

Job
Aid

ESS - Create Entitlement Travel (UN Paid ticket)



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Overview

This Job Aid documents traveler's Self-Service creation of an Entitlement Travel using the **UN Paid Ticket** option. This also applies to Travel Administrator's creation of Entitlement Travel (UN Paid Ticket) on behalf of travelers who do not have access to Umoja.

All travel requests should be submitted no later than 21 days prior to the departure date in line with current policy. This also applies to Travel Administrator's creation of Entitlement Travel on behalf of travelers who do not have access to Umoja.

Objectives

This Job Aid will walk the traveler through the process of creating an Entitlement Travel with UN Paid Ticket option. Please note that this Job Aid is a condensed version of the steps needed to perform this function. A more detailed version with steps simulation can be located here:

- To ESS – Create Entitlement Travel (UN Paid Ticket)
<http://unsapuperform.umoja.un.org/gm/folder-1.11.11656?mode=EU>

Note: The above link will lead you to simulations, interactive “recordings” of the Umoja system used to help facilitate a hands-on learning experience.

Users can access simulations in three different modes:

- **Show me:** Users view a video of an entire transaction being conducted
- **Let's do it together:** Users will be prompted to input data at key points during the transaction (recommended)
- **Try it:** Users can complete an entire transaction on their own, with no additional instructions provided

Enterprise Roles

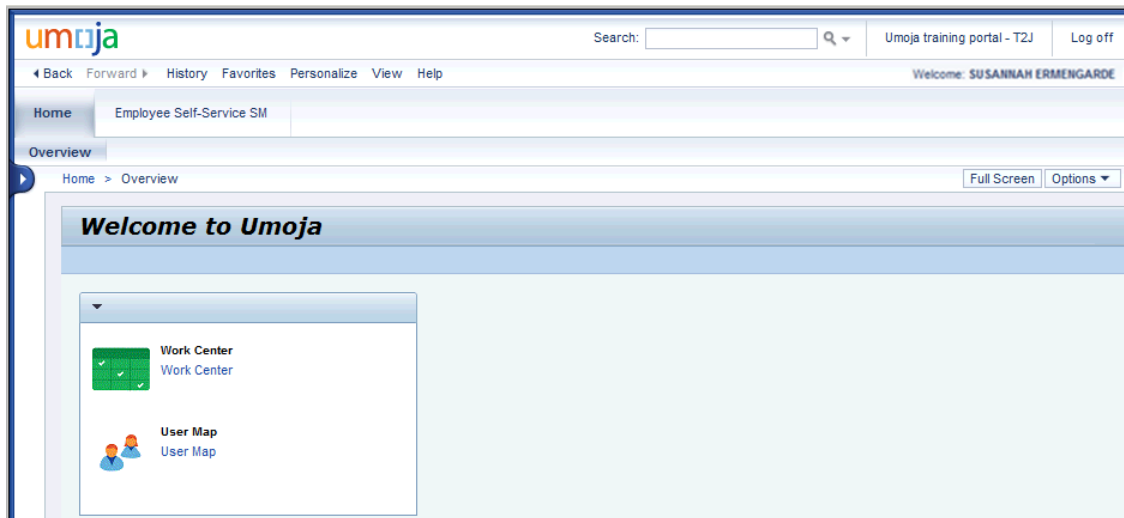
Employee Self-Service available to those staff members with access to Umoja, otherwise a Travel Administrator has the rights to create the Entitlement Travel as specified above.

Create an Entitlement Travel (UN Paid ticket)

1. Log into *Employee Self-Service Portal*

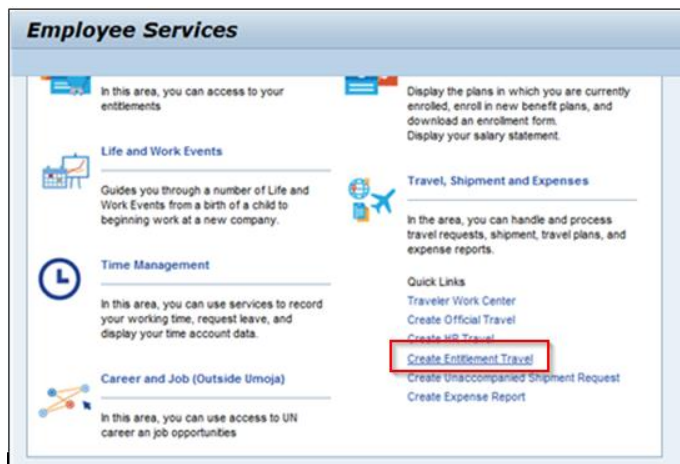
NOTES:

Each staff member is responsible for requesting the appropriate absence type through the HR Portal in Umoja, where applicable. The staff member must also obtain approval from his/her supervisor to undertake the trip prior to raising an Entitlement Travel Request in Umoja.



Employee Self-Service SM

2. Click the *Employee Self-Service SM* tab at the top of the screen.
3. Click *Create Entitlement Travel* to begin the process of creating Entitlement Travel Request



Important Information Page

- On the *Important Information* page, acknowledge that you have read and completed all the necessary *Travel Initiation Pre-requisites*.

Note: It is the Traveller's responsibility to ensure that these conditions are met prior to creating any Travel Request



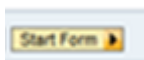
Quick Links are also provided on the right side of the *Important Information* page for reference and information you may need in creating a Travel Request.

- Scroll down and at the end of the screen you must select options displayed



It is the Traveller's responsibility to read and understand the *Travel Initiation Pre-requisites* before leaving on his/her trip.

- To continue click on



Start Form Page

7. After you click on *Start Form* button, below screen will appear

8. Click the *Travel Type* drop-down menu and select the appropriate *Travel Type*.
In this case, select the *1. Home leave*.

After the selection is done, choose the *UN purchased ticket* radio button:

9. Click on *Overview* button to go to the next page.

Overview Page

10. Acknowledge that you have read and understood the travel policies and click on *General Data* button to go to the next page.

