

# 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](mailto: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

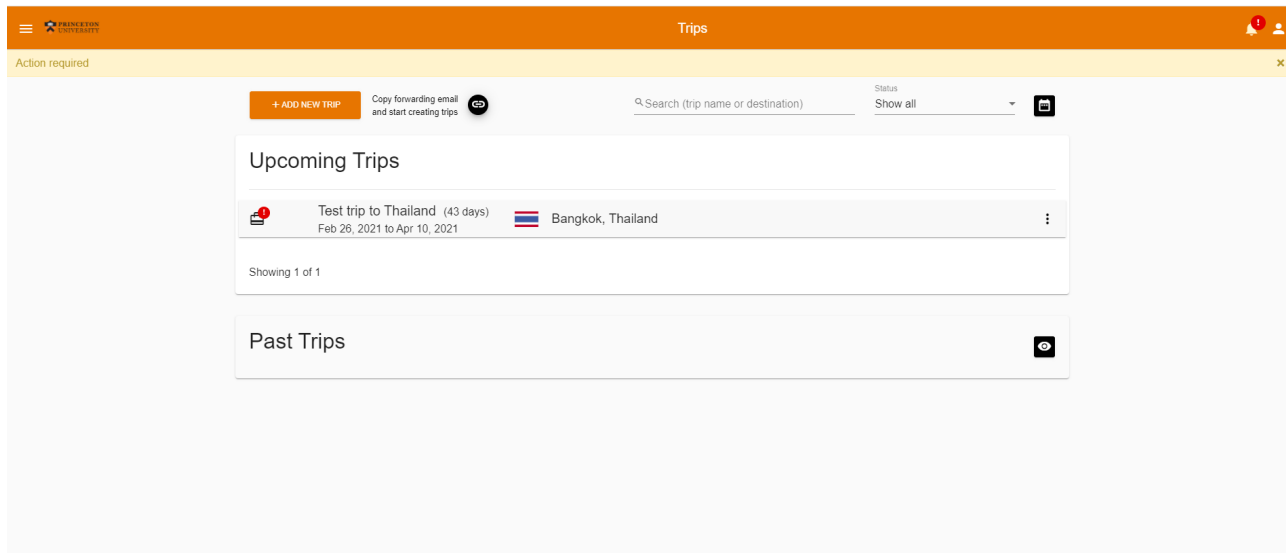
The first time you log into the travel enrollment system, you will need to verify your contact information, as well as indicate an emergency contact.

The screenshot shows a web interface for updating a profile. At the top, there's an orange header with the Princeton University logo and a 'Profile' title. Below this, a yellow banner indicates 'Action required'. The main section features a profile card for 'Kara Amoratis' with a placeholder photo, an 'About me' tab, and an email address 'amoratis@princeton.edu'. Below the card, there are fields for 'Home city', 'Home Hub (airport)' (set to 'PHL'), and an 'Upload passport' button. A 'SHOW MORE' link is also present. The 'Contact information' section is expanded, showing fields for 'Home-Country Mobile number' and 'Abroad Mobile number'. Each mobile number field includes a 'Country code' dropdown (set to 'United States (+1)') and a 'Phone number' field (containing '6096130213'). An 'Emergency contact' section is also visible, with fields for 'Contact full name', 'Relation', 'Contact phone number', and a 'Country code' dropdown (set to '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

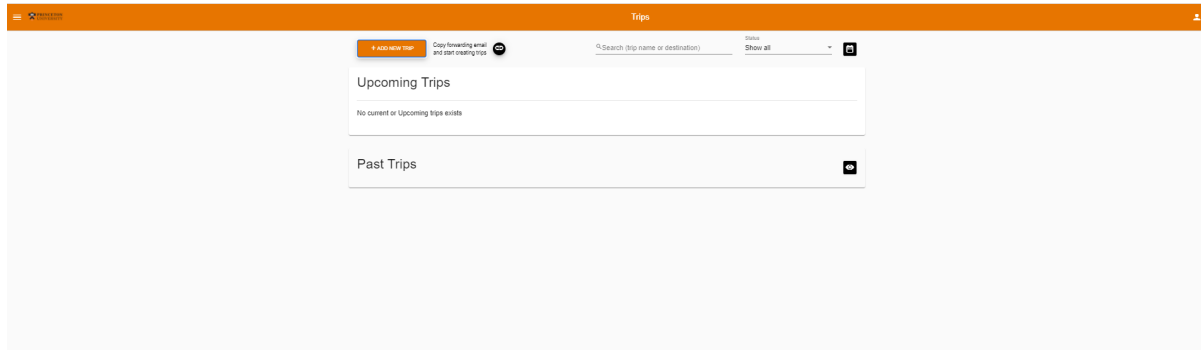
If you booked with World Travel or have forwarded an itinerary, your trip will appear in your trips dashboard. To see your details and complete the enrollment, click on the trip destination.



