

MUSC Travel Registry User Guide

Creating/Completing a Travel Registration

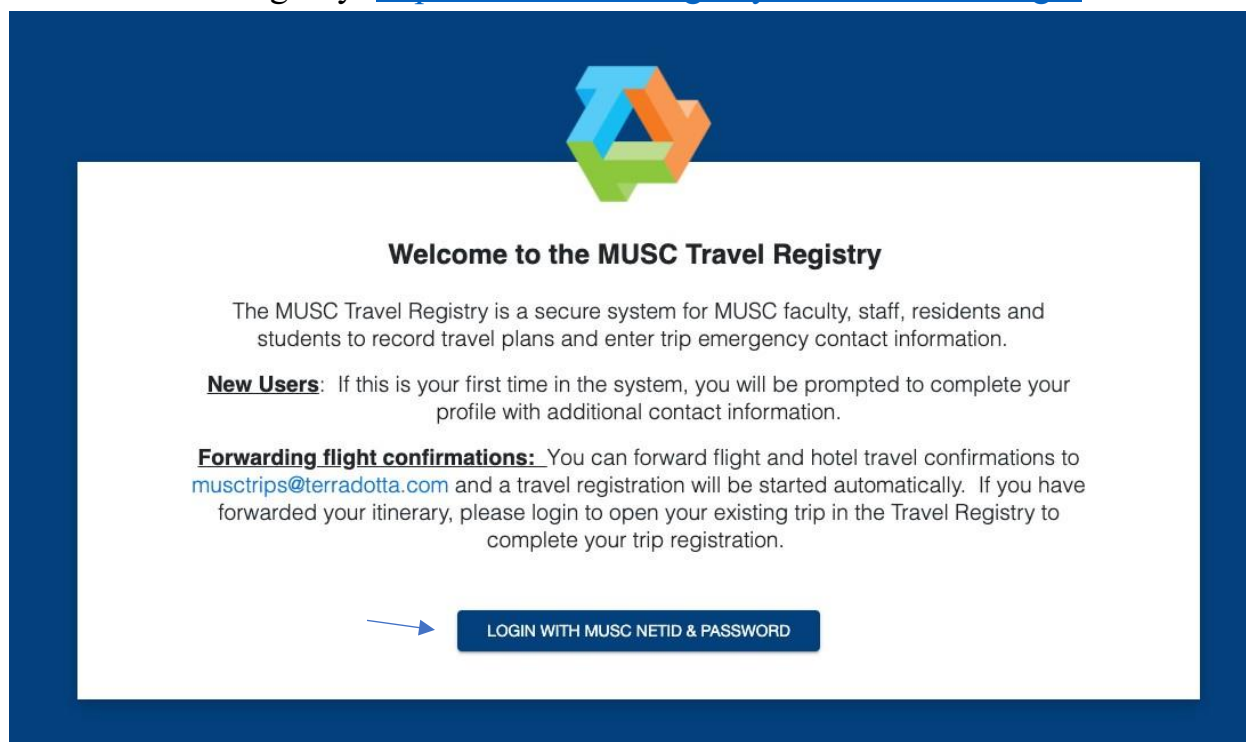
(Residents/Students)

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Logging in to the MUSC Travel Registry

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



Welcome to the MUSC Travel Registry

The MUSC Travel Registry is a secure system for MUSC faculty, staff, residents and students to record travel plans and enter trip emergency contact information.

New Users: If this is your first time in the system, you will be prompted to complete your profile with additional contact information.

Forwarding flight confirmations: You can forward flight and hotel travel confirmations to musctrips@terradotta.com and a travel registration will be started automatically. If you have forwarded your itinerary, please login to open your existing trip in the Travel Registry to complete your trip registration.

[LOGIN WITH MUSC NETID & PASSWORD](#)

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.

The screenshot shows a form titled "Create New Trip" with a toggle for "Group trip". The form contains the following fields and controls:

- Trip Name ***: A text input field.
- Description**: A text input field.
- Reason for travel ***: A dropdown menu with a "View as checklist" link to its right.
- Destination ***: A text input field.
- By ***: A dropdown menu.
- From ***: A text input field with a calendar icon.
- Until ***: A text input field with a calendar icon and a trash icon.
- + ADD DESTINATION**: A blue button.
- CANCEL**: A grey button.
- DONE**: A blue button.
- ADD DETAILS**: A blue button.

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 registry 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**.

Description







Save trip


Reason for travel *
View as checklist







 Itinerary
 Forms
 Essential Content
 Required Info
 Approval History


Tacna, Peru

Apr 3, 2022 - Apr 15, 2022
^ ⋮

 Airline	Departure airport ATL	Departure date	Hr:Mn AM	Timezone EDT		
Flight #	Confirmation #	Seat	Arrival airport TCQ	Arrival date	Hr:Mn AM	Timezone LMT
 Hotel name	Confirmation #	Checkin	Checkout			
Address	Timezone	Vendor				
 Add Transit/Lodging type ▼						



-  Lodging
-  Flight
-  Rail
-  Bus
-  Car
-  Ship

Save and Finish
Next >

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.