1 2 3 4 5 6 7 8
Important Information Start Form Overview General Data Additional Data Personal Deviation Review and Send Completed

Initiating Travel for: Home leave Travel For Prepared By SUSANNAH ERMENGARDE Employee Group International Staff Employee Subgroup Professional & Above
Grade/level and designation P-4/12 Default Position Duty Station TH00 Bangkok Telephone E-mail ID EXAMPLEMAIL@MAILSERVER.ORG
Contract Type Non Active Status Master Cost Centre HR ESCAP No Post Org. Unit ESCAP DOA OC CMU Nationality South African

Previous Step General Data

Overview

General

The policy governing all official travel is set out in ST/AI/2013/3 and Chapter V, rule 5.2 of Staff Rules.

Home leave

Internationally recruited staff members holding temporary (when extended for longer than one year), fixed-term, permanent and continuing appointments who are residing and serving outside their home country are entitled to travel at United Nations expense for the purpose of renewing their cultural and personal ties and spending a minimum of seven days, exclusive of travel days, in their home country. Annual leave taken for this purpose is referred to as home leave. The Organization will also pay the round trip travel in respect of the staff member's eligible family members, installed in the duty station.

The country of home leave is normally the country of the staff member's recognized nationality. However, in cases where the staff member has maintained residence in a country other than the country of his or her nationality for a prolonged period

Quick Links

11. Scroll down and click to acknowledge the reading and understanding of the Summary of Policies applicable to the travel sub-type selected:

IMPORTANT:

PLEASE NOTE THAT THE ABOVE INFORMATION IS PROVIDED FOR EASY REFERENCE ONLY. THE CONTENTS OF THE RELEVANT AND CORRESPONDING ST/AI, ST/SGB AND ST/AC SHALL TAKE PRECEDENCE AND PREVAIL FOR ACCURATE INTERPRETATION AND ADJUDICATION.

I acknowledge that I have read and understand the above requirements. It is totally my responsibility to comply with them.

Name of the Traveller/
Travel Administrator SUSANNAH ERMENGARDE
Date/Time 12.06.2015 / 14:07:15

Previous Step General Data

General Data

NOTE: Under this step traveler will add Basic Details and Itinerary Details to the Entitlement Travel Request

- Fill in all the details related to the trip (for example, Traveller Type, Number of Travellers, Journey Type, etc.) and the approved itinerary.

- Enter *Travel Purpose* – Mandatory field. This is a short free text description of the purpose of the travel and maybe the reference to an authorizing document e.g. invitation letter. If additional space is required please continue to write in the Special Instructions Field below. This field ‘remembers’ previous entries, hence for future trips you may select the purpose from the ‘memory’ by clicking the box on the right.

- Enter *Comments/Special Instructions* (if applicable), as shown below:

NOTE: In case that the traveller has specific time constraints that are to be considered, s/he must enter a comment clarifying this situation. For example, a staff member can only depart after close of business as s/he is required to attend a full day meeting the day of departure. The Travel & Shipment Approver will evaluate the validity of the request (as the request may increase ticket cost to the Organization), and, if approved by the Travel & Shipment Approver, the Travel Processing Office will issue a ticket in line with the staff member’s request

15. As required, enter the *Authorized travel destination*



Start typing slowly the name of the *Departure/Arrival City*: the system will automatically display the name of cities available in the system, from which you can select the appropriate one.


For example, type *Valencia, Spain*

The screenshot shows the 'Itinerary Details' form. The 'Authorized travel destination' field is highlighted with a red box, and a dropdown menu is open showing a list of cities. 'VALENCIA, SPAIN' is highlighted in yellow. The form also shows fields for 'Departure Date/Time', 'Mode of Travel', 'Arrival Date/Time', 'Arrival City/Country', and 'Applicable Subsistence'.

16. As required, complete the *Departure Date*:

The screenshot shows the 'Itinerary Details' form. The 'Authorized travel destination' is now 'VALENCIA, SPAIN'. The 'Departure Date/Time' field is highlighted with a red box and contains the text '10.07.2015 00:00'. The form also shows fields for 'Departure City/Country', 'Mode of Travel', 'Arrival Date/Time', 'Arrival City/Country', and 'Applicable Subsistence'.

NOTE: Traveller must only enter the Departure Time if s/he will not be able to depart after a specific time. For example, if s/he is planning to depart after a full day's work.

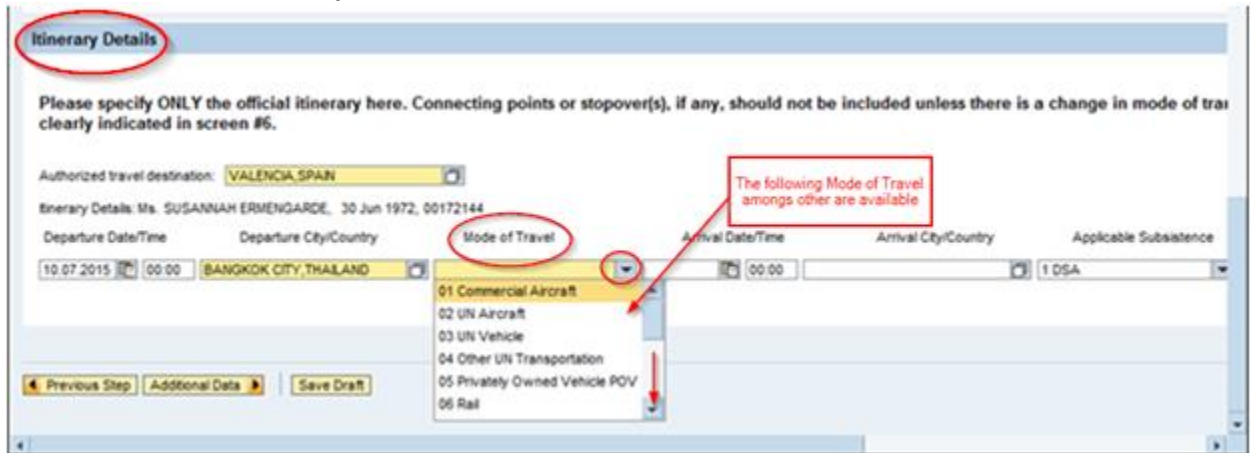
17. Click the Matchcode  icon in the *Departure City/Country* field to search for the departure city/country. In the event that the location you are travelling to/from is not available, please refer to the separate Job Aid entitled 'Add a City'.

