

Princeton Travel Enrollment System

Getting Started



Welcome to the Princeton University Travel Enrollment System!

Please login by clicking the "Princeton user login" button and entering your University NetID and password. If this is your first time in the system, you will be prompted to complete your profile by adding additional contact information. You will be required to update your profile only the first time you login.

If you already have an itinerary, forward travel confirmation emails to enrollmytrip@princeton.edu and a travel enrollment will be started automatically. If you have already forwarded your itinerary, when you login, please open your existing trip to review and complete your enrollment.

Once you have logged in and initially updated your profile, select "add a trip" to start a new enrollment manually if you do not have an itinerary booked yet.

PRINCETON USER LOGIN

- 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.

The screenshot shows the 'Profile' page for Kara Amoratis. The page is titled 'Profile' and includes a 'Save' button. A yellow banner at the top indicates 'Action required'. The user's name 'Kara Amoratis' and email 'amoratis@princeton.edu' are displayed. The profile includes a 'Role' dropdown menu set to 'Faculty or Staff', a 'Home city' field, and a 'Home Hub (airport)' field set to 'PHL'. There is an 'Upload passport' button. The 'Contact information' section is highlighted and contains the following fields:

Home-Country Mobile number		Abroad Mobile number	
Country code *	Phone number *	Country code	Abroad phone number
United States (+1)	6096130213	United States (+1)	6096130213

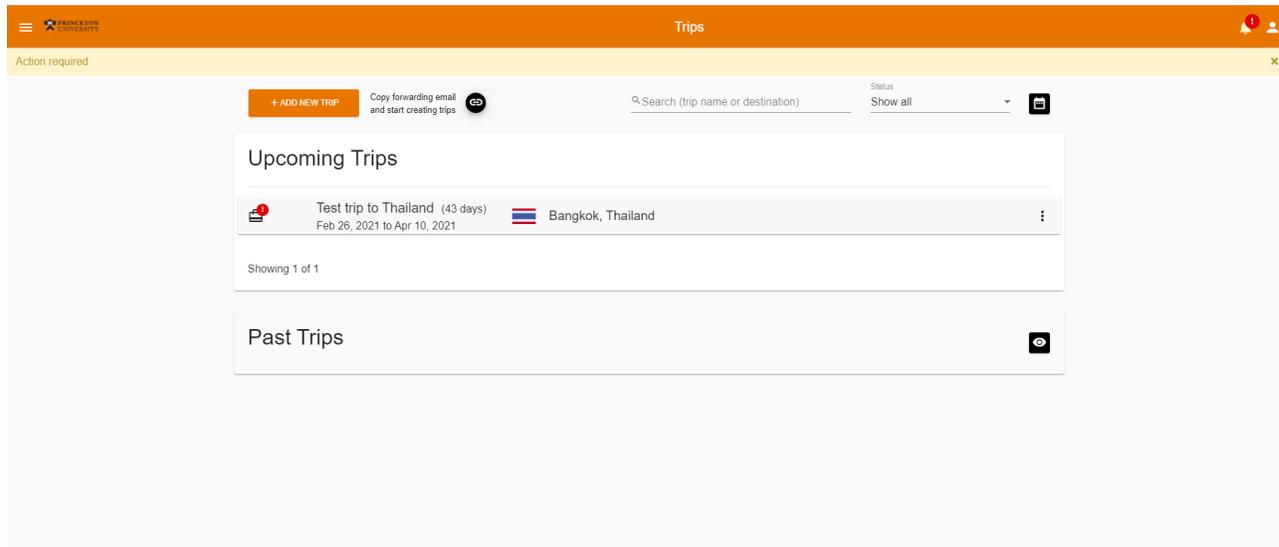
The 'Emergency contact' section includes the following fields:

Emergency contact	
Contact full name *	Relation *
Country code *	Contact phone number *
United States (+1)	

- 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

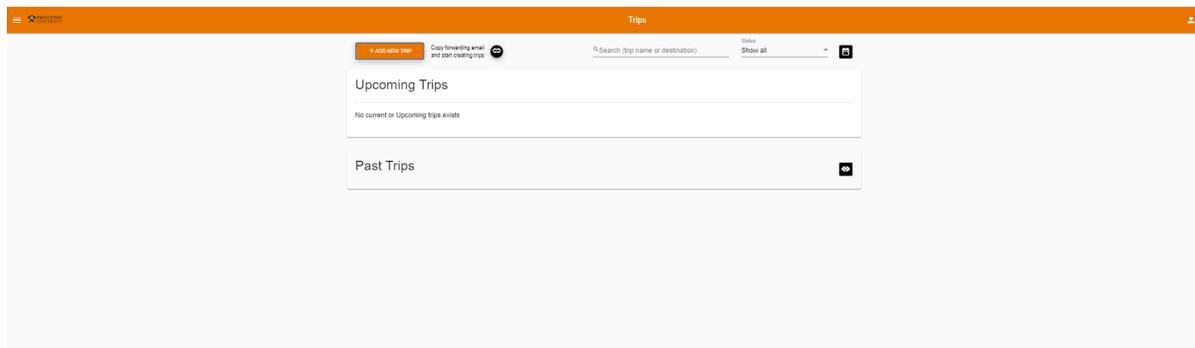
If you booked with World Travel or have forwarded an itinerary, your trip will appear in your trips dashboard. To see your details and complete the enrollment, click on the trip destination.



