

# *MyTrips*

## CREATING & MODIFYING NEW TRIPS



## 2 Ways to Create Travel Plans

1. **Email** your itinerary (possible in some cases)
2. Enter travel plans manually

# 1. Forward your Itinerary to Create a Trip

- When you book a flight, hotel, or car rental, forward the confirmation email from ***your Pepperdine email address*** to [MyTrips@travelsecurity.com](mailto:MyTrips@travelsecurity.com), and it will automatically be uploaded on your behalf. Do not make any changes to the email – do not change the content or format (this may prevent the itinerary from uploading), and include any attachments.
- If you have multiple emails for the same trip (i.e. an airline confirmation email and a hotel confirmation email), send these in separate emails. You can send as many emails as required for the same trip.
- If your confirmation was sent to your personal email, forward it to your Pepperdine address, and then forward it again to [MyTrips@travelsecurity.com](mailto:MyTrips@travelsecurity.com). You will receive an email stating if submission was successful or not. If not, enter travel manually.

# 1. Forward your itinerary (continued)

- Confirmation emails must be in English in order to be processed.
- If you receive an updated or changed version of the itinerary via email, forward this latest version and it will be uploaded on your behalf.
- You will be able to see the trip in your MyTrips profile, and the 'Created By' field will note 'Forwarded itinerary'
- If you have changes that are not in an email format, or if you cancel a trip, log into MyTrips to make the appropriate changes

## 2. Enter trip manually

- Login at <https://MyTrips.travelsecurity.com/Login.aspx>. Your profile page will pop up. Click on 'Create New Trip.'
- Enter the trip name that will best help you identify it (i.e. Tuscany Tour January 21-23 2019).

## 2. Enter the trip manually

At minimum, you must click on '**add accommodation**' for each travel break and weekend regardless of your location. This includes:

- 1) Hotel Name (put in Pepperdine house name if staying locally)
- 2) **Check in and check out** (start and end of your travel)
- 3) Address: at minimum, enter **city and country**
- 4) Phone and confirmation number suggested but not required

## 2. Enter the trip manually

We highly encourage you to include all flight, train, and other trip information that you have available though not required. Click the '+Add another' button to add additional segments to each section.

Welcome Sarah Viera from Pepperdine University

User Guide | Feedback | Log Off

My Profile / Trips

Create New Trip

### Create New Trip

Trip Name \*

Trip Name/Confirmation#/PNR Record Locator

Click on the tabs to create your trip segments

Add Flight

Add Accommodation

Add Train

Add Ground Transportation

Airline \*

Airline

Please select Unknown Airline (YY) if you can't find the airline.

Departure City \*

Departure city

Arrival City \*

Arrival city

Confirmation Number

Confirmation number

Flight Number \*

Flight number

Departure Date/Time \*

hr

min

Arrival Date/Time \*

hr

min

Save

Cancel

## 2. Enter the trip manually



**IMPORTANT:** If you enter flight or train information, you must put your round trip travel information (not just a 1-way travel itinerary). If you do not enter round trip travel information, the system will show you indefinitely in your travel location and you will need to correct it.



# Entering Round Trip Travel

After you save your outgoing flight or train, click again on “Add Flight” or “Add Train” to add return leg

Click on the tabs to create your trip segments



## Travel Itinerary

Flight						
Airline	Flight Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation Number
Ryan Air (7S)	429	(LGW) London, United Kingdom - London Gatwick Apt	22 Jun 2017, 08:03	(TOJ) Madrid, Spain - Madrid Torrejon Airport	22 Jun 2017, 10:05	 

# Entering Round Trip Travel



## Example of a completed weekend flight itinerary

Add Flight

Add Accommodation

Add Train

Add Ground Transportation

### Travel Itinerary

Flight						
Airline	Flight Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation Number
Ryan Air (7S)	429	(LGW) London, United Kingdom - London Gatwick Apt	22 Jun 2017, 08:03	(TOJ) Madrid, Spain - Madrid Torrejon Airport	22 Jun 2017, 10:05	 
Ryan Air (7S)	427	(TOJ) Madrid, Spain - Madrid Torrejon Airport	25 Jun 2017, 07:07	(LGW) London, United Kingdom - London Gatwick Apt	25 Jun 2017, 10:13	 

# View, Change or Delete a Trip

- To view all your trips, go to your profile page, click 'Edit.' You will see all past, current, and future trips at bottom of page.
- You can change the status from 'Active' to 'Inactive' if trip you want to save but not make trip active.
- To delete the trip, click the trash can icon.
- To view a specific trip, click on the trip name. To make changes, manually enter the revised trip details, then click 'Save.'