For example, BANGKOK CITY, THAILAND

The screenshot shows the 'Itinerary Details' form. The 'Departure Date/Time' is '10.07.2015 00:00'. The 'Departure City/Country' field is highlighted with a red box, and a dropdown menu is open showing a list of cities. 'BANGKOK CITY, THAILAND' is highlighted in yellow. The form also shows fields for 'Mode of Travel', 'Arrival Date/Time', 'Arrival City/Country', and 'Applicable Subsistence'.

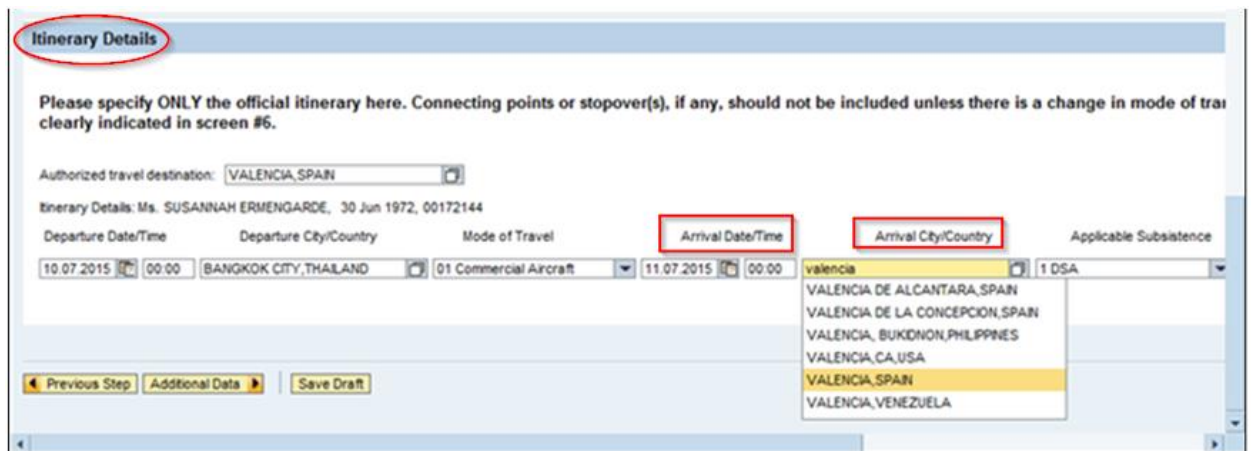
18. Click *Mode of Travel* drop-down menu

Select *01 Commercial Aircraft*

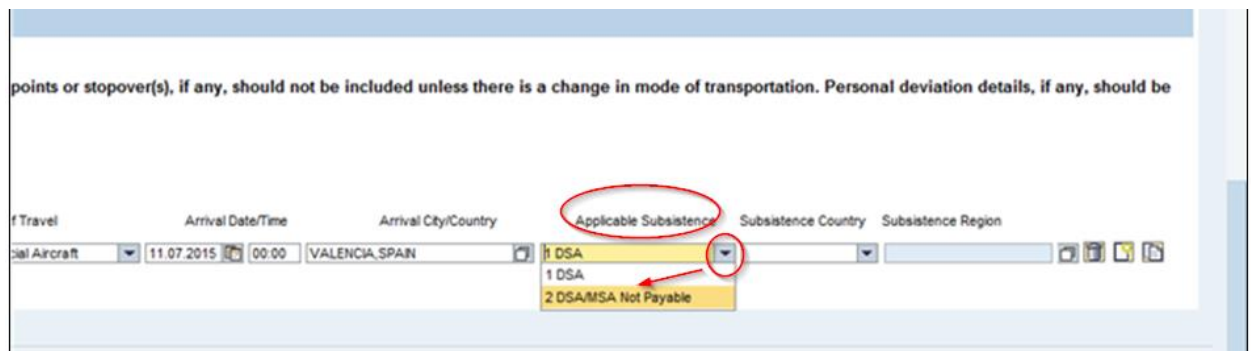


19. Enter *Arrival Date* and *Arrival City/Country*.

NOTE: It is NOT necessary to enter the arrival time at this point. The exact departure and arrival times are only required in the Expense Report and if the travel ends on the same day.



20. Select the appropriate *Applicable Subsistence* from the drop-down menu. For this example (Home Leave Travel), select *2 DSA/MSA Not Payable* since DSA is not applicable in this case.



21. System will default *Subsistence Country* and *Subsistence Region* as shown below:

Subsistence Country will be defaulted to United Nations and Subsistence Region to Subsistence Not Applicable

Connecting points or stopover(s), if any, should not be included unless there is a change in mode of transportation. Personal deviation details, if any, should be clearly indicated in screen #6.

Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistence	Subsistence Country	Subsistence Region
Commercial Aircraft	11.07.2015 00:00	VALENCIA, SPAIN	2 DSA/MSA Not Payable	United Nations	Subsistence Not Applicable

22. To add a new itinerary line click on *Add New Itinerary* button and enter all the information



The icon can be used to copy the information from an existing line into a new one. In this case, make sure to re-examine every field to avoid any errors.

Itinerary Details

Please specify ONLY the official itinerary here. Connecting points or stopover(s), if any, should not be included unless there is a change in mode of travel clearly indicated in screen #6.

Authorized travel destination: VALENCIA, SPAIN

Itinerary Details: Ms. SUSANNAH ERMENGARDE, 30 Jun 1972, 00172144

Departure Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistence
10.07.2015 00:00	BANGKOK CITY, THAILAND	01 Commercial Aircraft	11.07.2015 00:00	VALENCIA, SPAIN	2 DSA/MSA Not Payable
20.07.2015 00:00	VALENCIA, SPAIN	01 Commercial Aircraft	21.07.2015 00:00	BANGKOK CITY, THAILAND	2 DSA/MSA Not Payable

Second line created as a copy of the first one

Previous Step Additional Data Save Draft



If additional lines of itinerary need to be inserted in between these lines, you can click the icon to create a new line.

