You are now ready to submit your trip. Click **Save and Submit for Approval** to submit your application.



You can login to the Travel Registry at any time to check on the approval status of your trip, view any upcoming or past trips, or to edit existing trips.

Forwarding a New Trip

Note: First time users must log in to create/update a Profile prior to utilizing the "Forwarding an Email" option to create a trip registration.

Itinerary Forwarding creates your trip but *does not* submit your trip for approval. There are additional steps to complete by logging into the Travel Registry.

You can create a trip through an automated import of a trip itinerary confirmation email. This method is designed to make the Travel Registration process as simple as possible, offering travelers the convenience of **pulling data directly from your trip confirmation emails** into the MUSC Travel Registry. The Travel Registry supports email scraping from all major airlines, hotel chains, car rental companies, travel websites, and other travel-related vendors.

Important: Do not forward PDF files. The system can only pull and read information from the original email confirmation.

Once logged in to the Travel Registry, select the **Copy forwarding email and start creating trips** tab at the top left-hand corner of the trips homepage.



Paste this address into your email and forward the itinerary and confirmation email you received from the airline, hotel, booking site, etc. You can also type the email address musctrips@terradotta.com to forward your itinerary.

Important:

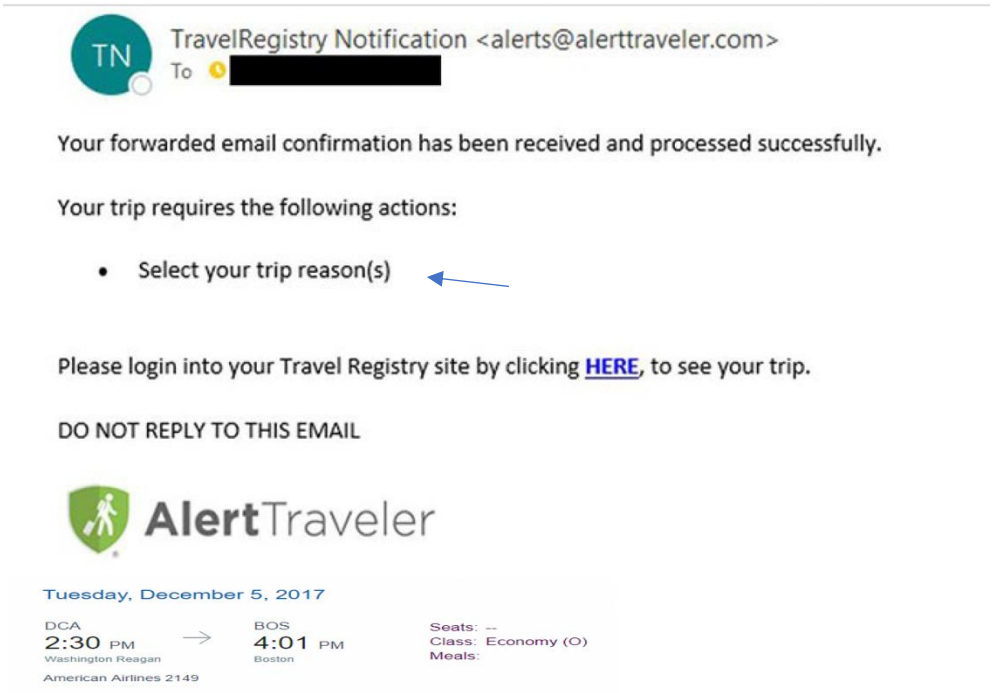


- When using this "forward" feature, the *travel email confirmation must originate from an @musc.edu email*. To forward from an alternate email address, you will need to first add

that address to your Travel Registry profile. Read the 'Adding an Alternate Email' section of the guide for instructions.

After you forward the travel details, you will receive an email confirming the itinerary has been submitted (shown below). You will be prompted to login to the Travel Registry to complete required **Forms** and **Essential Content**.

Note: You may see a prompt requiring "Select your trip reason(s)". In fact, this is a prompt for you to add additonal application details - not exclusively trip reasons.



Once all required items are complete in all sections and there are no more exclamation icons on any section headings, then click **Save and Submit for Approval** to submit your travel registration.

You can login to the Travel Registry at any time to check on the approval status of your trip, view any upcoming or past trips, or to edit existing trips.

Editing a Trip

Login to the Travel Registry and select the trip you want to edit.

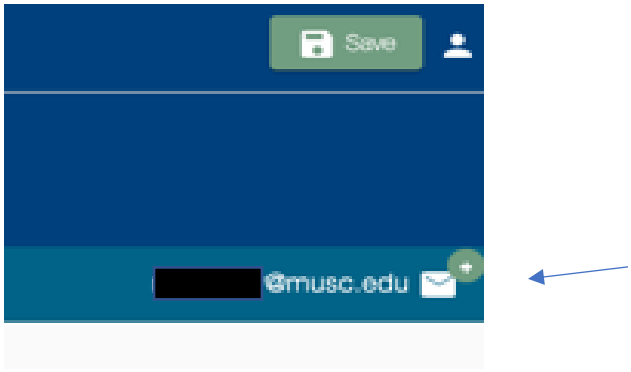
Use the Pencil Icon at the top of the screen to begin editing your trip, including dates, location, and reason for travel.

Important:

- When attempting to edit **Approved** trip dates or location, you will be notified that you must resubmit for approval, as changes could impact the approval decision. You will then click **Yes** to begin editing the trip. Enter details, click **Save and Finish**, then **Submit**.

Adding an Alternate Email Address

To create a new trip by forwarding an itinerary, the travel email confirmation must originate from a @musc.edu email address unless you have added the additional address to your Travel Registry profile page.



Locate the icon at the top right of your homepage. Click your name to open your profile. Near the top right, you find the evenlope with a green plus sign, click to open and add a new email address.

Approval Confirmation and Trip Reciept

Upon approval of your trip, you will receive two confirmation emails from the Travel Registry: the first will include a notification of approval, and the second email will include a trip receipt confirming completion of requirements.

The following trip was **APPROVED**.

Trip details
Trip Name: KE to Haiti
Reasons: Conference
Dates: 2021-12-01 to 2021-12-12

Destinations
2021-12-01 - 2021-12-12 - Port-au-Prince, Ouest Department, Haiti

To see your trip click **HERE** and login to your account.

DO NOT REPLY TO THIS EMAIL

TERRADOTTA

Thank you for registering your travel in the MUSC Travel Registry.

If you have any changes to your plans, emergency contact, or itinerary, please login to the Travel Registry and update your Trip information. For itinerary changes, feel free to forward an updated email confirmation to musctrips@terradotta.com.

Don't forget to download the International SOS assistance app before you go. You may use the app to seek assistance or call International SOS for help in an emergency.

Trip details
Traveler full name: Kathleen Ellis
Trip Name: KE to Haiti
Trip ID: F72C4_33189_1637679097639
Approval Status: Approved on 2021-11-23
Dates: 2021-12-01 to 2021-12-12

Destinations
2021-12-01 - 2021-12-12 - Port-au-Prince, Ouest Department, Haiti

Completed Requirements

- Signature document(s): COVID-19 Resource Acknowledgement (2021-11-23)
- Questionnaire(s): Faculty and staff travel registration (2021-11-23), COVID Risk Assesment Exception Faculty Staff (2021-11-23)
- File(s) to upload: Approval letter for Travel (2021-11-23)

To see more details of your trip click **HERE** and login to your account.

DO NOT REPLY TO THIS EMAIL

Group Travel Registrations

For group travel registrations, please email muellemr@musc.edu.