WHY REGISTER TRAVEL?

• University policy conformance:
  • Certain requirements for higher risk travel.
  • Risk review and mitigation development.

• Better positions GS&S to:
  • Provide support in advance of travel.
  • Respond to support requests during travel.
  • Allocate resources long-term.

• Export Controls compliance.
• Receive information on duty of care resources available to travelers.
• Aids long-term University resource planning.
HOW TO ENROLL MY TRIP:
INDIVIDUAL TRAVEL
All University students, staff, faculty, and academic administrators can use the Enroll My Trip system (https://enrollmytrip.princeton.edu) to register their travel.

Click on:  PRINCETON USER LOGIN
• You may be asked to authenticate using your NetID, just like when accessing other University systems.

• **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 and should be kept up to date.
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 to easily navigate amongst various trips you may have in the system.
• Select the **Reason for your Travel**.
CREATING A NEW TRIP

- Enter your Destination(s).
- You can always add additional destinations later.
- When entering destinations, ONLY enter locations where you will be staying overnight.
- Day trips and transit stops should not be added as separate destinations.

Many destinations will auto-populate.
CREATING A NEW TRIP

• Select the primary transport method for arriving to the destination you have chosen. Options include: flight, rail, bus, car, and ship.

• This will create a corresponding field below, which can be modified, if needed. You can also add other means of transport, if, for example, transport to your destination requires two forms of transport (e.g., a flight and train).
CREATING A NEW TRIP

**From** is the date you depart your home location.

**Until** is the date you return to your home location or travel to your next overnight destination on your itinerary.
• If you have an additional overnight destination, simply click **+ADD DESTINATION**.

• To remove a destination, click on the 🏛️ icon.

• Click **Continue** to create the trip registration shell.
Congratulations! You have successfully created the “shell” for your trip registration process.

From here, add all required itinerary details, like information about your flight and accommodations, and continue with the registration process.

Don’t forget to click "Next" to continue.
• On the **Forms** tab, complete a few **Trip Questions** and some question on **Export Control** matters.

• If you’re a **student**, you’ll have a different set of **Trip Questions** and will also have some questions related to **SAFE Funding**.

• Click **Next** to proceed to the **Essential Content** tab.
• The **Essential Content** tab provides information on University policies and resources, like international insurance, and requires digital signature acknowledgments from all Princeton travelers.
• If traveling to a location requiring a completed Certification or an approved Exception, a "file upload" field will be visible just below the Useful Content section. Please be sure upload your completed form. Only then can GS&S approve your trip.

• CAT A locations will not have this field.
• Once all tasks on the **Essential Content** tab are completed, it will look like this.

• Don't forget to click **Save & Finish**.
• Remember, you must complete all required fields for your trip to be registered. You will no longer see the red exclamation icon on the tabs or any red font/asterisks in required fields only when complete.

• You will soon receive an automated email message confirming completion.
GS&S QUICK LINKS

- Global Safety & Security website
- Global Safety & Security Policy
- Enroll My Trip system
- Certifications & Exceptions (including instructions, forms, and FAQs)
- Destination Risk Reports
- Emergencies

Contact GS&S at globalsafety@princeton.edu.