MIT Travel Registry

Overview
The MIT Travel Registry collects trip-related data such as itineraries and contact information for MIT students, faculty, staff, and affiliates. This information expedites the look-up of MIT travelers in a particular area where health, safety, or security are threatened. The Travel Registry system facilitates the Institute’s ability to account for your well-being and contact you in the event of an emergency.

Here is a brief video showing the steps to register your travel:

Accessing the Travel Registry
The Travel Registry can be accessed directly at travelregistry.mit.edu, from Atlas, or from icc.mit.edu.

Registering your travel
Where you are traveling, and whether you have already booked your travel will determine the form you need to complete. Questions on the home page help get you to the correct form.

Where are you traveling? If you will be travelling internationally, the form will have fields for passport and visa information, and in some cases a risk acknowledgement form.

Have you booked your travel? If you have already booked your travel, you will then be asked if you did so using MIT’s travel system (Concur) or a Preferred Travel Agency. If you have, you’ll continue to the form. If you booked your travel but didn’t do so through Concur or a Preferred Travel Agency, then you will be asked to forward your itinerary (e-ticket) to Concur before proceeding.

Entering your travel information
In certain cases, some travelers may be presented with a simplified, express form. If you see **OneStep Travel Registration** at the top of the page, skip to the OneStep instructions, below. Otherwise, follow these steps to enter your travel information:

1. Enter your departure and return dates, and destination.
   a. For Destination City, type the city’s name and then click **Find** to locate a match.
   b. Select the correct city from the dropdown list, and then click **Continue**. **Note:** You must select the city from the list even if there is only one selection there.

2. On the **Travel Registration Overview** page, complete the forms provided.
   a. As you complete each required form, you will see a checkmark and pencil icon in the Completed column. Click the pencil if you need to make any changes to an already-completed form.
   b. At any point, you may click the **Save and finish later** button, and come back to the form later. When you have entered all information, click the **Submit, I’m done** button.

3. Sign any document(s) provided. Note that you may not see a Sign documents section, if a travel risk acknowledgement form is not required for your travel.
   a. Read the provided travel risk form, and sign by clicking **Click here to sign digitally**. A popup window will display a confirmation message; please read this and click **Accept**.

4. Once you have completed all forms/documents, you will see a success message at the top of the page. You may exit the application, or click the Travel Registry logo to return to the home page.

### OneStep Travel Registration

If you see **OneStep Travel Registration** at the top of the page, you can complete the express form:

1. In the **TRIP** section, enter your departure date, return date, and destination.
   a. For Destination City, type the city’s name and then click **Find** to locate a match.
   b. Select the correct city from the dropdown list, and then click **Continue**. **Note:** You must select the city from the list even if there is only one selection there.

2. For international travel, enter your **PASSPORT & VISA INFORMATION**; this will not be required for domestic travel.

3. In the **TRAVELING CONTACT INFORMATION** section, enter your contact information and local contact information for your destination.

4. Click **Submit, I’m done** when finished. You will receive a confirmation email that you have registered your travel, with a link to view it or make updates if needed.

### Travel Administration and Reporting

If you are a program/trip administrator looking for information on how to use the registry to manage/oversee your travelers’ trip information, please refer to the following resource:

![Travel Registry Administration & Reporting](image)

### FAQs & more information

For answers to common questions, please see the **FAQ** page.

If you still have questions or need additional help with using the MIT Travel Registry, please email travel-registry@mit.edu.