

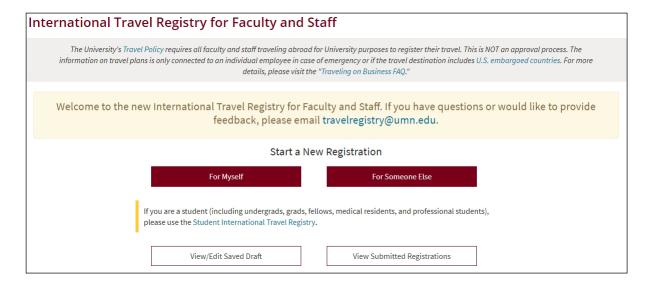
Register Your International Trip Prior to Travel

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>.



- 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 "<u>Creating an Expense Report in Chrome River</u>" 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.



Register Your International Trip Prior to Travel (cont.)

- 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.