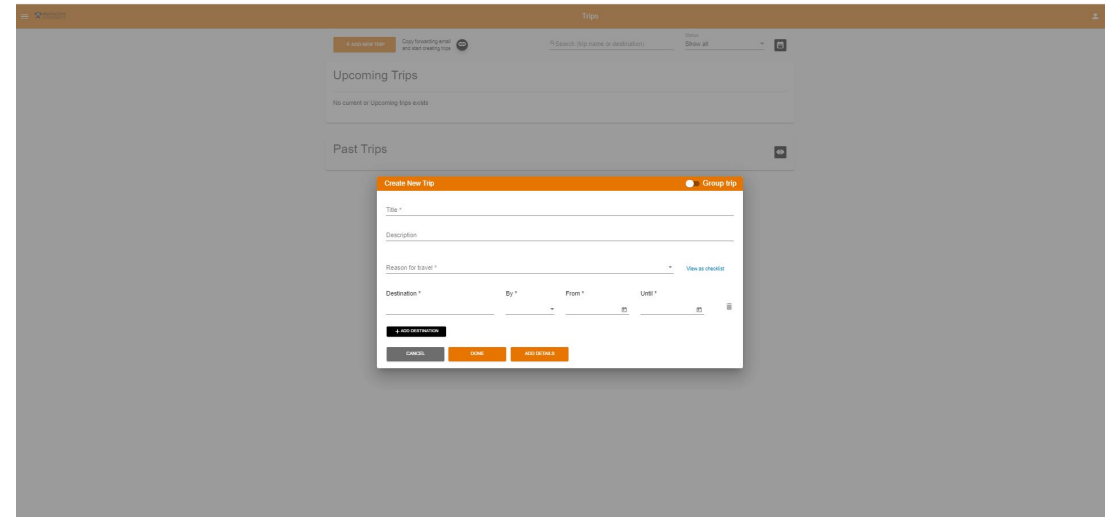
- If you book travel with World Travel, your itinerary will be automatically sent to the system and your registration started for you;
- When you book travel elsewhere, start a registration by forwarding an itinerary or booking confirmation to [enrollmytrip@Princeton.edu](mailto:enrollmytrip@Princeton.edu).

# 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](mailto:enrollmytrip@Princeton.edu).

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

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

Description  
Reason for travel: Research or Collaboration [View as checklist](#)

**Itinerary** Forms Essential Contacts

**Bangkok, Thailand** Feb 26, 2021 - Apr 10, 2021

Flight #	Thair Airways International	Departure airport	CHI	Departure date	2/26/2021	Time	09:00	PM	Timezone				
Flight #	403	Confirmation #	ASDF111	Seat	21A	Arrival airport	BKK	Arrival date	2/27/2021	Time	11:00	PM	Timezone
Hotel name	Novotel Bangkok Sukhumvit 20	Check-in	2/27/2021	Check-out	4/9/2021	Confirmation #		Timezone					
Address	19 B Sukhumvit 20 Alley, Khwaeng Khlong Toei, Klongtoei	Vendor											

[Add Transit/Lodging type](#)

[Save and Finish](#) [Next >](#)

**Test Trip to Lebanon** May 11, 2021 to Jul 30, 2021 (80 days)

Research & Language learning  
Reason for travel: Non-credit bearing Academic Travel, Research or Collaboration [View as checklist](#)

