



# RAISE AN EXPENSE REPORT IN UMOJA CHEAT SHEET

This cheat sheet explains how National Staff and Individual Uniformed Personnel must create and submit an Expense Report within 14 calendar days of a completed trip. If the report is not completed within this time, any advances paid prior to the travel will be recovered.

## 2 TYPES OF EXPENSE REPORTS



### EXPENSE REPORT LINKED TO AN EXISTING TRAVEL REQUEST

Standard form for settlement of expenses linked to an approved, existing Travel Request. All Travel Requests must have expense reports.



### STAND ALONE EXPENSE REPORT \*EXCEPTIONAL CASES ONLY\*

For reimbursements of travel expenses that do not have a pre-approved travel request.

## PROCESS STEPS

1

Login to Umoja ESS ([selfservice.umoja.un.org/](http://selfservice.umoja.un.org/)) and click on the Traveler Work Center link in the Employee Self Service SM tab.



**Travel, Shipment and Expenses**  
 In the area, you can handle and process travel requests, shipment, travel plans, and expense reports.

Quick Links  
 Traveler Work Center

2

Click Create Expense Report.

Create Expense Report

Create Expense Report  
 You can create or change expense reports

3

A list of Travel Requests pending Expense Reports will be displayed. Expense Reports must be linked to Travel Requests (except Standalone Expense Reports).

4

Click the grey box to the left of the Trip Number to select the Travel Request that requires the Expense Report. Click Start.

Trip Number	Start Date	End Date
537241	16.06.2018	30.06.2018

**Available Travel Requests / Plans** Start

Reset Selection

Trip Number	Trip Begins On	Trip Ends On	Destin
0000068929	07.07.2018	11.07.2018	ENTE

Please Note:

If you have received an advance for your trip and do not need to claim any additional expenses, please use the "Expense report not needed, Close trip" button.

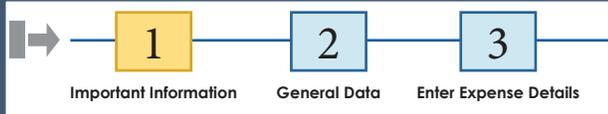
Create Shipment Request Create Expense Report Expense Report not needed, close trip



To claim any additional expenses (not part of the initial DSA and terminal expenses), follow the steps below.

5

In the **Important Information** screen, answer the series of mandatory questions:



Do you have a fully or partially unused ticket in connection with this travel? Were you provided with a refund voucher for rerouting / downgrading of class of service?: \*

Yes  No

Did you have a personal deviation in connection with travel?: \*

Yes  No

Did you spend the night or part of the night on board of an aircraft during this travel?: \*

Yes  No

Is this Travel undertaken as part of the Secretary-General's or Deputy Secretary General's Delegation? If yes, have you attached the proof from the Executive Office of The Secretary-General (EOSG)?: \*

Yes  No

I want this claim to be settled through: \*

Payroll  
 Conference Paymaster

Click **General Data** to move to the next screen

General Data ▶

6

In the General Data screen, review and/or edit the general data of the Travel Request as applicable. Be reminded that some fields are editable.



7

Click **Enter Expense Details** to move to the next screen. This section is used to claim additional expenses or enter deductions.

Enter Expense Details ▶

You can enter data that is required to settle your expenses. Pertinent information such as actual travel times and routing must now be entered in the itinerary.

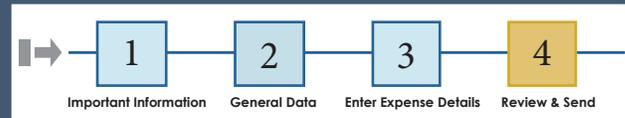
<b>General Data</b>	<b>Travel Details</b>
Start Date: 07.07.2018 00:01	Type of Travel: * OT-12. Within Mission - DFS
End Date: 11.07.2018 00:04	Traveler Type: * Staff
Reason: * review project in mission	Number of Travellers: 01
	Journey Type: * Round-Trip

8

Click **Review** to move to the next screen

Review ▶

In the **Review and Send** screen review the summary of the Express Expense report.



Total Subsistence Allowance	
Terminal Expense	760.00 USD
	188.00 USD
<b>Total Reimburable Travel Expenses</b>	
<b>Amount Due or To be Recovered</b>	<b>948.00 USD</b>
	<b>948.00 USD</b>
<b>Cost Assignment</b>	
948.00 USD Company Code 1000 (United Nations), Business Area P012 (MINUSTAH), Cost Center (2018-2019), Grant GMNR (GMNR), Function	

**Green:** Amount to be paid to the Traveler

**Red:** Amount to be recovered from the Traveler

Click **Save and Send** for Approval

Save and Send for Approval ▶

9

Once submitted, a PDF version is available. Click the grey box to the left to highlight the relevant Expense Report. Click **Display Expense Form**.

Display Expense Form ▶

The approval status is displayed under the **Workflow Status, Recommended Actions, and History Columns** (also available in the PDF document).

Workflow Status	Recommended Access	History
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Please note:

If the claimed amount exceeds the approved TR by 5%, or \$500.00, the report requires approval by your finance section. If not, the report is automatically approved (i.e. express approval).

Final statuses will appear as below:

Workflow Status	Workflow Status
Travel Claim Auto-Approved	Travel Claim Unit Approved

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