23. Click the *Save Draft* button after adding all itinerary details.

Itinerary Details

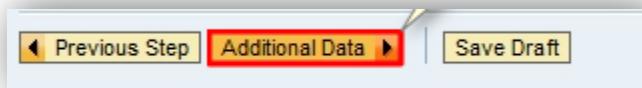
Please specify **ONLY** the official itinerary here. Connecting points or stopover(s), if any, should not be included unless there is a change in mode of tra clearly indicated in screen #6.

Authorized travel destination:

Itinerary Details: Ms. SUSANNAH ERMENGARDE, 30 Jun 1972, 00172144

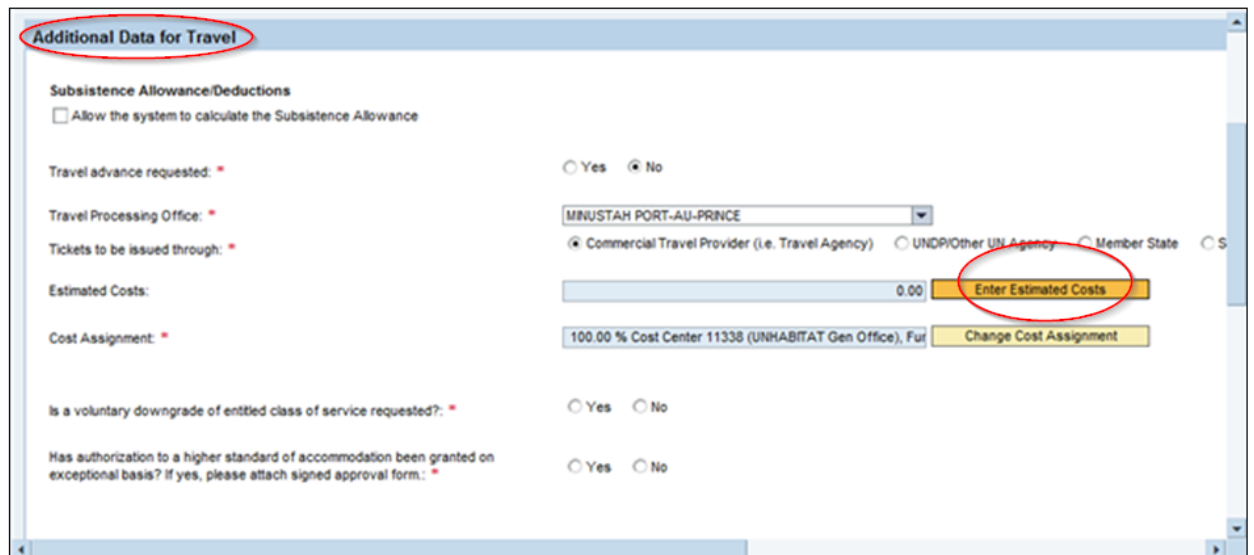
Departure Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistence
10.07.2015 00:00	BANGKOK CITY, THAILAND	01 Commercial Aircraft	11.07.2015 00:00	VALENCIA, SPAIN	2 DSA/MSA Not Payable
20.07.2015 00:00	VALENCIA, SPAIN	01 Commercial Aircraft	21.07.2015 00:00	BANGKOK CITY, THAILAND	2 DSA/MSA Not Payable

24. To continue click on the *Additional Data* button.



Additional Data Page

25. Click the *Enter Estimated Costs* button



26. Select the first line containing *Airfare Ticket Cost*

Expense Type	Calculate	Currency	Estimated Costs	Equivale...	Currency	Personnel # of the traveler	Services Provider	Itinerary
Airfare Ticket Cost		USD-United States Dollar	0.00	USD				
Subsistence Allowance-Stf Mbr		USD-United States Dollar	0.00	USD				
Terminal Expenses	Calculate	USD-United States Dollar	0.00	USD				
Sum			0.00	USD				

27. Click the *Currency* drop-down menu as shown below and select *USD-United States Dollar*

Expense Type	Calculate	Currency	Estimated Costs	Equivale...	Currency	Personnel # of the traveler	Services Provider	Itinerary
Airfare Ticket Cost		USD-United States Dollar	0.00	USD				
Subsistence Allowance-Stf Mbr		TOP-Tongan Pa'anga	0.00	USD				
Terminal Expenses	Calculate	TRY-Turkish Lira	0.00	USD				
Sum		TTD-Trinidad and Tobago Dollar	0.00	USD				
		TZS-Tanzanian Shilling						
		UAH-Ukraine Hryvnia						
		UGX-Ugandan Shilling						
		USD-United States Dollar						

