RAISE A “WITHIN MISSION” TRAVEL REQUEST
IUP CHEAT SHEET

This cheat sheet explains how Individual Uniformed Personnel must raise within-mission Travel Requests in Umoja that require no commercial tickets. For all other Travels, IUPs should contact Travel Administrators who will raise the Travel Request on their behalf. Remember: in addition to Umoja transactions, UN Flight bookings and Leave Requests for official travel must continue to be booked and approved.

8 PROCESS STEPS

1

Login to Umoja ESS
http://selfservice.umoja.un.org/

2

In the IUP Self-Service tab, click the Traveler Work Center (IUP) link

3

In the work center, click the Create Official Travel button

4

In the Start screen, select option “12. Within Mission — DFS” as the travel type, and confirm that all travel/applicable leave is approved by a supervisor

5

In the General Data screen, mark the Journey Type within the Basic Details section (i.e. work start/end dates, time, purpose)

Basic Details
- Traveller Type: Non-staff
- Number of Travellers: 1
- Journey Type: Round-Trip
- Travel Purpose: Check project status in the region
Input all itinerary details

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<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Departure City/Country</th>
<th>Mode of Travel</th>
<th>Arrival Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.06.2018</td>
<td>Entebbe, Uganda</td>
<td>06 UN Vehicle</td>
<td>18.06.2018</td>
</tr>
<tr>
<td>22.06.2018</td>
<td>Kampala, Uganda</td>
<td>06 UN Vehicle</td>
<td>22.06.2018</td>
</tr>
</tbody>
</table>
```

*Liaise with an HR Partner to determine the proper cost for each scenario (HR may need to adjust payments with/through Payroll for allowances, i.e. MSA accommodations)*

Select **Yes** or **NO** for the **Personal Deviation** option

In the **Additional Data** screen, clarify if the following is applicable:
- Transportation of Firearms
- Request of a Travel Advance

Click the **Enter Estimated Costs** button to review the Travel costs

Click **Change Cost Assignment** and make sure the proper **Fund** and **Cost Center** is selected

Review the details in the **Additional Data** screen before clicking **Review and Send**

Umoja generates a unique number and message that confirms the Trip was successfully sent for approval

*Remember: the Travel Request must first be approved by the Travel & Shipment Approver (TSA) and then must be approved by the Travel Processing Officer (TPO)*

Need more help? Go to the Umoja Field Support site (https://umoja.un.org/dfs) for Travel Job Aids and Video Tutorials