

International SOS MyTrips Group Travel Registration Instructions

The Group Travel Registration Worksheet is used to capture itinerary details for groups of Harvard-sponsored travelers (2 or more people).

1. Download the [Group Travel Registration Worksheet](#).
2. Follow the instructions in this document, paying particular attention to formatting, predefined fields, and required fields.
3. Save your completed Excel file and submit it via our [secure webform](#).
4. Global Support Services (GSS) staff upload the data from the Excel Worksheet into MyTrips for you.
5. Once the upload is complete, travelers receive an email notifying them that their itinerary has been entered. They can then log in to [MyTrips](#) with their Harvard email address to create a profile (if they haven't already) and view and add to their trip details.

Formatting

Your travel data should always begin in row 3. Do not modify the top two rows in the spreadsheet, change column names, or change the order of the columns.

Use a single row for each traveler.

Harvard ID field has an 8-character limit. Do not enter any dashes or additional numbers beyond the 8 digits of the traveler's Harvard ID.

Date fields must be entered in the following format: mm/dd/yyyy (example: 03/06/2023).

Predefined Fields

The following fields contain predefined dropdown menus to ensure consistency and accuracy across travel itineraries. Do not copy/paste your data over these fields:

- Home Country
- Harvard School/Unit
- Harvard Status
- Purpose of Travel
- Destination Country
- Emergency Contact Relationship

Required Fields

If travelers' information is likely to change, enter the data you have now into the worksheet; once GSS staff upload the itineraries into MyTrips, individuals may log in to MyTrips directly to view and add other details to their trip. The following fields are required:

- Harvard ID
- First Name
- Last Name
- Home Country
- Phone Number
- Email Address
- School/Unit Name
- Harvard Status
- Destination Country
- Travel Start Date
- Travel End Date

Questions?

Contact GSS at globalsupport@harvard.edu or +1-617-495-1111.



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