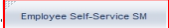
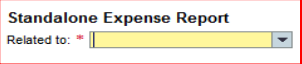


## ESS - Create Official Travel

### Create a Stand Alone Expense Report

**TRAVELLERS ARE REQUIRED TO SUBMIT THEIR EXPENSE REPORTS WITHIN 14 DAYS UPON COMPLETION OF TRAVEL. OTHERWISE, AUTOMATIC RECOVERY OF ANY ADVANCES WILL TAKE PLACE.**

1. Log into the **Employee Self-Service** Portal.
  2. Click the **Employee Self-Service SM** tab at the top of the screen.  2 and then click on **Create Expense Report** on the bottom right hand corner of the page under **Travel, Shipment and Expenses** to begin creating a Stand Alone Expense Report.
  3. Click **Start** and select **Official Business, Entitlement or HR Travel** from the drop down menu under **Related To** field which should only be used for Stand Alone Expense Reports.  3
  4. A message confirming that you indeed are raising a Stand Alone Expense Report will appear. Click on the button **PROCEED** to continue.
  5. Read, acknowledge, answer all mandatory questions related to the Expense Report, and proceed by clicking on **General Data**.
  6. Select one of the following radio buttons as applicable to confirm the claim settlement method:
    - **Payroll** - settles your claim through next pay period's payroll
    - **EFT** - Electronic Funds Transfer for payment directly to a bank account you have on file with UN Treasury
    - **Conference Paymaster** - should only be used for Meeting Participants who were paid through a Paymaster (person with delegation of authority to disburse funds at the event)
    - **Other** - allows you to indicate in the remarks if you wish to have your claim settled through Cash, Cheque, or UNDP, which will be further actioned by the TSA
  7. Select the required option from the **Bank Account Selection** drop-down menu.
  8. Verify that you have read, understood and agreed with the guidelines related to the submission of the Stand Alone Expense Report and click on **General Data** button to go to the next page.
- NOTE:** For a Stand Alone Expense Report, the traveler can indicate if the actual Expense Report is a supplemental claim of the original approved Expense Report (indicating the Trip Number in the box that appears after selecting Yes to that question).

I want this claim to be settled through: \*  Payroll  EFT 6

Conference Paymaster  Other

Bank Account Selection: \* UBS SWITZERLAND AG,\*\*\*\*\*6990-CHF 7

Is this expense report a supplemental claim to reimburse for additional expenses that was not claimed as part of the original approved claim?: \*  Yes  No

Travel Request No.: 0000000000

8 **IMPORTANT PLEASE NOTE THAT THE ABOVE INFORMATION IS PROVIDED FOR EASY REFERENCE ONLY. THE CONTENTS OF THE RELEVANT AND CORRESPONDING ST/IA/ST/IS/GB AND ST/IC SHALL TAKE PRECEDENCE AND PREVAIL FOR ACCURATE INTERPRETATION AND ADJUNCTION**

I have read, understood and agree with the terms and conditions above

**Fill in the General Data Page**

9. Fill in all details related to this trip as they were originally planned.
10. After completing all the details, click on **Display/Edit Detailed Itinerary** to enter the itinerary as originally planned.
11. Please note, if any travel occurred via POV, complete appropriate fields if necessary and select **Enter Expense Details** to proceed.

**Subsistence Allowance/Deductions** Number of Deductions:  Enter Deductions

**Mileage** Total Distance: 11  km Enter details

◀ Previous Step Enter Expense Details ▶ Save Draft

**Expense Details Page**

12. Select **New Entry** to enter an Expense item, choose the **Expense Type**, and enter all relevant details.

12 **Enter Expense/Deduction Items**

New Entry Copy Delete Copy and Set Next Date

No.	Status	Expense Type	Expense Amount
001		Airfare Self Ticket Cost	0.00
		Airfare Self Ticket Cost-FMbr	
		Cancellation Fee	
		<span style="border: 1px solid red; padding: 2px;">Communication Costs</span>	
		Danger Pay	
		Estimated Costs	
		Excess Baggage	
		Hotel Accommodation Expenses	
		Local Transportation Costs	
		Lump Sum Paymnt-Sec Evacuation	

13. Complete all mandatory fields marked with an asterisk (\*). Attach the scans of all receipts, for which you seek reimbursement, select **Accept** and **New Entry** to repeat for all expenses incurred during the preparation of the trip.
14. Click on the button **Review** to continue.
15. Once verified that the entered information is correct and complete, click on the button **Send and Save for Approval**.

Save and Send for Approval 15

### *General Overview on the Subsequent Approval Process*

16. Once submitted, the Stand-Alone Expense Report will be routed to the Travel Shipment Approver (TSA) for approval. The request will continue through the workflow to the Travel Claims Processor.

**NOTE:** In case of a travel that involves a self-ticket, the Expense Report will be routed to the Travel Processing Office for review and approval prior to routing to the TSA and Travel Claims Processor.