MyTrips

Penn's International Travel Registry System
Registering an Individual Trip

International Travel Registry

There are 2 ways to register an individual trip:

1. An itinerary email can be forwarded from the traveler's Penn email address, or from a delegate on behalf of the traveler.
2. A trip can be manually entered directly into MyTrips. This can be useful for changes in travel details or reservations that cannot be forwarded.

Option 1: Forward an Itinerary

FORWARD YOUR ITINERARY

Step 1: Receive an email confirmation with travel itinerary
Step 2: Forward that itinerary (without editing) to:
UPennTravel@itinerary.internationalsos.com
— **Important to forward from your UPenn email address**
Step 3: You will receive a confirmation email from MyTrips that your trip has been "successfully loaded"
Step 4: You are registered!

OR

DELEGATE FORWARD ON BEHALF OF TRAVELER

Step 1: Receive an email confirmation with travel itinerary
Step 2: Forward that **itinerary** (without editing)
To: **the Traveler's UPenn email address** *AND*
CC to: UPennTravel-To@itinerary.internationalsos.com
Step 3: You will receive a confirmation email from MyTrips that your trip has been "successfully loaded"
Step 4: The traveler is registered!

Option 2: Manual Entry

1 Any travel can be added manually
Log into your MyTrips account
Click on "Create New Trip"

MyTrips
Welcome Maria Hering from University of Pennsylvania
My Profile / Trips   Create New Trip

2 On the Create New Trip page please enter the following information:

Create New Trip

Trip Name *
Trip Name/Trip ID/Confirmation #/PNR Record Locator

For academic credit? *

Sponsoring Penn School/Center *

Primary purpose

Traveling as Student, Faculty or Staff? *

1. Provide a trip name
2. Indicate whether this trip is for academic credit
3. Select the Sponsoring Penn School or Center.
   —*This is the school/center responsible for organizing/funding the trip (this may or may not be your home school)*
4. Select primary purpose of the trip.
5. Indicate whether you are traveling as a student, faculty or staff

3 Once the above information is provided you can add the travel details

Click on the tabs to create your trip segments

Add Flight	Add Accommodation	Add Train	Add Ground Transportation

Name *
Hotel name

Check-In Date *

Check-Out Date *

Address *
Address

Latitude
Latitude

Longitude
Longitude

Phone Number
Phone number

Confirmation Number
Confirmation number

Save   Cancel

Click Save & You are REGISTERED!
Safe Travels!