**Itinerary**

**Beirut, Beirut Governorate, Lebanon** May 11, 2021 - Jul 30, 2021

Arrive	Departure airport	Departure date	Time	AM	Timezone		
Flight #	Confirmation #	Seat	Arrival airport	Arrival date	Time	AM	Timezone
Hotel name	Confirmation #	Check-in	Check-out	Confirmation #	Timezone		
Address	Vendor						

[Add Transit/Lodging type](#)

[Save and Finish](#)

# 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 with the 'Itinerary' tab selected. The header bar is orange and contains the University of Minnesota logo, the title 'Test trip to Thailand', and buttons for 'Save', 'Cancel', and a notification icon. Below the header, a yellow bar indicates 'Action required'. The main content area has a title 'Test trip to Thailand' with a date range 'Feb 26, 2021 to Apr 10, 2021 (43 days)'. A 'Description' field is present, followed by a 'Reason for travel' dropdown menu set to 'Research or Collaboration' with a 'View as checklist' link. Below this are three tabs: 'Itinerary' (active), 'Forms' (with a red notification icon), and 'Essential Content' (with a red notification icon). The 'Itinerary' tab content includes 'International Travel (Faculty and Staff)' with a 'Completed 0 of 5' indicator. It contains instructions about COVID-19 travel restrictions, a link to the 'University's Pandemic-Period Permissible Travel Guidelines', and a section for travel companions with a 'Yes'/'No' radio button. At the bottom, there is a section for side trips with another 'Yes'/'No' radio button.

The screenshot shows the 'Test trip to Thailand' registration form with the 'Forms' tab selected. The header bar is orange and contains the University of Minnesota logo, the title 'Test trip to Thailand', and buttons for 'Save', 'Cancel', and a notification icon. Below the header, a yellow bar indicates 'Action required'. The main content area contains several questions with radio button answers: 'Would you like to add a trip-specific emergency contact?', 'Please provide all methods of contacting you in case of emergency while traveling', 'Are you traveling with any students?', 'Export Control Questions' (with a 'Completed 0 of 5' indicator), '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?', and 'Will you be traveling with devices/instruments containing proprietary export-controlled data?'. At the bottom, there are three buttons: 'Previous', 'Save and Finish', and 'Next'.

# 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.

The screenshot shows a web form titled "Test trip to Thailand" with a date range of "Feb 26, 2021 to Apr 10, 2021 (43 days)". The form has tabs for "Itinerary", "Forms", and "Essential Content". The "International Travel (Faculty and Staff)" section is expanded, showing instructions and several questions with radio button options. The status "Completed 5 of 5" is visible in the top right corner of the section.

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

Description  
Research to teach? Research or Collaboration View as checklist

Itinerary Forms Essential Content

**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 companion(s) on this trip?  
If yes, please provide the name(s) and relationship(s) of your traveling companion(s). 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 add details for all side trips in the itinerary tab for this trip (air-transportation, hotel, 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](#).

The screenshot shows the same "Test trip to Thailand" form, but with the "Export Control Questions" section expanded. This section contains instructions and a set of questions. The status "Completed 5 of 5" is visible in the top right corner of the section. At the bottom of the form, there are buttons for "Previous", "Save and Finish", and "Next".

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

Description  
Research to teach? Research or Collaboration View as checklist

Itinerary Forms Essential Content

**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.  
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**Export Control Questions** Completed 5 of 5

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Previous Save and Finish Next

