

Register Your International Trip Prior to Travel

University of Minnesota policy requires all employees (faculty and staff) traveling internationally on University business to register their trip prior to travel. International travel is defined as travel outside the 50 U.S. states. The International Travel Registry is part of the University's efforts to ensure that all travelers are prepared and educated about safe and healthy travel abroad. It also supports the University's duty of care responsibilities in case of emergency.

STEP 1: REGISTER YOUR TRIP

Register your trip at <https://travelregistry.umn.edu/register>.

1. Start a new registration by clicking <For Myself> or <For Someone Else>.

The screenshot shows the 'International Travel Registry for Faculty and Staff' page. At the top, a grey banner contains a disclaimer: 'The University's Travel Policy requires all faculty and staff traveling abroad for University purposes to register their travel. This is NOT an approval process. The information on travel plans is only connected to an individual employee in case of emergency or if the travel destination includes U.S. embargoed countries. For more details, please visit the "Traveling on Business FAQ."' Below this is a yellow welcome box: 'Welcome to the new International Travel Registry for Faculty and Staff. If you have questions or would like to provide feedback, please email travelregistry@umn.edu.' The main section is titled 'Start a New Registration' and features two dark red buttons: 'For Myself' and 'For Someone Else'. Below these buttons, a note states: 'If you are a student (including undergrads, grads, fellows, medical residents, and professional students), please use the [Student International Travel Registry](#).' At the bottom, there are two white buttons with black text: 'View/Edit Saved Draft' and 'View Submitted Registrations'.

2. Complete the prompted instructions on the registry site.
3. A Travel Registry ID is assigned and emailed to the employee. Reference the ID in Chrome River when submitting trip expenses.

STEP 2: CONCLUSION OF TRAVEL - REFERENCE THE TRAVEL ID IN EXPENSE REPORT

1. When creating the Expense Report (following the instructions in "[Creating an Expense Report in Chrome River](#)" job aid), make certain to follow these selections for international trips.
 - a. Select "International" from *Trip Type*. Selection of this trip type displays a message and opens two fields for editing.

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- b. Check the *Registered International Travel* box.
- c. Enter the ID number for your registered trip in *Travel Registry ID*. Your Travel Registry ID can be found in the confirmation message you received from the Travel Registry.

Travel to international locations must be registered in advance of the trip at <http://global.umn.edu/travelregistry/>. Check the box below to confirm you registered your international travel. Your Travel Registry ID can be found in the confirmation message you received from the Travel Registry or by viewing your Submitted Registrations at <http://global.umn.edu/travelregistry/>

Registered International Travel ☒

Travel Registry ID
Optional