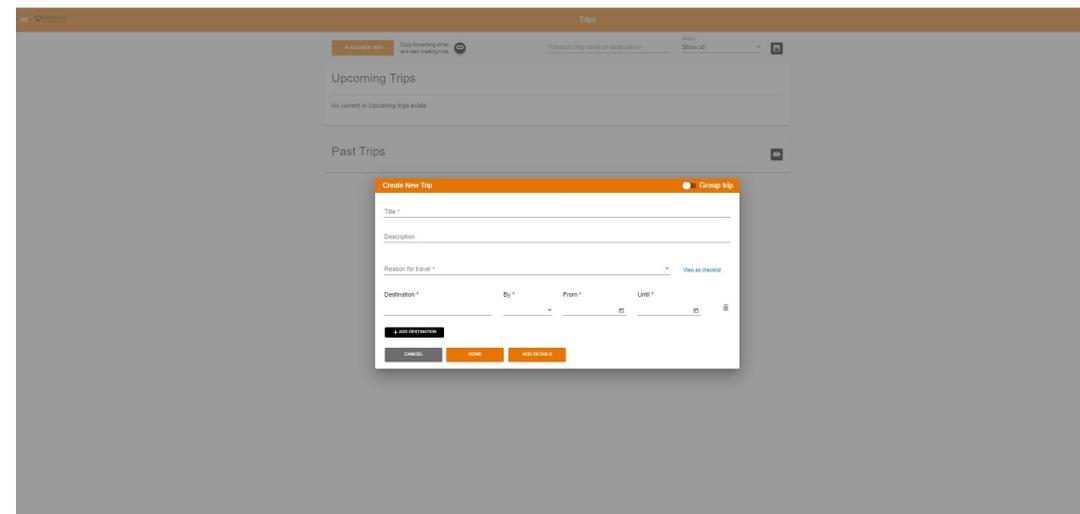
- If you book travel with World Travel, your itinerary will be automatically sent to the system and your registration started for you;
- When you book travel elsewhere, start a registration by forwarding an itinerary or booking confirmation to enrollmytrip@Princeton.edu.

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.

The screenshot shows a web form titled "Test trip to Thailand" for the dates Feb 26, 2021 to Apr 10, 2021 (43 days). The description is "Research or Collaboration". The itinerary is for Bangkok, Thailand. It includes a flight from The Airways International (EVR) on Feb 26, 2021, at 09:00 PM, and a hotel stay at Novotel Bangkok Sukhumvit 20 from Feb 27, 2021, to Apr 9, 2021. The form has "Save and Finish" and "Next" buttons.

Mode	Carrier	Flight #	Confirmation #	Seat	Departure airport	Departure date	Time	Timezone
Flight	The Airways International	EVR	2062021			2021/02/26	09:00	PM
Hotel	Novotel Bangkok Sukhumvit 20					2021/02/27	11:00	PM
Hotel						2021/04/09	11:00	PM

The screenshot shows a web form titled "Test Trip to Lebanon" for the dates May 11, 2021 to Jul 30, 2021 (80 days). The description is "Research & Language learning". The itinerary is for Beirut, Beirut Governorate, Lebanon. It includes a flight from BEY on May 11, 2021, and a hotel stay from May 11, 2021, to Jul 30, 2021. The form has "Save and Finish" and "Next" buttons.

Mode	Carrier	Flight #	Confirmation #	Seat	Departure airport	Departure date	Time	Timezone
Flight					BEY	2021/05/11		
Hotel						2021/05/11		
Hotel						2021/07/30		

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.

The screenshot shows the 'Test trip to Thailand' registration form in the 'Itinerary' tab. The header includes the university logo, the title 'Test trip to Thailand', and navigation buttons for 'Save', 'Cancel', and a notification icon. Below the header, the form title 'Test trip to Thailand' is followed by the dates 'Feb 26, 2021 to Apr 10, 2021 (43 days)'. A 'Description' field contains the text 'Research or Collaboration'. Below this, there are three tabs: 'Itinerary', 'Forms', and 'Essential Content'. The 'Itinerary' tab is active, showing a section titled 'International Travel (Faculty and Staff)' with a progress indicator 'Completed 0 of 5'. The 'Instructions' section provides details about COVID-19 travel restrictions and links to 'University's Pandemic-Period Permissible Travel Guidelines' and 'Global Safety & Security'. Two questions are visible: 'Will you be traveling with any other companion(s) on this trip?' and 'Does your travel plan include side trips to locations more than 50 miles away from your destination?'. Both questions have radio button options for 'Yes' and 'No'.