Description

Reason for travel *

View as checklist

Itinerary Forms Essential Content Required Info Approval History

Student Travel Registration Completed 5 of 5

Student ITOC Travel Assessment Information Completed 6 of 9

Instructions:
All student travel to an international destination that is considered elevated risk is subject to additional review and authorization under the University's International Travel Policy. Currently, all international travel is considered elevated due to the pandemic requiring you to request an exception for travel.
Your responses should be comprehensive in nature and address the major threats to health, safety and security as identified by the U.S. Department of State, CDC, and International SOS. Lack of thorough, detailed responses will likely result in denial of travel.

COVID-19 Risk Assessment Exception - Students Completed 18 of 20

Essential Content

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

Description

Reason for travel *

View as checklist

Itinerary Forms Essential Content Required Info Approval History

Signature Forms

Acknowledgement of Risks and Waiver/Release - Elevated Risk Destination: Student Click to sign

Conditions of Participation Agreement for International Travel: Students Click to sign

File Upload

File Types: doc, docx, pdf, jpg, jpeg
Max: 5 MB
Approval letter for Travel
Upload a letter
Show More

File Types: pdf
Max: 5 MB
International SOS Travel Briefing
International SOS
Show More

File Types: doc, docx, xls,xlsx, csv, pdf
Max: 5 MB
Supplemental materials
You should use this
Show More

Max: 5 MB
Maps Outlining Transportation Plan
Upload one file
Show More

Previous Save and Finish Next

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**.

The screenshot shows a web interface for travel registration. At the top, there is a 'Description' field and a 'Save trip' button. Below this is a 'Reason for travel' dropdown menu with a 'View as checklist' link. A navigation bar contains five tabs: 'Itinerary', 'Forms', 'Essential Content', 'Required Info' (which is active and has a red notification symbol), and 'Approval History'. Below the navigation bar is an 'Upload passport' section. At the bottom, there are three buttons: '< Previous', 'Save and Finish', and '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 have to submit your trip in order to be approved, Click on 'Save and Submit for Approval' and then 'Submit' in the confirmation modal

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.

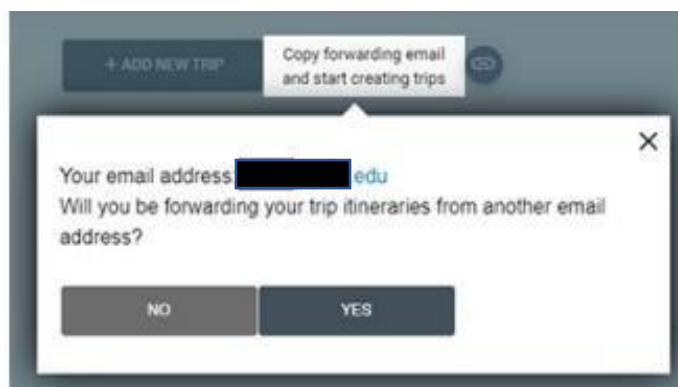
Important: Do not forward PDF files. The system can only pull and read information from the original email confirmation.

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@musc.edu 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 additional application details - not exclusively trip reasons.



Your forwarded email confirmation has been received and processed successfully.

Your trip requires the following actions:

- Select your trip reason(s) ←

Please login into your Travel Registry site by clicking [HERE](#), to see your trip.

DO NOT REPLY TO THIS EMAIL



Tuesday, December 5, 2017

DCA 2:30 PM Washington Reagan American Airlines 2149	→	BOS 4:01 PM Boston	Seats: -- Class: Economy (O) Meals:
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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.

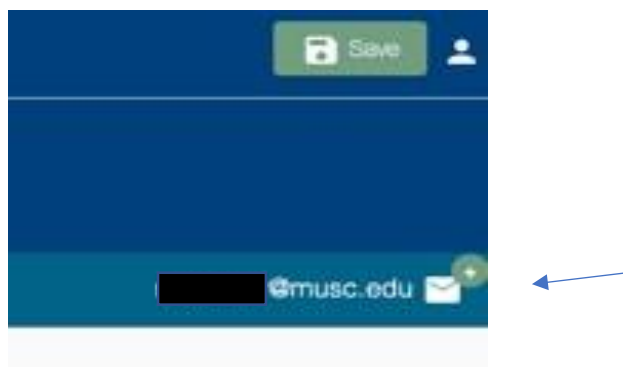
Use the Pencil Icon at the top of the screen to begin editing your trip, including dates, location, and reason for travel.

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 envelope with a green plus sign, click to open and add a new email address.

Approval Confirmation and Trip Receipt

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



~~CONFIDENTIAL~~

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 muscctrips@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 Assessment 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 Young-Min Park, Global Travel Safety & Security Coordinator at parkyo@musc.edu.