28. Enter *Estimated Costs* for the price of the ticket

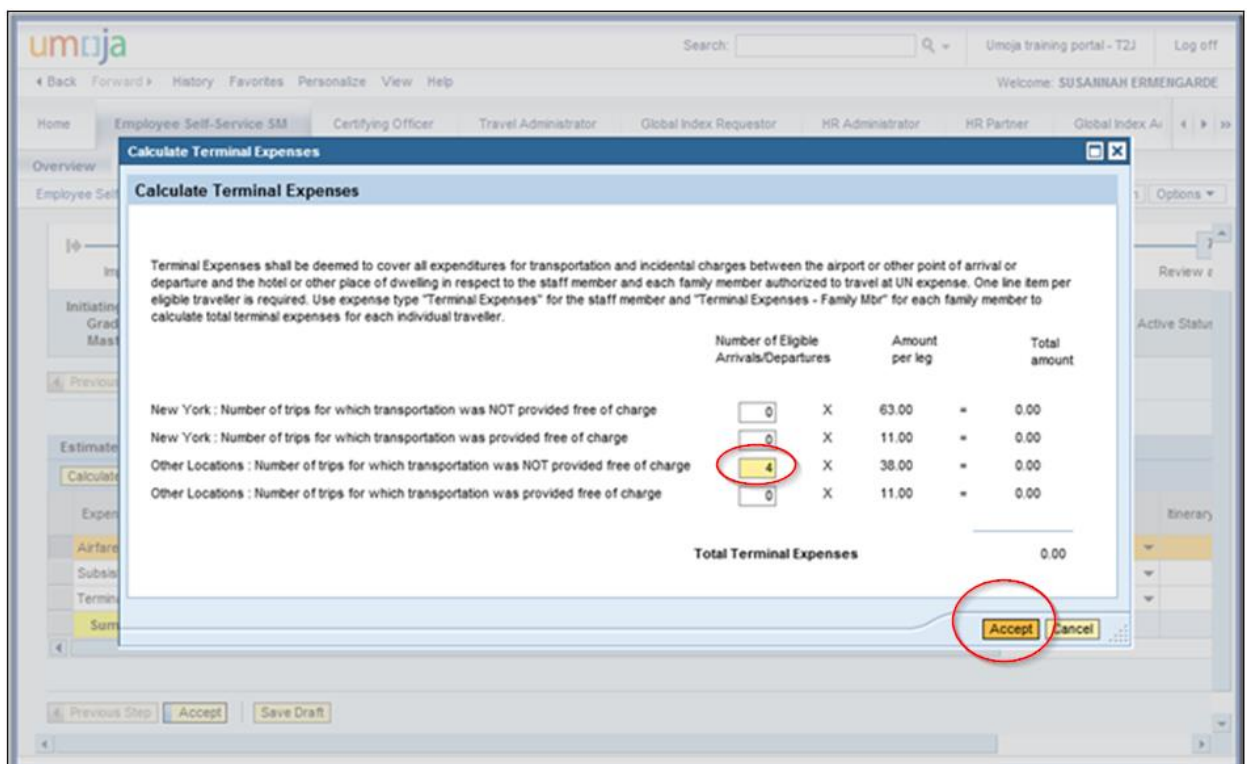
Expense Type	Calculate	Currency	Estimated Costs	Equivale...	Currency	Personnel # of the traveler	Services Provider	Itinerary
Airfare Ticket Cost		USD-United States Dollar	1400	0.00	USD			
Subsistence Allowance-Stf Mbr		USD-United States Dollar	0.00	USD				
Terminal Expenses	Calculate	USD-United States Dollar	0.00	USD				
Sum			0.00	USD				

29. Click on *Personnel # of the traveler* drop-down menu and select the appropriate Personnel Number
30. Click the *Calculate* button to go to the *Calculate Terminal Expenses* screen



31. Fill out the *Terminal Expenses* page as applicable to the trip.

Example: If the number of trips for which transportation was not provided by the UN equals to 4, enter that amount in the *Number of Eligible Arrivals/Departures* box as shown below.



32. Click **Accept** button to continue

33. Click the *Save Draft* button to save changes made to the *Estimated Costs* page



Additional expense lines (for example, Excess Baggage) can be added by clicking the *Add New* button.

If no other expense types are necessary, proceed by clicking on the **Save Draft** followed by the **Accept** button to go back to the *Additional Data* page

34. If instructed to, click on *Change Cost Assignment*. Otherwise, proceed to the next step

The *Cost Assignment* field defaults to a specific Cost Center based on the Organizational Structure assignment. However, it can be modified if travel costs should be charged to a different Cost Object (such as *Cost Centre*, *Internal Order* or *Work Breakdown Structure*).

The *Cost Assignment* selected here determines the funds that are to be consumed for current Travel Request.

35. Click **Yes** or **No** for voluntary downgrade, as applicable.

36. Select **Yes** or **No**, as applicable, if higher standard of accommodation has been approved

Is a voluntary downgrade of entitled class of service requested? * Yes No

Has authorization to a higher standard of accommodation been granted on exceptional basis? if yes, please attach signed approval form.: * Yes No

37. Select **No** if no other trips paid by the UN were undertaken in conjunction with this travel.



If travel from two different categories such as Official Business Travel and Home Leave are combined in one trip, separate Travel Requests must be raised and read in conjunction. In that case, select **Yes** and enter details in the box provided.

Is a voluntary downgrade of entitled class of service requested? * Yes No

Has authorization to a higher standard of accommodation been granted on exceptional basis? if yes, please attach signed approval form.: * Yes No

Is there any other travel type paid by UN undertaken in conjunction with this travel (e.g. Official travel combined with Home Leave)? * Yes No

38. Click **No** if no additional leave was taken in conjunction with this travel

Has authorization to a higher standard of accommodation been granted on exceptional basis? if yes, please attach signed approval form.: * Yes No

Is there any other travel type paid by UN undertaken in conjunction with this travel (e.g. Official travel combined with Home Leave)? * Yes No

Is there leave taken in conjunction with this travel? (Not applicable for Home Leave, Family Visit or Reverse Education Grant. Select "No" for these travel types) Yes No

If **Yes**, then specify details in the box provided

39. Answer **Yes** or **No**, as applicable, for the remaining questions

Is the Traveller a member of an organ or subsidiary organ of the UN subject to the standard of accommodation under ST/SGB107/Rev.6? Yes No

Is the Traveller a member of the Secretary-General's or Deputy Secretary General's delegation? if yes, please attach all relevant correspondence.: Yes No

Justification for not submitting the travel request 21 calendar days in advance of the anticipated departure date:

40. If applicable, select *Opted for shipment*

Request conversion of unaccompanied shipment into accompanied excess baggage

Opted for shipment

Request conversion of accompanied excess baggage into unaccompanied shipment

Request UN to arrange shipment

Request self-shipment

41. If applicable, select *Request UN to arrange the shipment*

Request conversion of unaccompanied shipment into accompanied excess baggage
 Opted for shipment
 Request conversion of accompanied excess baggage into unaccompanied shipment
 Request UN to arrange shipment
 Request self-shipment

Justification for not submitting the travel request 21 calendar days in advance of the anticipated departure date:

42. Click the *Personal Deviation* button to go to the next page

◀ Previous Step **Personal Deviation** ▶ Save Draft

Personal Deviation Page

43. In the following scenario, click **No** if no Personal Deviation is required and proceed with clicking on *Review and Send* button

The screenshot shows a web form titled "Change Travel Request for 00172144 (1988)". At the top, a progress bar indicates eight steps: 1. Important Information, 2. Start Form, 3. Overview, 4. General Data, 5. Additional Data, 6. Personal Deviation (highlighted with a red circle), 7. Review and Send, and 8. Completed. Below the progress bar, a summary of travel details is provided, including: "Initiating Travel for: Home leave Travel For", "Prepared By: SUSANNAH ERMENGARDE", "Employee Group: International Staff", "Employee Subgroup: Professional & Above", "Grade/level and designation: P-4/12 Default Position", "Duty Station: TH00 Bangkok", "Telephone", "E-mail ID: EXAMPLEMAIL@MAILSERVER.ORG", "Contract Type: Non Active Status", "Master Cost Centre: HR ESCAP No Post", "Org. Unit: ESCAP DOA OC CMU", and "Nationality: South African". Below the summary, there are three buttons: "Previous Step", "Review and Send" (highlighted with a red circle and a mouse cursor), and "Save Draft". Underneath the buttons, the "Personal Deviation" section has two radio buttons: "Yes" and "No" (highlighted with a red circle). Below this is a "Deviation Waiver" section with a text box containing the message: "Personal Deviation not requested. Please click 'Review and Send' button to continue." In the bottom right corner, there is a dropdown menu labeled "Name of the Travel Travel Administrat".