The screenshot shows the 'Test trip to Thailand' registration form in the 'Forms' tab. The header is identical to the previous screenshot. The main content area contains several questions with radio button options for 'Yes' and 'No':
1. 'Would you like to add a trip-specific emergency contact?'
2. 'Please provide all methods of contacting you in case of emergency while traveling.' (with a text input field)
3. 'Are you traveling with any students?'
4. 'Export Control Questions' section with a progress indicator 'Completed 0 of 5'. It includes instructions and three questions:
- 'Will the foreign travel be funded by a foreign person or foreign entity?'
- 'Will you be taking or shipping any items including any specialized scientific software?'
- 'Will you be providing training or assistance to foreign persons on military or space items?'
- 'Will you be traveling with devices/instruments containing proprietary export-controlled data?'
At the bottom of the form, there are three buttons: a back arrow, a 'Done and Finish' button, and a forward arrow.

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.

Test trip to Thailand Feb 26, 2021 to Apr 10, 2021 (43 days)

Description: Research or Collaboration

International Travel (Faculty and Staff) Completed 5 of 5

Instructions
As a result of the global COVID-19 pandemic, University-sponsored travel is strictly limited until further notice. Please review the [University's Pandemic-Period Permissible Travel Guidelines](#) for definitions and restrictions. The guidelines balance the need to conduct essential travel against that of protecting against harm to travelers, outbreaks on campus that could impact University operations, and the spread of COVID-19 into the communities we visit.

Before completing a registration or booking any travel, please review the [University's Pandemic-Period Permissible Travel Guidelines](#) and consult with [Global Safety & Security](#) with questions or concerns.

Will you be traveling with any other companions on this trip?
If yes, please provide the names and relationships of your traveling companions. Example: Jason Jones, spouse.
 Yes No

Does your travel plan include side trips to locations more than 50 miles away from your destination?
If yes, please list details for all side trips in the itinerary tab for this trip (eg. destination, type, etc). Your itinerary should make clear where you are on which days.
 Yes No

Would you like to add a trip-specific emergency contact?
 Yes No

Please provide all methods of contacting you in case of emergency while traveling.
Please list the methods of contacting you (i.e., US Mobile, International Mobile, Email, WhatsApp, Skype, Social Media handles, etc).
WhatsApp

Are you traveling with any students?
 Yes No

Export Control Questions Completed 5 of 5

Instructions
Please carefully review and answer the following questions related to [Export Control](#). The university must [inform travelers of export control regulations](#) to better protect individuals and the institution from violations and exposure to civil and criminal penalties. The questions are applicable to anyone traveling for university sponsored purposes. If you have additional questions or concerns about Export Controls please reach out to [CRPA - Export Controls Office](#).

Test trip to Thailand Feb 26, 2021 to Apr 10, 2021 (43 days)

