

Travel Registry Guidelines

All undergraduate students participating in Study Abroad in Pitt programs, exchange programs, and Pitt-recognized programs will be required to record their names, travel itineraries, contact information, and Pitt program. These students may appoint a proxy, such as the study abroad liaison, to complete this filing. Students participating in non-Pitt programs that are not on the list of recognized programs are strongly encouraged to record their travel itineraries and contact information.

All faculty leading Pitt-organized study abroad programs or accompanying groups of undergraduate students on overseas trips must record their travel itineraries and contact information and ensure that everyone in their program or group has also recorded travel itineraries and contact information. These faculty will acknowledge and adhere to the University's Pre-Departure and Travel Warning guidelines.

All staff and undergraduate, graduate, and professional students traveling on University business, conducting research intended to be submitted for academic credit, representing the University (e.g., extracurricular activities, attending academic conferences), and/or using University funds (including grant funds processed through Pitt) are required to record their travel itineraries and contact information.

Faculty traveling on University business, conducting research, representing the University (e.g., attending academic conferences), and/or using University funds (including grant funds processed through Pitt) are strongly encouraged to record their travel itineraries and contact information.

Access to data collected as a result of this policy will be limited to administrators with a need to know this information.

Detailed instructions and the link for the Travel Registry can be found on [My Pitt portal](#) under Resources.