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.
TRAVEL REGISTRATION WALKTHROUGH

GROUP TRAVEL PARTICIPANT
When you’re added to a group travel registration as a participant, you will first receive an automated message.
You may be asked to login. Click the “Princeton User Login” button.

After that, you may be asked to authenticate using your NetID, just like when accessing other University systems.
The email link will direct to your registration shell (can also access from the main menu).

This is your 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. This will be provided to travelers by the department or program that’s organizing the travel.
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](https://international.princeton.edu/permissible-travel-guidelines)

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

Contact GS&S at globalsafety@princeton.edu