Princeton Travel Enrollment System

Getting Started

• Visit https://enrollmytrip.princeton.edu/ or https://international.princeton.edu/enrollmytrip

• READ THE INSTRUCTIONS!

• Log-in with your Princeton NetID by pressing the orange “Princeton User Login” button
Updating Your Profile

The first time you log into the travel enrollment system, you will need to verify your contact information, as well as indicate an emergency contact.

- Include a working mobile phone for yourself;
- Provide an emergency contact name and phone number;
- Adding a photo and copy of your passport is optional;
- Once updated and saved, you will not need to visit your profile for future logins or trips unless you have changes to your contact information.
Trips Dashboard

If you booked with World Travel or have forwarded an itinerary, your trip will appear in your trips dashboard. To see your details and complete the enrollment, click on the trip destination.

- If you book travel with World Travel, your itinerary will be automatically sent to the system and your registration started for you;
- When you book travel elsewhere, start a registration by forwarding an itinerary or booking confirmation to enrollmytrip@Princeton.edu.
Add a New Trip

To manually add a new trip – click the orange “add a new trip” button to get started.

Choose a trip name, reason for travel and include your destination.
Updating Your Itinerary

Preferred – forward an itinerary or booking confirmation to enrollmytrip@Princeton.edu.

Manual – fill in all the details of your mode of transportation and accommodations on the itinerary tab.
Step-by-step

There are 3 tabs to complete in your registration – itinerary, forms and essential content.

Please answer all the questions in the forms tab. Some questions will prompt additional questions or items for travelers to review.
Step-by-Step

Once you have answered the questions, make sure to save your answers.

When the required questions are answered, they will collapse and you will see the status in the upper right corner of the text box.
Step-by-Step

In the essential content tab, there are forms that must be electronically signed as well as optional useful content to review. This is also where travelers will upload the required approval from a department chair, supervisor or DSL – whichever is most applicable to the traveler.

Once you have electronically signed the items, they will appear green on the right hand side. When you complete the upload, the red exclamation points will disappear over the box at the bottom of the page.
Trip Receipt

When you have completed all the steps, saved your registration and submitted it, you will receive a trip receipt via email!

And that’s it!