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 tab at the top of the screen 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.
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).
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.

Expense Details Page

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