

What is Terra Dotta?

Terra Dotta is the University of Massachusetts Travel Registry system that facilitates the rapid location and communication of those travelling on behalf of the University in the event of an emergency.

Who needs to register?

Faculty, Staff and students with employee ID's traveling overnight or out of state (domestically and internationally) on university business need to register their travel. Students studying abroad and taking weekend trips while abroad are encouraged to register as well.

If I am not staying overnight and am traveling in state, do I have to register?

No, you do not have to register for single day in-state trips. However, if you are driving to and from a conference or meeting for multiple days, you should register your travel.

If an employee is traveling overnight or out of state, but not requesting reimbursement, do they have to register?

Yes, if they are traveling on University business.

How do I find my travel itinerary ID?

After you have clicked Register, navigate to the upper left-hand corner of Terra Dotta and select

Registrant > My Registrations. You can log back into Terra Dotta at any time and navigate to this menu to get your travel registration ID. Proxies will be emailed the ID and can view it on the Terra Dotta Home page under messages.

Do registrants receive an email with the registration ID?

No. They must look up the registration ID after registering in Terra Dotta under **Registrant > My Registrations.** Proxies who register travel for another person will receive an email with the registration ID.

I cannot find my department in the department listing.

All UMASS Dartmouth travel registrations will have a department number of **Dartmouth- All Departments.**

Do student athletes or students traveling with a faculty member or staff need to register in the Terra Dotta?

No, students and student athletes do not need to register unless they have an employee ID, however they can register if they choose to. The coach or faculty member should keep a list of students travelling and attach it to the registration. Include Student Name, Student email address, Student cell phone number, Student Emergency Contact Name, Emergency Contact Phone Number, email address and Relationship. A template is available in the Terra Dotta Section of the job aid website: <https://my.umassd.edu/group/procurement-videos>

Once I have registered my travel, what do I do with the number?

The number needs to be added to your **Travel Authorization** in PeopleSoft Financials Travel and Expenses. Enter this 5-digit Terra Dotta Itinerary ID in the Terra Dotta field on the Travel Authorization. Do not add prefixes. **Correct Example:** 23456 **Incorrect:** #23456 or ID 23456

If a manager registers their own travel, can a proxy access the travel itinerary and registration ID?

No. Only the registrant can view the travel itinerary and ID.

If I register my manager for travel in Terra Dotta as a proxy, can I view the travel registration ID and itinerary in Terra Dotta after I submit it?

No, you will receive an email with the registration ID, and you can see it in your messages in Terra Dotta, but you cannot access the itinerary information in Terra Dotta once you have submitted it.

If I register my manager for travel as a proxy, will the manager be able to view the Terra Dotta Itinerary ID?

Yes. The manager can log in to Terra Dotta and click on Registrant > My Registrations to view Itinerary ID's.

My Trip was cancelled, what should I do?

Delete or cancel the Travel Authorization in PeopleSoft and delete the Terra Dotta Itinerary ID. **Only the registrant** can cancel the Terra Dotta Registration ID. The proxy cannot cancel a Registration. Log in to Terra Dotta, click on Registrant to view your registration ID's. Click on the registration ID you wish to delete and click the red X. The registration is deleted, but you will still see the registration ID with no detail.

How do I edit or cancel a travel registry entry in Terra Dotta?

Navigate to Registrant, My registrations and click on the description of the entry you wish to edit. Click on the pencil icon, make changes to the date or the city and click update. Click on the Red X to delete the itinerary.

Only the registrant can make updates. The proxy cannot edit or delete travel.

Can a proxy edit or cancel a registry ID in Terra Dotta?

No, only the registrant can do this.

I am a proxy and I cannot find the person I want to register in Terra Dotta.

Alias email ID's are not searchable in Terra Dotta, so this may be the issue. Search using the email ID of the person you are trying to register. Try entering first initial last name as in **JCosta** instead of Jack.Costa.

I am unable to find the city for which I am registering travel, what should I do?

Enter the first few letters of the country or city in the Location Destination field. (Do not hit search). All entries that contain those letters will display and the list is scrollable. If that does not work, enter the city name in the Location destination field and then press search. Select from the entries. Email travelregistry@umassd.edu.

How do I update my profile in Terra Dotta?

Log in to Terra Dotta and Click on the Gear Icon in the upper right next to your name. Choose Edit Profile.

Helpful Links:

<https://my.umassd.edu/group/procurement-videos> - Link to job aids and videos.

Link to the application

<https://travelregistry.umasscs.net/> Or Navigate to [My UMass D > QuickLaunch > More Campus Systems](#)

Order of Operations for overnight trips or multi-day conferences

1. Travel Registration entered in to Terra Dotta at least two weeks before the trip
2. Travel Authorization in PeopleSoft, budget checked and approved before the trip commences.
3. Expense Report copied from the Travel Authorization within 120 days of travel.
4. After 120 days, the Expense report is taxable. After 6 months, Expenses are not reimbursed.
5. Cancelled Trips – Cancel the Travel Registration in Terra Dotta, delete or cancel the travel authorization in PeopleSoft.