

**Terra Dotta Travel Registry**  
 \* Process for New Travel Requirement \*

- The UMass system has instituted a new requirement for all overnight out-of-state (combined) and international employee (faculty, staff) and student travel, which must be entered into a computerized travel registry (Terra Dotta).
- Travel registry facilitates rapid location and communication in the event of an emergency.
- Registration requirement examples:
  - Traveling to Amherst for the day – No Travel Registration
  - Traveling to Amherst overnight – No Travel Registration
  - Traveling to Providence for the day – No Travel Registration
  - Traveling to Providence overnight – Requires Registration
  - Traveling internationally (anywhere) – Requires Registration
- Registration must be completed **no less than 3 weeks prior to the trip** -- especially important for international travel where a safety plan must be in place, and in the case of cash advance requests.
- Job Aids and FAQs on Terra Dotta Travel Registry are available on the Controller’s Website ([refer to Travel Registry menu item](#))
- **\*New Process\*** - Travelers should continue to follow the same process as normal, with the addition of providing the Travel Registration ID on applicable travel documentation, and a screen capture from the Terra Dotta Registration page (refer to instructions on page 3). Further guidance provided below.

**Type of Travel Request**

**PRE-Travel – Travel Authorization and/or Cash Advance Request**

- The Registration ID # is unique for each trip and should be entered in the “Comment” box of the Travel Authorization Form (refer to screen capture below).
- A screen capture from the travelers’ Terra Dotta registration page which provides the Travel ID number, itinerary information and the status of the registration, must be attached to the signed/approved Travel Authorization form (CON-03) – refer to page 3
- For Student group travel, a student roster must be uploaded to Terra Dotta.
- BT and/or Cash Advance requests will not be granted if the summary documentation (Terra Dotta) is not included with the Travel Authorization form (CON-03). – refer to page 3

The screenshot shows a 'Travel Authorization' form with the following sections and fields:

- Header:** Travel Authorization
- Traveler Information:**
  - Traveler's Name
  - Traveler's Employee ID
  - Traveler's Home Dept. or Primary Work Location
  - Date From: [ ] Date To: [ ]
- Authorization Details:**
  - Travel Authorization ID
  - BT#
- General Information:**
  - Description: [ ]
  - Business Purpose:
    - Conference
    - University Meeting
    - Entertainment
    - Training
    - Other (explain below)
  - Travel Start Location: [ ] Travel End Location: [ ]
  - Comment: [ ] (highlighted in yellow)
- Required Information:**
  - Accounting Detail (Speed Type)
  - Fund ID
  - Department ID
  - Program ID
  - Grant or Project Number

- The Terra Dotta Registration ID# is generated by the travel registry once the traveler has completed their registration ( refer to [Terra Dotta Job Aids](#) available on the Controller’s website )

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**POST Travel -- On-Line and Manual Expense Report/Reimbursements**

- A screen capture from the travelers’ Terra Dotta registration page which provides the Travel ID number, itinerary information and the status of the registration, must be attached to the submitted travel reimbursement request documentation – refer to page 3
  - **On – Line Expense Reports**
    - The Terra Dotta Registration ID # should be entered in the **Terra Dotta ID** field located at the top of the form in the expense module (Finance System).

**Create Expense Report**  
 KrisAnn O'Herron ?

\*Business Purpose: Conference

\*Report Description: Expense Reimbursement Processe

**Terra Dotta ID**: 123456

- **Manual Expense Reports (MS Excel)**
  - The Terra Dotta Registration ID # should be entered into the “Comment” box of the CON-02 form – Travel Expense Report

**Travel Expense Report**

UMASS BOSTON

\*Traveler's Name: [ ] Travel Expense Report ID: [ ]  
(for Controller's Office Use)

\*Traveler's Employee ID: [ ] UMass Travel Card / ProCard Information: [ ] Cardholder's Name: [ ]  
(if used for this travel) Last 4 digits of Card: [ ]

Traveler's Home Dept. or Primary Work Location / Phone: [ ]

**General Information**

\*Description: [ ] **Comment:** [ ]

\*Business Purpose:  Conference  University Meeting  
 Entertainment  Other (explain below)  
 Training

Travel Start Location: [ ] Travel End Location: [ ]

Authorized P(s): [ ] (required for ORSP approval)

Apply Cash Advance  Yes  No Enter Travel Authorization ID below

Apply Travel Authorization  Yes  No

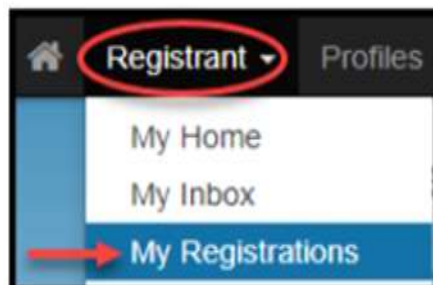
(travel is assumed to be round trip unless indicated otherwise - enter the business destination before the return leg as the Travel End Location)

**REMINDER:** A screen capture from the travelers’ registration home page from Terra Dotta must be included with supporting documentation. The Controller’s will not process travel requests/reimbursements missing the required documentation.

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**How to Locate the Terra Dotta Registration ID**

- Log into the [Terra Dotta Travel Registry](#)
- Click the **Registrant** option in the top menu
- Select **My Registrations** from the menu
- Navigate to the registration you completed under 'Your Travel Registrations' and the ID will be listed below the registration type (e.g. UMass Boston Domestic Travel).



Your Travel Registrations:	
Calendar Year, 2018	
UMass Boston Domestic Travel (ID 37721)	<b>Processed</b> Program start date: 10/01/2018 <b>Itinerary:</b> Washington DC, United States (North America) 10/01/2018 10/04/2018

**\*\*\* Include the above screen capture with applicable travel documentation \*\*\***

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