

NYU TRAVELER



NYU Self Registration Travel Form Itinerary and Travel Legs

Use the following instructions to register your travel information using NYU's Self Registration Travel Form (SRTF).

The NYU SRTF is divided into four sections:

- 1) **Previously Registered Travel:** Any pending travel can be reviewed using the drop-down menu at the top of the form.
- 2) **Personal Information:** This section is prepopulated with the Emergency Contact Information that NYU has on file for you. If any of the displayed data is incorrect, please contact one of the following to have it updated:
 - Students: SIS/Albert
 - Employees: PeopleSync via NYUHome
 - Affiliates: Registry
- 3) **Trip Details:** In this section you will define your main itinerary Start Date, End Date, and Location of your entire trip. The only information that is required are Trip Type, Arrival Date, Departure Date, and Location (as indicated with **). If you have emergency contact information that is only for the duration of the trip you are registering, then update the Trip Emergency Contact Information here.
Once you have completed this section, click on the button labeled **Add to Itinerary**.

Note: A Location must be highlighted in the Location List Box prior to clicking on Add to Itinerary. If you are unable to locate your Trip's location, please contact AskIT@nyu.edu or 212-998-3333.

Please proceed to the next page for Section 4

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4) **Travel Legs:** To get to this section, you must scroll down and click on the button labeled **Add Travel Legs**.

- Select **Mode of Travel**
- Once you select your mode of travel, you can begin to enter your travel leg information.
 - Enter in the Vendor, Airline or Carrier Name.
 - Enter in flight, train, bus, auto, or ship number (This will depend on type of mode selected).
 - Select your departure date using the calendar button (This is the day your travel leg starts).
 - Please indicate your departure time using the format hh:mm (example - **03:15 or 11:25**).
 - Select AM or PM from the dropdown box to the right of the departure time.
 - Select departure city by clicking in the Location List Box. Begin typing the name of the city. When you see your location, ensure the correct location is highlighted and then click outside of the box.
 - Below the Location List Box of your departure, enter in the airport, station, or port code. (This will depend on type of mode selected)
 - Select your arriving date using the calendar button (This is the day your travel leg ends).
 - Please indicate your arriving time using the format hh:mm (example - **03:15 or 11:25**).
 - Select AM or PM from the dropdown box to the right of the arrival time.
 - Select arriving city by clicking in the Location List Box. Begin typing the name of the city. When you see your location, ensure the correct location is highlighted and then click outside of the box.
 - Below the Location List Box for your arrival, enter in the airport, station, or port code. (This will depend on type of mode selected).
 - At the very bottom of the Travel Leg section, you can write a comment pertaining to the Travel Leg.
 - Once you have completed the Travel Leg Information, click on the button labeled **“Add >”**.
 - You can then return to the top of the Travel Leg section to submit additional Travel Legs.
 - Your travel leg(s) will display at the bottom of the screen.
You will be able to edit any one of your travel legs by clicking on the pencil button.
You will be able to delete any of your travel legs by clicking on the red icon.
- When you are satisfied with the information provided, click on the button labeled **Submit** to send your detailed itinerary to NYU Traveler. A text box will display at the top of the page. Click the **OK** button, you will then be directed to your Traveler Home Page where you can then review and / or edit your itinerary.
- Completing NYU’s SRTF will create a travel record with the label of **Faculty/Staff/Student Travel Registration**

This itinerary information you provide NYU is used only in the case of an emergency, you are encouraged to enter as much detail as possible. This information is kept strictly confidential.

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Once you Register a Trip using NYU's SRTF, you can edit any part of your itinerary via your NYU Traveler Home Page using the following steps:

- Proceed to www.nyu.edu/nyutraveler.
Once at the website, click on **Register** and then click on **Update**.
You'll land on your NYU Traveler Home Page; go to the **Travel Records** section.
Click on the travel record labeled **Faculty/Staff/Student Travel Registration** that you would like to update.
- The Travel Page will load with your entered itinerary on the section labeled **Itinerary and Travel**.
Click on the pencil to edit the Itinerary you wish to edit.
At the **Application Itinerary Record** page:
 - You can modify the itinerary dates and / or location. When complete click **Update Itinerary**.
 - You can modify existing Travel Legs. When complete click **Update** and then **Update Itinerary**.
 - You can add additional Travel Legs. When complete click **Add** and then **Update Itinerary**.

Note: Review page 2 section 4 above for detailed instructions on how to add Travel Legs.