



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/)
<http://selfservice.umoja.un.org/>



2

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



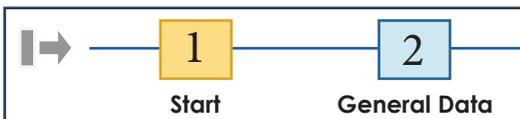
3

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



Travel Category *
Travel Type *
 My supervisor has agreed to my travel and approved any applicable leave

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 *
Number of Travellers *
Journey Type *
Travel Purpose *
Work Start Date/Time: *
Work End Date/Time: *



5 (Continued)

Input all itinerary details

Departure Date	Departure City/Country	Mode of Travel	Arrival Date
18.06.2018	ENTEBBE, UGANDA	06 UN Vehicle	18.06.2018
22.06.2018	KAMPALA, UGANDA	06 UN Vehicle	22.06.2018

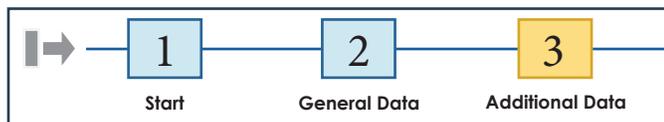
Liaise with an HR Partner to determine the proper cost for each scenario (HR may need to adjust payments with/through Payroll for allowances, i.e. MSA accommodations)

6

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

Estimated costs				
Expense Type	Calculate	Currency	Estimated Costs	Equival
Subsistence Allowance-Stf Mbr		USD-United States Dollar	864.00	86
Sum				86

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**

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

Additional Data for Travel	
Subsistence Allowance/Deductions	
Number of Deductions:	Non-staff <input type="button" value="Enter Deductions"/>
Travel advance requested: *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Travel Processing Office: *	RSCE ENTEBBE
Tickets to be issued through: *	<input type="radio"/> Commercial Travel Provider (i.e. Travel Agency)
Estimated Costs:	864.00
Cost Assignment: *	100.00 % Cost Center 10041 (MINUSTAH default ctr), Fu

7

Review the details in the **Review and Send** screen before submitting the trip for approval

Change Travel Request for 29161950 Oscar NAVARRO (66885)		
<pre> graph LR 1[1 Start] --> 2[2 General Data] 2 --> 3[3 Additional Data] 3 --> 4[4 Review & Send] 4 --> 5[5 Completed] style 4 fill:#ffff00 </pre>		
Prepared By	T1ESS_IUPT1ESS_IUP	Travel Type
Employee Group	Military/Police	Employee Subgroup
Grade/level Pos	/ Default Position	Duty Station
Org. Unit		E-mail ID
<input type="button" value="Previous Step"/> <input type="button" value="Save and Send for Approval"/> <input type="button" value="Save Draft"/>		
Travel Start Date:	18.06.2018	
Travel End Date:	22.06.2018	
Itinerary Details		

8

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

<input checked="" type="checkbox"/> Travel request 0000066885 was saved and submitted successfully
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***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)**