



# RAISE A TRAVEL REQUEST NATIONAL STAFF CHEAT SHEET

This cheat sheet explains how National Staff must raise any type of Travel Request in Umoja. Remember: in addition to the Travel Request, Umoja **Leave Requests**, medical/security clearances, and eMOPs (when applicable) *must continue to be submitted and approved*. Furthermore, all travel related expenses should be claimed through an Umoja **Expense Report**.

## PROCESS STEPS



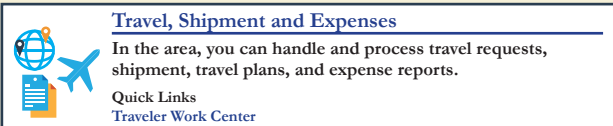
1

Login to Umoja [ESS](http://selfservice.umoja.un.org/)  
<http://selfservice.umoja.un.org/>



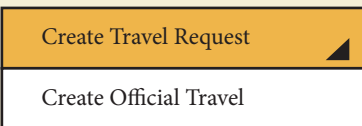
2

Click on the **Traveler Work Center** link in the **Employee Self Service SM** tab



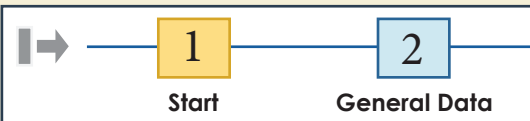
3

Click on the **Create Official Travel** button in the work center



4

In the **Start** screen, select the proper Travel Type (which will impact the budget type used to cover the related Travel Expenses). Confirm that all travel and/or applicable leave is approved by a supervisor



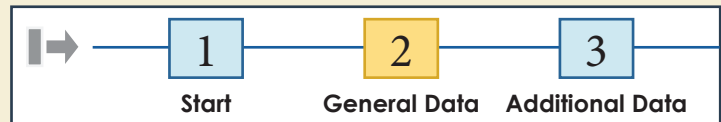
Travel Category *	Official Travel
Travel Type *	12. Within Mission - DFS
<input checked="" type="checkbox"/> My supervisor has agreed to my travel and approved any applicable leave	

5

In the **General Data** screen:

Indicate information in the **Basic Details** section (i.e. Traveller Type, Journey Type, Travel Purpose, Work Start/End Dates, times, etc). \*Notes:

- **Work Start/ End dates** help TPOs find best transportation times and dates - they are **not** official travelling dates.
- **Travel Related to the Event:** Select the event for travel (if applicable); this will track data/enable reporting for the specific event.
- **Comments/Special Instructions:** Insert any other information. For example, "outbound leg must be after COB."



<b>Basic Details</b>	
Traveller Type *	Staff
Number of Travellers *	1
Journey Type *	Round-Trip
Travel Purpose *	review project in mission region XYZ
Travel related to the Event:	<input type="checkbox"/>
Comments/Special Instructions:	



## 5 (Continued)

Indicate the itinerary details (i.e. **Departure/Arrival Date, Departure/Arrival City/Country, Mode of Travel and Applicable Subsistence**). Click the **Copy** button to add additional itinerary lines.

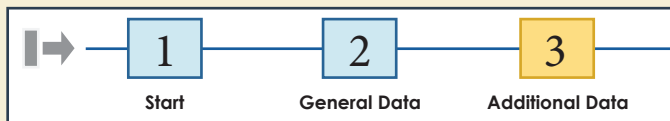
Departure Date	Departure City/Country	Mode of Travel	Arrival Date
18.06.2018	ENTEBBE, UGANDA	06 UN Vehicle	18.06.2018
22.06.2018	KAMPALA, UGANDA	06 UN Vehicle	22.06.2018

Select **Yes/No** for the Personal Deviation option

## 6

In the **Additional Data** screen:

- Enter **Deductions** (if applicable)
- Request a travel advance (if applicable)
- Check that the **Travel Processing Office** is the accurate mission
- Use the **Enter Estimated Costs** field to insert terminal expenses (if applicable)



Additional Data for Travel	
Subsistence Allowance/Deductions	
Number of Deductions:	Non-staff <b>Enter Deductions</b>
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

Estimated costs				
Expense Type	Calculate	Currency	Estimated Costs	Equivalen
Subsistence Allowance-Stf Mbr		USD-United States Dollar	864.00	86
<b>Sum</b>				<b>864</b>

Answer all mandatory questions:

Is a voluntary downgrade of entitled class of service requested? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Has authorization to a higher standard of accommodation been granted on exceptional basis? If yes, please attach signed approval form: *	<input type="radio"/> Yes <input checked="" type="radio"/> No

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](#)

Is the Traveller a member of an organ or subsidiary organ of the UN subject to the standard of accommodation under ST/SGB 107/Rev.6?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is any other U.N. travel taken in conjunction with this travel?: *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Justification for not submitting the travel request 21 calendar days in advance of the anticipated departure date: *	Late event planning

## 7

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

Create Travel Request for 29161950 Oscar NAVARRO (66885)		
Prepared By	Oscar Navarro	Travel Type
Employee Group	Local Staff	Employee Subgroup
Grade/level Pos	G-3/05 G3 6674 TEAM ASSISTANT	Duty Station
Org. Unit	OFC	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

Click **Save and Send for Approval**, or, **Save Draft** to resume editing the TR later

<input type="button" value="Save and Send for Approval"/>	<input type="button" value="Save Draft"/>
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## 9

Umoja generates a message that Security/Medical clearances should be requested separately, and 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)**