FAQ: TRAVEL REGISTRATION AT THE UNIVERSITY OF PITTSBURGH

What is it?
A University portal-based system that collects the dates and destination of international travel.

Why are we implementing registration?
Over the last number of years two forces have shaped the University’s thinking about international travel of faculty, staff, and students. First, events around the world (e.g., the Tsunami in Asia, the earthquake in Japan, the change in government in Egypt) have made it important for us to be able to quickly identify University personnel abroad. Second, as we increasingly are engaged in global programs, it would be useful to be able to provide an aggregate overview of the range of engagement abroad each year. Thus, the Council of Deans has adopted a policy that requires registration of international travel for all University students and staff and strongly encourages registration for faculty.

Who is required to register?
- Undergraduate students (but most of this travel is registered through the study abroad process, see below)
- Graduate students
- Staff
- Faculty (strongly encouraged, but not required)

You should register using this system if:
- You are conducting research abroad
- You are attending a conference or meeting abroad
- You are part of a University group or club and traveling abroad as part of a University-sponsored activity

You should not register using this system if:
- You are participating in a program administered through the University’s Study Abroad office website
- You are helping to manage a study abroad program managed through the Study Abroad office website
- You are not on University business (e.g., you are going on vacation abroad)

How do I register?
- Log into my.pitt.edu
- Point to My Resources to expand the drop down
- Click on Travel Registry
- Read the material and click on the link in the upper right labeled Register Your Trip Now
- Once you are in the system, you will be able to note the dates of travel, list the destinations during your journey, and answer a brief questionnaire about the nature of your trip and the best means for contacting you in case of emergency.

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