# Guide: Manually Adding Trips

The following information provides step-by-step instructions to manually add a trip in Horizon for an individual.

**Step 1:** Log in via your Northeastern email address.

If the user has not already done so, they will need to log into the [travel registry](#). Use your Northeastern.edu email address. You will be taken to a single sign on page where you will be asked to enter your NU credentials.

**Step 2:** Navigate to Add New Trip

1. Click on your name in the top right hand corner
2. Click *Profile* from the menu
3. When the Person Profile page loads, click the *Trips* tab
4. Click the *Add New Trip* link to open the Add New Trip page and continue to Step 3
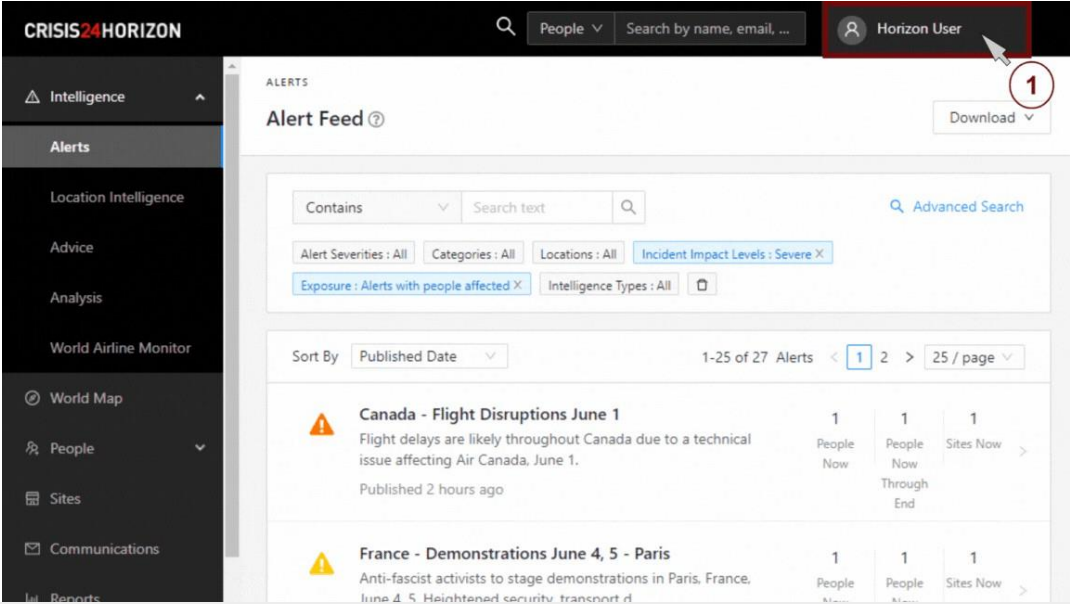


**Step 3:** Enter Identifying Trip Details

1. Enter a trip name to help identify or differentiate it from other trips (optional).

2. Enter your Record Locator (booking/confirmation number) for this trip (required).

## Trip Details

Trip Name ⑦

Enter trip name

* Record Locator ⑦

Enter record locator

## Step 4: Enter Trip Leg Details

You are encouraged to enter as much detail as possible when manually adding a trip the the system.  Remember to include your return to home information when entering your trip legs so your organization will know when your trip is complete.  There are 4 different leg types that can be entered: Flight, Accommodation, Flight, and Rail.  In general, only the location, start and end date/times are required to be entered for each leg.  Expand the information below to see a more detailed view of what is included in each leg type.

## Flight Leg Details

1. Select Flight from the Leg Type drop down menu.
2. Enter the travel details for the flight leg of your trip. At minimum, you must enter:
   A. Local Start and End Date/Time
   B. Start and End Locations
3. When you are finished, click the Add Trip Leg button to add another leg or continue to Step 5: Submit if all trip legs have been entered.

* Trip Legs

* Leg Type

Flight ⌄

Airline

Enter Airline

Flight #

Flight #

* Local Start Date/Time ⑦

Enter date/... 📅

* Start Location

City ⌄ | Enter ... ⌄

* Local End Date/Time ⑦

Enter end ... 📅

* End Location

City ⌄ | Enter ... ⌄

＋ Add Trip Leg

## Accommodation Leg Details

1. Select Accommodation from the Leg Type drop down menu.
2. Enter the travel details for the accommodation leg of your trip. At minimum, you must enter:
   A. Local Start and End Date/Time
   B. Location
3. When you are finished, click the Add Trip Leg button to add another leg or continue to Step 5: Submit if all trip legs have been entered.



## Car Leg Details

1. Select Car from the Leg Type drop down menu.
2. Enter the travel details for the car leg of your trip. At minimum, you must enter:
   A. Local Start and End Date/Time
   B. Start and End Locations
3. When you are finished, click the Add Trip Leg button to add another leg or continue to Step 5: Submit if all trip legs have been entered.

**\* Trip Legs**

**\* Leg Type**

Car ⌄

**Car Rental Company**

Enter car rental compa...

**\* Local Start Date/Time** ⑦

Enter date/... 🗓

**\* Start Location**

City ⌄ | Enter ... ⌄

**\* Local End Date/Time** ⑦

Enter end ... 🗓

**\* End Location**

City ⌄ | Enter ... ⌄

**+ Add Trip Leg**

## Rail Leg Details

1. Select Rail from the Leg Type drop down menu.
2. Enter the travel details for the flight leg of your trip. At minimum, you must enter:
   A. Local Start and End Date/Time
   B. Start and End Locations
3. When you are finished, click the Add Trip Leg button to add another leg or continue to Step 5: Submit if all trip legs have been entered.

**\* Trip Legs**

**\* Leg Type**

Rail ⌄

**Railway**

Enter Railway

**Train #**

Enter train #

**\* Local Start Date/Time** ⑦

Enter date/... 🗓

**\* Start Location**

City ⌄ | Enter ... ⌄

**\* Local End Date/Time** ⑦

Enter end ... 🗓

**\* End Location**

City ⌄ | Enter ... ⌄

**+ Add Trip Leg**

## Step 5: Submit

1. Add any notes needed related to your trip (optional).
2. Click the Add Trip button to submit the details of your trip.

## Notes

| | |
|---|---|
| Cancel | **Add Trip** |

Your trip information will now be available to your organization and available from your Profile in Horizon.

**Optional:** Editing Existing Trips

Editing an existing trip in Horizon follows the same basic procedure as what is listed above for adding a trip. Users will need to follow these steps to Edit Trip:

1. Click on the user's name in the top right hand corner
2. Click *Profile* from the menu
3. When the Person Profile page loads, click the *Trips* tab
4. Click the three dots icon

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   in the far right column of the trip you need to edit
5. Click *Edit*