



Harvard Travel Registry Travel Import Worksheet Instructions

The Travel Import Worksheet is used to capture itinerary details for:

- large groups of travelers
- assistants registering on behalf of a faculty or staff member
- individuals traveling with a spouse or dependents who do not have a Harvard ID*

1. Follow the instructions in this document, paying particular attention to formatting, predefined fields, and required fields.
2. Save your completed Excel file and submit it via our [secure webform](#).
3. Global Support Services (GSS) staff uploads the data from the Excel Worksheet into the Travel Registry for you.
4. Once the upload is complete, travelers receive an email notifying them that their itinerary has been entered. They can then login to travelregistry.harvard.edu with their HarvardKey to view and update their trip details.

Formatting

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

Date and time fields must be entered in the following format: dd mmm yyyy hh:mm; for example: 06 Nov 2016 18:40. You do not need to enter the time; it will default to 00:00 if not specified.

Predefined Fields

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

- Harvard status
- Gender
- School/Unit
- Purpose of travel
- Country

Required Fields

If travelers' information is likely to change, enter the data you have now into the worksheet; once GSS uploads the itineraries into the Travel Registry, individuals may login to the Travel Registry to edit their trip. The following fields are required:

- First name
- Last name
- Email address
- Harvard ID
- Harvard status
- School/Unit
- Purpose of travel
- Program name
- City
- Country
- Arrival date
- Departure date
- Emergency contacts' first and last names

**Please contact GSS before filling out the worksheet for travelers without Harvard IDs.*

Traveler Name

Use a single row for each traveler, starting with the first name in box A3 and the last name in B3.

Enter a second traveler's first and last names in the row beneath the first traveler, in boxes A4 and B4. This process can be continued for all travelers on a given trip.

	A	B
1	Traveler Name	
2	First Name	Last Name
3		
4		
5		
6		
7		
8		
9		
10		
11		

Traveler Details

Continue across the spreadsheet, using a single row to enter each traveler's cell phone number, email address, Harvard status, gender, Harvard ID, and citizenship.

To enter Harvard status and gender, click in the desired cell to display a dropdown menu. Select the appropriate field from the predefined lists.

C	D	E	F	G	H
Traveler Details					
Cell Phone (Int. Format)	Email Address	Harvard Status	Gender	Harvard ID	Citizenship
555-555-5555	anvilgroup@anvingroup.com	Undergraduate	Male	12345	USA
		Undergraduate			
		Graduate student			
		Faculty			
		Postdoc/other academic			
		Staff			
		Other			

C	D	E	F	G	H
Traveler Details					
Cell Phone (Int. Format)	Email Address	Harvard Status	Gender	Harvard ID	Citizenship
555-555-5555	anvilgroup@anvingroup.com	Undergraduate	Male	345	USA
			Male		
			Female		

General Traveler Info

Use the dropdown menus to select each traveler's School/Unit in column I and the purpose of travel in column J. Then in column K, manually enter the program name; for example, "Study Abroad Italy."

I	J	K
General Traveler Info		
School/Unit	Purpose of Travel	Program Name
<div style="border: 1px solid red; padding: 2px;"> College (FAS) Graduate School (GSAS) Extension & Summer School (DCE) Engineering (SEAS) Business (HBS) Dental (HSDM) Design (GSD) Divinity (HDS) </div>		

I	J	K
General Traveler Info		
School/Unit	Purpose of Travel	Program Name
	<div style="border: 1px solid red; padding: 2px;"> Study Research Internship/Work/Volunteer Conference Artistic Performance Other/Academic Other/Administrative Student Organization Trip </div>	

A completed General Traveler Info row looks like this:

I	J	K
General Traveler Info		
School/Unit	Purpose of Travel	Program Name
College (FAS)	Study	Study Abroad Italy

Destination Information

In columns L-R, enter the travelers' lodging name, address, city, country, telephone number, expected arrival date, and expected departure date.

Date and time fields must be entered in the following format: dd mmm yyyy hh:mm; for example: 06 Nov 2014 18:40. You do not need to enter the time; it will default to 00:00 if not specified.

The country column is the only data field in this section that has a predefined dropdown menu:

M	N	O	P
Destination Information			
Address	City	Country	Tel No
		<div style="border: 1px solid red; padding: 2px;"> AFGHANISTAN ÅLAND ISLANDS ALBANIA ALGERIA AMERICAN SAMOA ANDORRA ANGOLOA ANGUILLA </div>	

A completed Destination Information row looks like this:

L	M	N	O	P	Q	R
Destination Information						
Lodging Name	Address	City	Country	Tel No	Expected Arrival Date	Expected Departure Date
The Lodge	10 Lodge Street	Rome	ITALY	+8135555555555	20 Feb 2013 02:00	22 Feb 2013 13:00

Emergency Contact 1 and 2

Enter a home emergency contact and local (destination) emergency contact for each traveler, even if the same contact is used for multiple travelers. Columns S-Z should identify the first and last name of the contact; relationship to the traveler; home, work, and cell phone number; address; and email address for the emergency contact.

Repeat the process for a second emergency contact in columns AA-AH. Ensure you have entered one home country contact and one local (destination) contact.

A completed Emergency Contact row looks like this:

S	T	U	V	W	X	Y	Z
Local Emergency Contact 1							
First Name	Last Name	Relationship to Traveler	Home Tel.	Work Tel.	Cell Phone (Int. Format)	Address	Email
Paul	Anvil	Father	555-555-5555	888-888-8888	111-111-1111	1234 Anvil Street	anvil@anvilgroup.com

Questions about these instructions or the Travel Registry?

Contact Global Support Services at +1 617-495-1111.

Last updated: April 21, 2017.