WHY REGISTER TRAVEL?

• University policy conformance
  • Certain requirements for higher risk travel
  • Risk review and mitigation development
• GS&S better positioned to:
  • Provide support in advance of travel
  • Respond to support requests during travel
  • Allocate resources long-term
• Export Control compliance
• Receive information on resources available to travelers
• Long-term University resource planning
All University students, staff, and faculty can use the Enroll My Trip system (https://enrollmytrip.princeton.edu) to register their travel.

First-time users will need to confirm their profile when logging in. This is a one-time requirement, but information can be edited when needed.

Users will login using SSO just like when authenticating with other University systems.
Access the Enroll My Trip system at
https://enrollmytrip.princeton.edu

Click the “Princeton User Login” button
You may be asked to authenticate using your NetID, just like when accessing other University systems.
Once you’re logged in, your dashboard will display trips that you’ve created or been added to as a participant as well as previous trips that you’ve registered.
TRAVEL REGISTRATION WALKTHROUGH

INDIVIDUAL TRAVEL
Click the “Add New Trip” button to create a new travel registration
Complete the Trip Name field and the optional Description field.

The “Trip Name” field will allow you (and GS&S) to quickly differentiate between trips.
CREATING NEW TRIP

Select the Reason for Travel. For most individual travelers, it will be “Individual Short Term” or “Study Abroad or Long Term.”

This can be changed later so just choose the best option as it relates to the travel being registered.
CREATING NEW TRIP

Enter your Destination(s).

You can add more later.

When entering destinations, **consider where you will be staying overnight**.

Day trips and transit stops should not be added as separate destinations.
CREATING NEW TRIP

Choose the primary transport method for getting to your destination(s).

This creates a corresponding field in the travel registration and can be changed or have other means of transport added.
CREATING NEW TRIP

Choose your dates.

When you depart (for example, from EWR), that’s your “From” date, even if the date changes before transport arrival.

Your departure from destination is your “Until” date.
CREATING NEW TRIP

Adding in an additional destination will add another row of fields to complete.

You can remove a destination row by clicking the corresponding trash can icon.

Click “Continue” to create the trip registration shell.
Once the trip registration shell has been created, you’ll see this screen.

This is your actual registration, including all required fields to complete and relevant information for your review/awareness.

The “Itinerary” tab is the first of three tabs with required actions. Complete all required fields.
The “Forms” tab is the second of three tabs with required actions. This tab captures Export Control and Trip Information for travelers.

If you’re a student, you’ll have a different set of “Trip Information” questions and will also have a question set related to SAFE funding.
The “Essential Content” tab provides information on policies and resources to travelers and captures their digital signatures acknowledging such.

If traveling to a location requiring a Certification or Exception, there’s a file upload field where the traveler can upload their completed form.

CAT A locations (i.e. lower risk) will not have this field.
Once all required fields have been completed, you will no longer see the red exclamation icon on the tabs or any red font/asterisks in required fields.

This means you have completed all required steps and your registration is completed.

You should separately receive an automated email message confirming completion.
SAFE FUNDING

99% of issues with SAFE funding are related to the three issues below. Check these issues before writing GS&S. We do not manage SAFE or fund disbursement.

1) Student answered “no” to the question in the Forms tab related to SAFE funding. This field is conditional and requires a “yes” answer to display additional SAFE-related fields.

2) Incorrect entry of SAFE Project ID in the relevant field(s) of the travel registration. This frequently occurs and is a student error that needs to be corrected.

3) Travel registration occurred after travel was completed. This means no workflow was deployed and SAFE doesn’t see the registration. This does not conform with University policy.
ADDITIONAL QUESTIONS?

Review current Permitted Travel Policy and certification/exception requirements at https://international.princeton.edu/permissible-travel-guidelines

Review destination guidance, including Destination Risk Reports, at https://international.princeton.edu/global-support-resources/destination-guidance

Contact GS&S at globalsafety@princeton.edu