

Travel Registration Requirement in Healix Platform

All students who will be studying abroad are required to register their travel through the Healix Platform. Please see below for information on **WHAT** needs to be forwarded and **HOW** to forward your travel information.

If your trip itinerary changes, please use the same process below to submit your new travel itinerary.

While abroad, if you decide to travel outside of your host city, you must register your travel in Healix using the same process below.

WHAT to Forward

Travelers must email their official travel confirmation issued by the travel provider (hotel, airline, rental car agency, etc.); the UMass Travel Registry *can accept only the original booking confirmation provided by the point of sale*.

Please see the table below for acceptable formats of the original booking confirmation as well as formats that will not be accepted.

Accepted	Not Accepted
<ul style="list-style-type: none">Original travel booking confirmation email provided by the point of sale<ul style="list-style-type: none">HTML email is acceptableUnencrypted PDF format is acceptable (must be “copy and paste” enabled)	<ul style="list-style-type: none">Manually typed or written itineraries (e.g., “Flight from JFK to DFW 03/03/2022 1:00PM”)Photos, scans or screenshots of bookings/itineraries or email confirmationReceipts or travel expenses (these must be submitted through Concur for expense reimbursement)Boarding passesMultiple bookings/itineraries per email

<ul style="list-style-type: none"> • Only one booking/itinerary per email 	<ul style="list-style-type: none"> • Encrypted PDF files • Emails with a lot of forwards or email conversations. (If there has been a great deal of back/forth or discussion since the booking confirmation, amend the thread/quoted text to remove it before forwarding to the parsing email address.) • Conference registration confirmations
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Emailing any "not accepted" format will result in an error with your travel registration.

HOW to Forward

The email MUST be appropriately formatted to ensure the registration is correctly associated with the traveler in the UMass Travel Registry. Incorrect formatting will result in errors with the travel registration. See the table below for instructions on correctly formatting the email.

Sending from your UMass email (PREFERRED)	Sending from your personal or non-UMass email
<p>Forward the travel itinerary <i>issued by your travel provider/point of sale</i> to UMass.trips@healix.com <i>Please note: only <u>one booking per email</u> can be sent</i></p>	<ol style="list-style-type: none"> 1. Forward the travel itinerary <i>issued by the travel provider/point of sale</i> 2. Replace the Subject Line with the <i>Traveler's UMass email address</i> (failure to complete this step will create a registration using your personal/non-UMass email address; such registration will not be affiliated with you, and the trip will be considered unregistered) 3. Send the email to UMass.trips@healix.com <i>Please note: only <u>one booking per email</u> can be sent</i>

Incorrectly forwarding your travel booking/confirmation will result in an error with your travel registration.