Description: Research or Collaboration

International Travel (Faculty and Staff) Completed 5 of 5

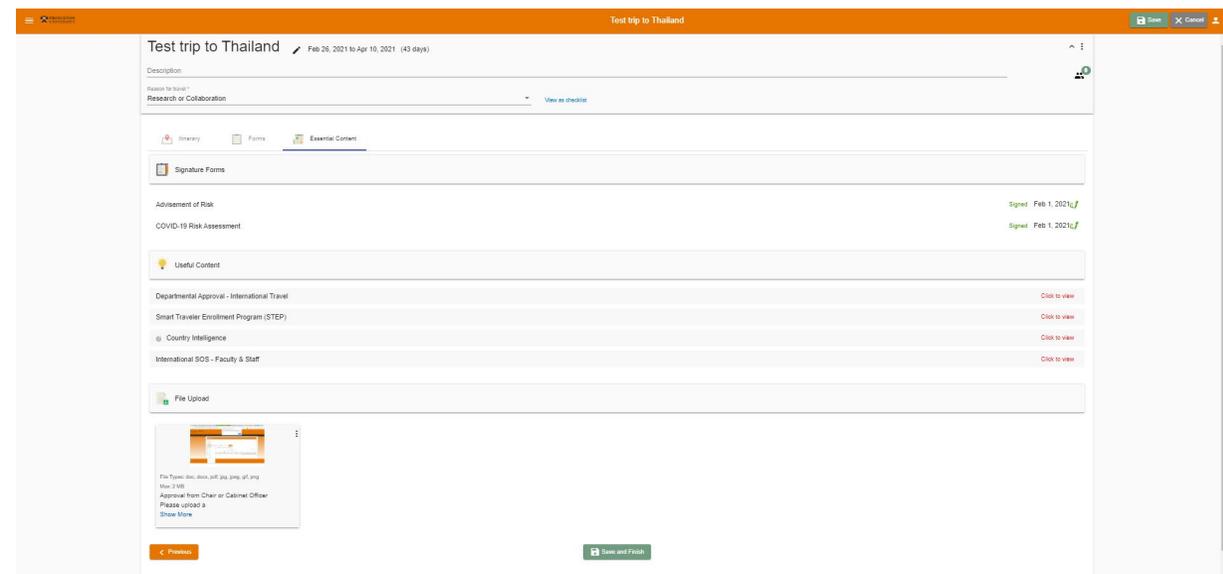
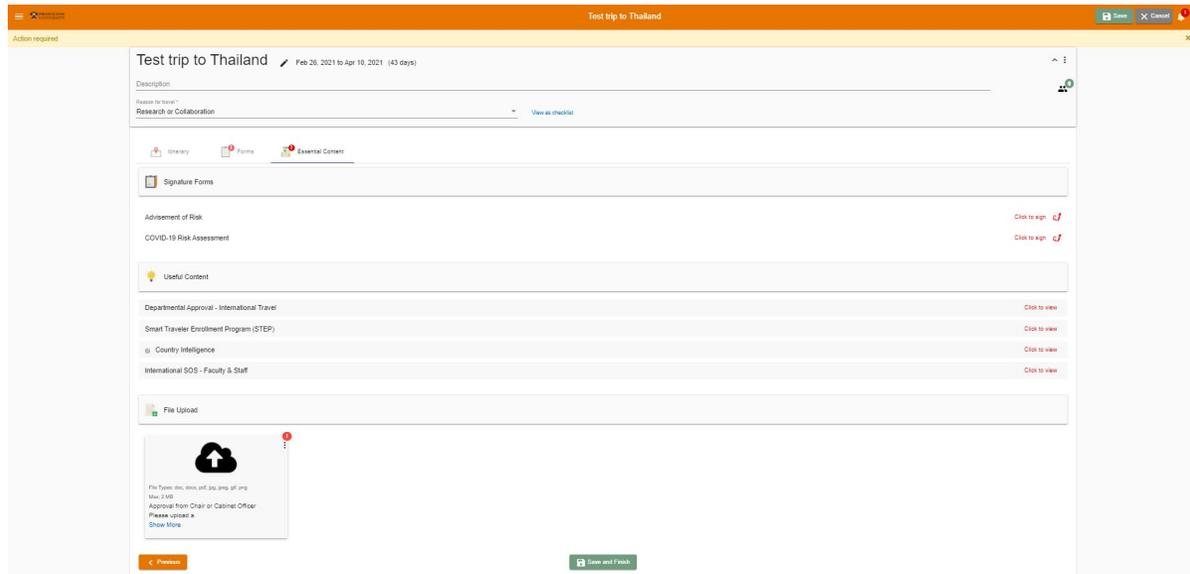
Export Control Questions Completed 5 of 5

[Save and Finish](#)

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!**

Reply Reply All Forward
Fri 1/29/2021 3:49 PM
 TravelRegistry Notification <alerts@alerttraveler.com>
Travel Receipt for Test trip to Thailand
To Kara E. Amoratis

Thank you for completing your travel registration in [Princeton's Travel Enrollment System!](#)

Please be sure to complete the [online COVID-19 Risk Assessment](#) prior to your return to campus. We recommend that you submit the risk assessment 3 – 5 days before you plan to be on campus.

If you have any changes to your plans or itinerary, please update your registration in your trips dashboard. For itinerary changes, feel free to forward an updated email confirmation to enrollmytrip@princeton.edu. Other changes should be completed in the system in your trips dashboard.

Don't forget to download the [International SOS assistance app](#) before you go! You may use the app to seek assistance or call International SOS 24/7 +1-215-942-8226 for help in an emergency. Travelers can also call Public Safety +1-609-258-3000 for help getting connected to the Global Safety & Security team member on-call for assistance in an emergency.

If you have questions or concerns, please reach out to the [Global Safety & Security Team](#). We wish you a safe, enjoyable, and successful trip!

Trip details

Traveler full name: Kara Amoratis
Trip Name: Test trip to Thailand
Trip ID: 16CB2_1010_1611953322187
Approval Status: No approval required
Dates: 2021-02-26 to 2021-04-10

Destinations

2021-02-26 - 2021-04-10 - Bangkok, Bangkok, Thailand

To see more details of your trip click [HERE](#) and login to your account.

DO NOT REPLY TO THIS EMAIL



And that's it!