Review and Send Page

44. Review information displayed under *Itinerary Details*

Change Travel Request for 00172144 (1988)

1 Important Information → 2 Start Form → 3 Overview → 4 General Data → 5 Additional Data → 6 Personal Deviation → **7 Review and Send** → 8 Completed

Initiating Travel for: Home leave Travel For Prepared By SUSANNAH ERMENGARDE Employee Group International Staff Employee Subgroup Professional & Above Grade/lev Telephone E-mail ID EXAMPLEEMAIL@MAILSERVER.ORG Contract Type Non Active Status Master Cost Centre HR ESCAP No Post Org. Unit ESCAP DOA OC CMU Natlc

Previous Step Save Draft

Travel Start Date/Time: 10.07.2015 00:00
Travel End Date/Time: 21.07.2015 00:00

Itinerary Details

Itinerary Details: Ms. SUSANNAH ERMENGARDE , 30 Jun 1972

Departure Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistence
10.07.2015 00:00	BANGKOK CITY, THAILAND	01 Commercial Aircraft	11.07.2015 00:00	VALENCIA, SPAIN	2 DSA/MSA Not Payable
20.07.2015 00:00	VALENCIA, SPAIN	01 Commercial Aircraft	21.07.2015 00:00	BANGKOK CITY, THAILAND	2 DSA/MSA Not Payable

45. Select the *Save and Send for Approval* radio button

Estimated costs: 6,000.00 Number of Deductions: 1 Advances: 6,000.00 UNITED STATES DOLLAR

Cost Assignment: 100.00 % Cost Center 11341 (ESCAP Sessions Cmsn), Funds Center 11341 (ESCAP Sessions Cmsn), Fund 10UNU

Final Action

Save Draft I only want to save my travel request and send it later.

Save and Send for Approval I want to save my travel request and send it now for further processing. I confirm that I have entered all data to the best of my knowledge.

I am aware that, within two calendar weeks after completion of travel, I am required to submit, on line, the related travel expense report (claim) in accordance with comply with this requirement will result in automatic recovery of my travel advance(s) through payroll deduction. If, on review of my claim, it is determined that travel overpayment will be recovered through payroll deduction.

I also understand that provision of documentary evidence that I undertook this official business travel as per authorization(i.e used commercially purchased airline Passport bearing customs and/or immigration markings showing the dates of arrivals and departures) is not mandatory at the submission my expense report. However of five (5) years and produce them upon request by the Executive Office, Accounts Division, Office of Internal Oversight Services (OIOS) and/or the UN Board of J



It is the traveler's responsibility to read, understand and comply with the information provided here.

46. Click on the *Save and Send for Approval* button to submit Travel Request for approval

Estimated costs: 6,000.00 Number of Deductions: 3 Advances: 6,000.00 United States Dollar

Cost Assignment: 100.00 % Cost Center 11341 (ESCAP Sessions Cman), Funds Center 11341 (ESCAP Sessions Cman), Fund 10UN/

Final Action

Save Draft I only want to save my travel request and send it later

Save and Send for Approval I want to save my travel request and send it now for further processing. I confirm that I have entered all data to the best of my knowledge.

I am aware that, within two calendar weeks after completion of travel, I am required to submit, on line, the related travel expense report (claim) in accordance with comply with this requirement will result in automatic recovery of my travel advance(s) through payroll deduction. If, on review of my claim, it is determined that travel overpayment will be recovered through payroll deduction.

I also understand that provision of documentary evidence that I undertook this official business travel as per authorization(i.e used commercially purchased airline Passport bearing customs and/or immigration markings showing the dates of arrivals and departures) is not mandatory at the submission my expense report. However, I will be required to produce such evidence within five (5) years and produce them upon request by the Executive Office, Accounts Division, Office of Internal Oversight Services (OIOS) and/or the UN Board of /

Name of the Traveller/
Travel Administrator
Date/Time

← Previous Step Save and Send for Approval

47. The final screen should look similar to the screenshot below. If there is any error message, it will appear on this screen. Please follow the instructions on the screen in regards to medical and security requirements as prompted by the system.

- Travel request 000000562 was saved and submitted successfully.
- Medical clearance is required for this type of travel. Please contact your Medical Service and ensure clearance prior to commencement of travel
- Request for security clearance has been sent to TRIP. Ensure to obtain security clearance prior to commencement of travel
- 100.00 % will be assigned acc. to trip costs assignment guidelines
- Per diem indicator for meals has been cleared; You entered deductions for meals. These will be deleted.

NOTE: Security Clearance must be obtained through TRIP (<https://dss.un.org>) prior to departure. Furthermore, travelers are advised to check with the nearest UN Medical Office whether medical clearance is required for the destination.

NOTE: Please submit an Expense Report upon return from travel that is linked to this travel request. Do NOT submit a stand alone Expense Report for a trip with an approved travel request. Failure to submit an Expense Report within 14 calendar days of return will result in the automatic recovery of any travel advance given. In addition, traveler will not be able to submit additional Expense Reports until the original Expense Report is submitted. Please refer to the specific Job Aid entitled '*ESS – Create Expense Report*' for further details.

