



## **MyTrips**

### **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 email address\*

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 MyTrips 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 [MyTrips](#) with their Harvard email address 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.

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; for example: 08/18/2018.

### **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:

- 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 uploads the itineraries into MyTrips, individuals may login to MyTrips directly to edit 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

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

## **Tips for Completing the Worksheet**

- Use a single row for each traveler, starting with the Harvard ID in box A3.
- When entering information in a predefined field, click in the desired cell to display a dropdown menu. Then select the appropriate field from the predefined list.

## **Questions about these instructions or MyTrips?**

Contact GSS at +1-617-495-1111.

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