# 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.

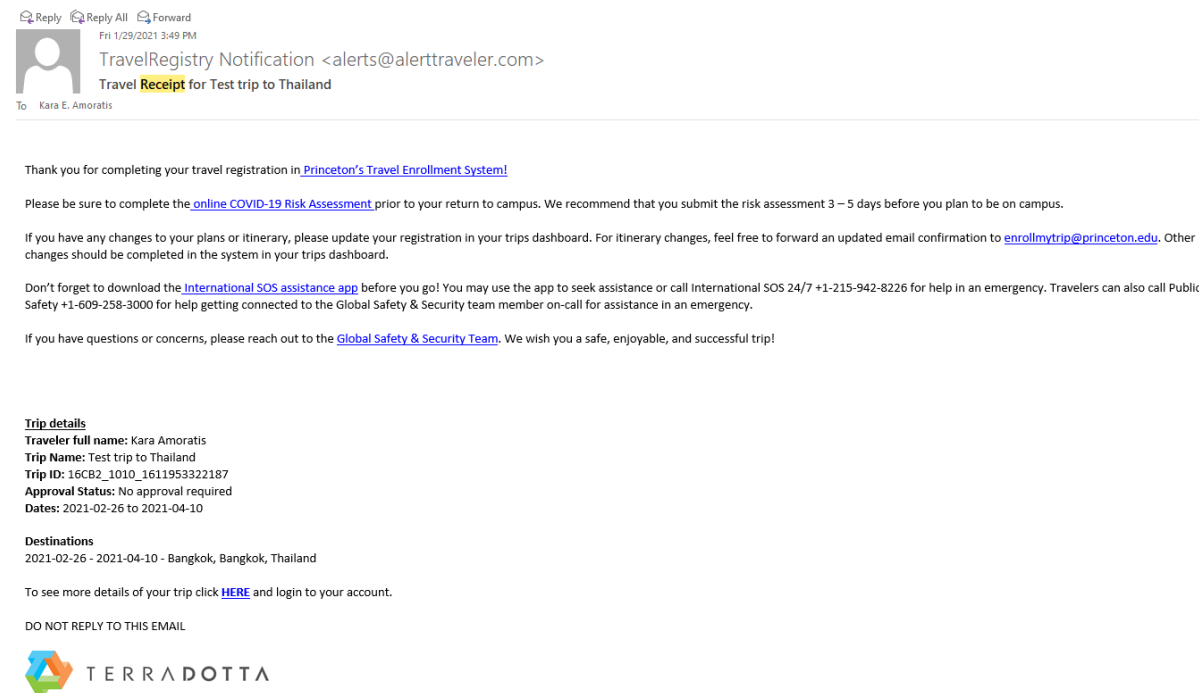
Once you have electronically signed the items, they will appear green on the right hand side. When you complete the upload, the red exclamation points will disappear over the box at the bottom of the page.

The screenshot shows the 'Test trip to Thailand' form in the 'Essential Content' tab. The form is titled 'Test trip to Thailand' with a date range of 'Feb 26, 2021 to Apr 10, 2021 (43 days)'. The 'Reason to travel' is 'Research or Collaboration'. The 'Signature Forms' section includes 'Advisement of Risk' and 'COVID-19 Risk Assessment', both with 'Click to sign' links and red exclamation points. The 'Useful Content' section includes 'Departmental Approval - International Travel', 'Smart Traveler Enrollment Program (STEP)', 'Country Intelligence', and 'International SOS - Faculty & Staff', all with 'Click to view' links. The 'File Upload' section at the bottom has a red exclamation point and a message: 'File Types: doc, docx, pdf, xls, xlsx, ppt, pptx, png, gif, jpg, jpeg, zip, rar, 7z, tar, gz, bz2, exe, mp3, mp4, avi, mov, flv, h264, h265, h266, h267, h268, h269, h270, h271, h272, h273, h274, h275, h276, h277, h278, h279, h280, h281, h282, h283, h284, h285, h286, h287, h288, h289, h290, h291, h292, h293, h294, h295, h296, h297, h298, h299, h300, h301, h302, h303, h304, h305, h306, h307, h308, h309, h310, h311, h312, h313, h314, h315, h316, h317, h318, h319, h320, h321, h322, h323, h324, h325, h326, h327, h328, h329, h330, h331, h332, h333, h334, h335, h336, h337, h338, h339, h340, h341, h342, h343, h344, h345, h346, h347, h348, h349, h350, h351, h352, h353, h354, h355, h356, h357, h358, h359, h360, h361, h362, h363, h364, h365, h366, h367, h368, h369, h370, h371, h372, h373, h374, h375, h376, h377, h378, h379, h380, h381, h382, h383, h384, h385, h386, h387, h388, h389, h390, h391, h392, h393, h394, 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# Trip Receipt

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



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