

Dear Faculty and Staff,

All UMass campuses will launch a travel registry program, commonly referred to as Terra Dotta. This Registry will collect basic itinerary and emergency contact information of employees (faculty, staff) and students who are traveling on behalf of the University. Effective February 15, 2018, all UMass Dartmouth employees and students will be required to register out-of-state domestic travel and international travel.

We live in a world that is uncertain. The travel registry will allow the university system to quickly identify where our employees are located in the event of an emergency. Our travel authorization process does not have this capability. The travel registry does not capture the necessary information for travel authorizations, so both will be required. The travel registry requirement will be integrated into the current process for entering and approving travel (Travel Authorization). While the Registry adds a couple of steps to the current process, registration is simple and takes only a few minutes to complete. The benefits in the event of an emergency while traveling are significant.

Through the Registry, the University has resources available to assist before and during international travel:

- Travel insurance, covering accident and sickness, medical and security evacuation, and emergency family travel;
- Pre-travel resources like up-to-date information about health and safety matters, including required and recommended immunizations;
- Access to important information about the current physical and geo-political situation in the country you plan to visit; and
- Export control advice, including the transport of University technology, like laptops, iPads, smartphones and other similar devices, and the availability of “clean”/compliant devices.

To register your travel, go to <https://www.umassd.edu/peoplesoftfinance/>. Complete instructions are included within the [Travel Authorization Entry-Job Aid](#) found on the UMass Dartmouth website <https://travelregistry.umasscs.net/>. Note that a “Proxy” registration has been created that allows administrative assistants to complete the registration for faculty, administrators, and staff.

If you would like additional information about these resources, or have questions regarding the travel registry registration, contact Rebecca (Becky) Pina at rpina@umassd.edu or extension 8189.

Thank you,