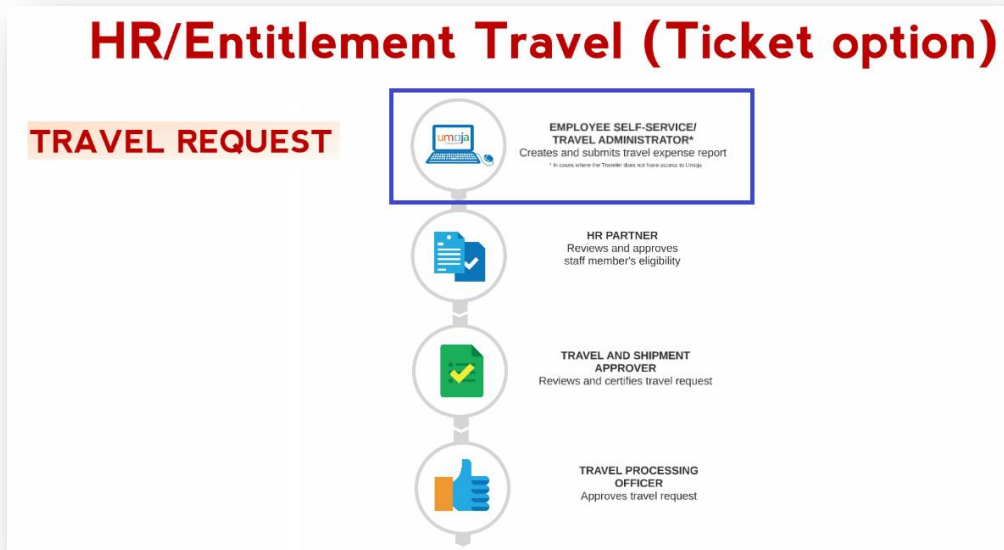
TIP: It is recommended that upon submission of the Travel Request, the traveller checks the status of the document in the Traveller Work Center at regular intervals e.g. daily. as will be shown below.

General Overview on the Subsequent Approval Process

Once submitted, the Entitlement Travel Request is routed to the HR Partner, who reviews and approves staff member's eligibility, followed by the Travel and Shipment Approver (TSA) who certifies the Travel Request. Then, the Travel Request is routed to the Travel Processing Officer.

General Overview on the Subsequent Approval Process

Once submitted, the Entitlement Travel Request is routed to the HR Partner, who reviews and approves staff member’s eligibility, followed by the Travel and Shipment Approver (TSA) who certifies the Travel Request. Then, the Travel Request is routed to the Travel Processing Officer.



Find Status of Existing Travel Request

With Umoja, the Traveller will be able to see the *Status* of his/her Travel Requests and the *Recommended Actions* at any time on the *Employee Self-Service (ESS)* front Screen under *Traveler Work Center*. It will not be necessary to contact an approver to obtain this information anymore.

Workflow Status	Recommended Actions
TO Approved	Create and submit Expense Report
Submitted	Await CO Approval
Submitted	Await CO Approval
Draft & Saved	Send for CO Approval
CO Approved	Await Travel Claims Unit Approval
TO Approved	Create and submit Expense Report
Draft & Saved	Send for CO Approval
TO Submitted Lump Sum	Chose between Lump Sum and Ticket
TO Cancelled	No action
Submitted	Await CO Approval

Amending or Deleting a Travel Request

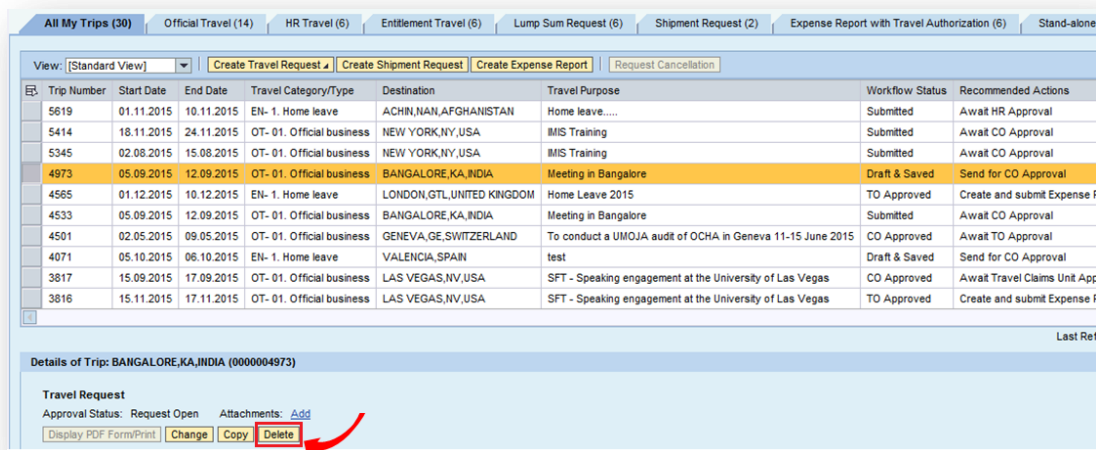
You can change or cancel a Travel Request in a similar way to the one described above. The options of changing and deleting are also on the Employee Self-Service front screen under *Traveler Work Center*.

Deleting a Travel Request

BEFORE THE REQUEST HAS BEEN SUBMITTED FOR APPROVAL

Before the request has been submitted for approval, it can be deleted by following these steps:

1. Identify your Travel Request under the *All my Trips* tab (or in the specific tab).
2. If deletion is required, click on *Delete* and follow the subsequent steps.



Trip Number	Start Date	End Date	Travel Category/Type	Destination	Travel Purpose	Workflow Status	Recommended Actions
5619	01.11.2015	10.11.2015	EN- 1. Home leave	ACHIN,NAN,AFGHANISTAN	Home leave....	Submitted	Await HR Approval
5414	18.11.2015	24.11.2015	OT- 01. Official business	NEW YORK,NY,USA	IMIS Training	Submitted	Await CO Approval
5345	02.08.2015	15.08.2015	OT- 01. Official business	NEW YORK,NY,USA	IMIS Training	Submitted	Await CO Approval
4973	05.09.2015	12.09.2015	OT- 01. Official business	BANGALORE,KA,INDIA	Meeting in Bangalore	Draft & Saved	Send for CO Approval
4565	01.12.2015	10.12.2015	EN- 1. Home leave	LONDON,GTL,UNITED KINGDOM	Home Leave 2015	TO Approved	Create and submit Expense F
4533	05.09.2015	12.09.2015	OT- 01. Official business	BANGALORE,KA,INDIA	Meeting in Bangalore	Submitted	Await CO Approval
4501	02.05.2015	09.05.2015	OT- 01. Official business	GENEVA,GE,SWITZERLAND	To conduct a UMOJA audit of OCHA in Geneva 11-15 June 2015	CO Approved	Await TO Approval
4071	05.10.2015	06.10.2015	EN- 1. Home leave	VALENCIA,SPAIN	test	Draft & Saved	Send for CO Approval
3817	15.09.2015	17.09.2015	OT- 01. Official business	LAS VEGAS,NV,USA	SFT - Speaking engagement at the University of Las Vegas	CO Approved	Await Travel Claims Unit App
3816	15.11.2015	17.11.2015	OT- 01. Official business	LAS VEGAS,NV,USA	SFT - Speaking engagement at the University of Las Vegas	TO Approved	Create and submit Expense F

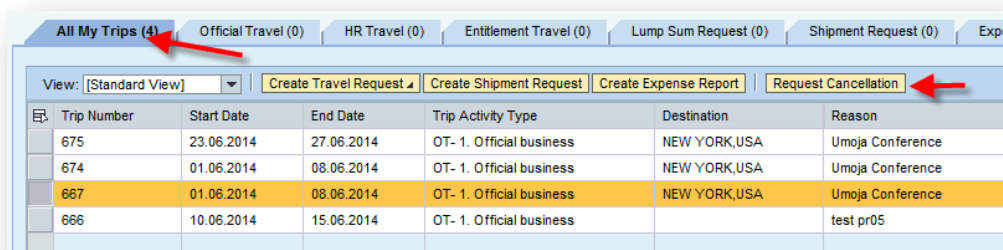
Details of Trip: BANGALORE,KA,INDIA (0000004973)

Travel Request
Approval Status: Request Open Attachments: [Add](#)
[Display PDF Form/Print](#) [Change](#) [Copy](#) [Delete](#)

AFTER THE REQUEST HAS BEEN SUBMITTED FOR APPROVAL OR HAS BEEN APPROVED

Once the request has been submitted for approval, the request can be cancelled by following the steps below:

1. Go to Employee Self Service (ESS) – *Traveler Work Center*
2. Find and highlight the Travel Request you wish to cancel in *All My Trips* tab
3. Click on *Request Cancellation*



Trip Number	Start Date	End Date	Trip Activity Type	Destination	Reason
675	23.06.2014	27.06.2014	OT- 1. Official business	NEW YORK,USA	Umoja Conference
674	01.06.2014	08.06.2014	OT- 1. Official business	NEW YORK,USA	Umoja Conference
667	01.06.2014	08.06.2014	OT- 1. Official business	NEW YORK,USA	Umoja Conference
666	10.06.2014	15.06.2014	OT- 1. Official business		test pr05

Amending a Travel Request

BEFORE THE REQUEST HAS BEEN SUBMITTED FOR APPROVAL

1. Go to Employee Self Service (ESS) – *Traveller Work Center*.
2. Under *All My Trips* field, find and highlight the request you wish to amend.
3. Click on *Change* to amend the request.

Trip Number	Start Date	End Date	Travel Category/Type	Destination	Travel Purpose	Workflow Status	Recommended Actions
5619	01.11.2015	10.11.2015	EN- 1. Home leave	ACHIN,NAN,AFGHANISTAN	Home leave.....	Submitted	Await HR Approval
5414	18.11.2015	24.11.2015	OT- 01. Official business	NEW YORK,NY,USA	IMIS Training	Submitted	Await CO Approval
5345	02.08.2015	15.08.2015	OT- 01. Official business	NEW YORK,NY,USA	IMIS Training	Submitted	Await CO Approval
4973	05.09.2015	12.09.2015	OT- 01. Official business	BANGALORE,KA,INDIA	Meeting in Bangalore	Draft & Saved	Send for CO Approval
4565	01.12.2015	10.12.2015	EN- 1. Home leave	LONDON,GTL,UNITED KINGDOM	Home Leave 2015	TO Approved	Create and submit Expense F
4533	05.09.2015	12.09.2015	OT- 01. Official business	BANGALORE,KA,INDIA	Meeting in Bangalore	Submitted	Await CO Approval
4501	02.05.2015	09.05.2015	OT- 01. Official business	GENEVA,GE,SWITZERLAND	To conduct a UMOJA audit of OCHA in Geneva 11-15 June 2015	CO Approved	Await TO Approval
4071	05.10.2015	06.10.2015	EN- 1. Home leave	VALENCIA,SPAIN	test	Draft & Saved	Send for CO Approval
3817	15.09.2015	17.09.2015	OT- 01. Official business	LAS VEGAS,NV,USA	SFT - Speaking engagement at the University of Las Vegas	CO Approved	Await Travel Claims Unit App
3816	15.11.2015	17.11.2015	OT- 01. Official business	LAS VEGAS,NV,USA	SFT - Speaking engagement at the University of Las Vegas	TO Approved	Create and submit Expense F

Details of Trip: BANGALORE,KA,INDIA (000004973)

Travel Request
Approval Status: Request Open Attachments: Add

Display PDF Form/Print **Change** Copy Delete

NOTE: You can also request the *Change* from the particular tab (*Entitlement Travel* for this example). In this case, the *Change* button will be at the bottom of the page, as shown below:

Trip Number	Start Date	End Date	Trip Activity Type	Destination	Reason	Workflow Status
675	23.06.2014	27.06.2014	OT- 1. Official business	NEW YORK,USA	Umoja Conference	Draft & Saved
667	01.06.2014	08.06.2014	OT- 1. Official business	NEW YORK,USA	Umoja Conference	TO Approved

AFTER THE REQUEST HAS BEEN SUBMITTED FOR APPROVAL OR HAS BEEN APPROVED

Once the request has been sent for approval or has been certified and approved, a staff member or a Travel Administrator will have to contact the HR Partner (by phone or email, but outside Umoja) to amend the request or return to the staff member to apply any changes.