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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) <u>http://unsapuperform.umoja.un.org/gm/folder-1.11.11656?mode=EU</u>

**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.

umuja	Search:	Umoja training portal - T2J Log off
	Help	Welcome: SUSANNAH ERMENGARDE
Home Employee Self-Service SM		
Overview		
Home > Overview		Full Screen Options ▼
Welcome to Umoja		
-		
Work Center Work Center		
User Map User Map		

- 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



Employee Self-Service SM



### Important Information Page

4. 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

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I0 1	2	3	4	5	6	7	0	
Important Information	Start Form	Overview	General Data	Additional Data	Personal Deviation	Review and Send	Completed	
Previous Step								
MPORTANT INFORMATION	Travel Initia	tion Pre-ren	leitoe					
IF OR FAILT INFORMATION	- maver mida	uon rie-ieq	uisites		_		-	
				-			and the second s	
The following pre-travel requireme	nts are mandator	y and are your a	idividual responsibi	ity.				
(a) Travel documents: Please note	that your nationa	passport and U	N Laissez-Passer	(UNLP) should be valu	for at least six			
months from the date of your return	n from official tra	vel						1
	our full name is k	dentical both in th	e national passpor	t and UNLP;		the second s	ALC: NOT THE OWNER OF	-
(b) Full name: Please ensure that y								
(b) Full name: Please ensure that y	for all using homes	I as into and the o	a antori inte unue de	Australian are used				
(b) Full name: Please ensure that y (c) Visa: Please ensure that visas	for all your trave	points and the r	e-entry into your di	ity station are valid;				
<ul> <li>(b) Full name: Please ensure that y</li> <li>(c) Visa: Please ensure that visas</li> <li>(d) Security clearance: The UN rul</li> </ul>	for all your travel e is that no travel	I points and the r	e-entry into your di IN, should be under	ity station are valid; rtaken without first ob	taining the	uick Links		F
<ul> <li>(b) Full name: Please ensure that y</li> <li>(c) Visa: Please ensure that visas</li> <li>(d) Security clearance: The UN rul security clearance, if applicable. P</li> </ul>	for all your trave e is that no travel lease log on to ht	l points and the r , funded by the l tps://dss.un.org	e-entry into your du IN, should be under and obtain the requ	ity station are valid; rtaken without first ob ired security clearanc	taining the Q e(s) prior to	uick Links		-
<ul> <li>(b) Full name: Please ensure that y</li> <li>(c) Visa: Please ensure that visas</li> <li>(d) Security clearance: The UN rul security clearance, if applicable. P</li> <li>commencement of travel. You can</li> </ul>	for all your trave e is that no travel lease log on to ht also access this	I points and the r funded by the t tps://dss.un.org website in i-See	e-entry into your di IN, should be under and obtain the requi k/Secretariat/Depar	ity station are valid; taken without first ob ired security clearanc timents and Offices/D	taining the Q e(s) prior to SS/TRIP.	uick Links		-

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.

5. 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 Prerequisites* before leaving on his/her trip.

6. To continue click on

Start Form 🌢



### **Start Form Page**

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

l     mportant infor	mation Star	2 3 t Form Over	view General D	ata Additional Data	6 Personal Deviation	7 Review and Send	Completed
Initiating Travel fo Duty Station TH	r: SUSANNAH ER 100 Bangkok Mi	MENGARDE Em aster Cost Centr	ployee Group Intern e HR ESCAP No Post	ational Staff Employe Org. Unit ESCAP DOA	e Subgroup Profession A OC CMU Telephone	al & Above Contract 1 E-mail ID EXAMPLE	Type Non Active Sta EMAIL@MAILSERVER
Previous Step     Ov	erview 🕨						
Start Form							
Choose the type of tr	avel from the drop	-down menu and o	lick the 'overview' but	tton to continue.			
Travel Category *	Entitlement Trave	el					
C Request for lump	1. Home leave		v				
UN purchased tick	kel						
						_	

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.

I I I I I I I I I I I I I I I I I I I	2 Start Form	3 Overview	General Data	Addtional Data	6 Personal Deviation	7 Review and Send	Completed	
Initiating Travel for: Home I Grade/level and design Contract Type Non Acti	eave Travel For ation P-4/12 Defi ve Status Mast	Prepared By lauit Position D ter Cost Centre	SUSANNAH ERMEI uty Station TH00 e HR ESCAP No Po	NGARDE Employe Bangkok Telepho st Org. Unit ESC/	e Group International St ne E-mail ID EXAMPI IP DOA OC CMU Natio	aff Employee Subgr LEEMAL@MALSERVER maility South African	oup Professional & Above ORG	
						_		_
Overview						Statement Statements	and the second se	-
General						and the second second		
The policy governing all officia	i travel is set out i	in ST/A//2013/3 a	nd Chapter V, rule	5.2 of Staff Rules.				
Home leave								Sec.
Internationally recruited staff n and continuing appointments v expense for the purpose of n	nembers holding to who are residing a newing their cultu stry. Annual leave	emporary (when and serving outsk ural and personal taken for this pu	extended for long de their home coun ties and spending rpose is referred t	er than one year), fixe try are entitled to trav a minimum of seven o o as home leave. The	d-term, permanent el at United Nations ays, exclusive of Organization will also			F
travel days, in their home could			samily members, in	stalled in the duty stat	ion.	Oulsh Links		1000
travel days, in their home cour pay the round trip travel in res	pect of the staff n	nember a engine				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:

MPORTANT: PLEASE NOTE THAT THE ABOVE INFORMATION I RELEVANT AND CORRESPONDING STIAL STISSE INTERPRETATION AND ADJUDICATION.	S PROVIDED FOR EASY REFERENCE OF A AND STAC SHALL TAKE PRECEDENCE	ILY, THE CONTENTS OF THE AND PREVAL FOR ACCURATE	
cknowledge that I have read and inderstand the above requirements. It is lotally my responsibility to comply with them.	Name of the Traveller/ Travel Administrator Date/Time	SUSANNAH ERMENGARDE 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

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

IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	2 3 art Form Overview Gene	4. 5. eral Data Additional Data	6 Personal Deviation	7 Review and Send	Completed	*
Initiating Travel for: Home leave T Telephone E-mail ID EXAI	Travel For Prepared By SUSANM MPLEEMAL@MALSERVER.ORG	IAH ERMENGARDE Employee Contract Type Non Active Status	Group International Staff Master Cost Centre	Employee Subgrou HR ESCAP No Post	p Professional & Above Org. Unit ESCAP DOA OC	Grade/leve CMU Natic
Calendar of Trips     Attachmen	ts (0 )]					
Basic Details	y the user in white fields. Blue fi	elds are not editable and will b	e populated automatica	lly by the system .		
Travel Start Date/Time: Travel End Date/Time:	00:00	Traveller Type: * Number of Travellers: * Journey Type: *	Staff	Place of Establish	recruitment: hed place of home leave: code of the airport nearest t	o the establis
Travel Purpose: * This trip relates to the following even	Home leave		One-Way Round-Trip Multiple Destinations			

- 13. 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.
- 14. Enter Comments/Special Instructions (if applicable), as shown below:

Ę	Travel Purpose: *	Hame leave	0	•
	This trip relates to the following event	NOT APPLICABLE	¥	
ľ	Comments/Special Instructions. HR pre-approved home leave dest	ination different than established place of home leave		

**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

Please specify ONLY the o	official itinerary here. Connect	ting points or stope	over(s), if any, should not be	included unless there is	a change in mode of
clearly indicated in scree	n #6.				
Authorized travel destination:	slencia 🗇	_			
tinerary Details: Ms. SUSANNA	ALENCIA DE ALCANTARA, SPAN				
Departure Date/Time	ALENCIA, BUKIDNON, PHILIPPINES	e of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsisten
00:00	ALENCIA, CA, USA		▼ 00:00	ð	1 DSA
V	ALENCIA, SPAIN				
	And the second se				

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

Itinerary Details					
$\bigcirc$					
Please specify ONLY the o clearly indicated in screen	fficial itinerary here. ( #6.	Connecting points or stop	pover(s), if any, should not be	e included unless there is	a change in mode of tra
Authorized travel destination:	LENCIA, SPAN	0			
	RMENGARDE, 30 Jun 1972,	, 00172144			
Enerary Details: Ms. SUSANNAH E				to the termination of the second seco	A
Departure Date/Time D	eparture City/Country	Mode of Travel	Arrival Date/Time	Arrival Cty/Country	Applicable Subsistence

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

tinerary Details					
Please specify ONI	Y the official itinerary here. Cor	anecting points or stopover	(s) if any, should not be	included unless there is	a change in mode of t
clearly indicated in	screen #6.	includy points of stoporei	ay, in only, should not be		a chonge in mode of
Authorized travel deating	VALENCIA COAN				
Practice of a second	The The City of Part				
tinerary Details: Ms. SUS	ANNAH ERMENGARDE 30 Jun 1972. 00	172144			
tinerary Details: Ms. SUS Departure Date/Time	ANNAHERMENGARDE, 30 Jun 1972, 00 Departure City/Country	172144 Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistenc
tinerary Details: Ms. SUS Departure Date/Time 10.07.2015 (20) 00:00	Departure CRy/Country	172144 Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistenc
tinerary Details: Ms. SUS Departure Date/Time 10.07.2015	ANNAHERBRENGARDE, 30 JUN 4072, 00 Departure CRy/Country	172144 Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistenc
tinerary Details: Ms. SUS Departure Date/Time 10.07.2015	ANNAHERMENGARDE, 30 JUN 472, 00 Departure CaylCountry Bangkok (Try, ThaiLand Pat Bangkok (Try, ThaiLand)	Mode of Travel	Arrival Date/Time	Arrival CityiCountry	Applicable Subsistenc



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

#### Select 01 Commercial Aircraft

Itinerary Details				
Please specify ONLY the official itinerary here. Co clearly indicated in screen #6.	onnecting points or stopover	(s), if any, should not be	included unless there is	a change in mode of trai
Authorized travel destination: VALENCIA SPAN Energry Details: Ms. SUSANNAH ERMENGARDE, 30 Jun 1972, 0	0172144	The following Mamongs other a	ode of Travel re available	
Departure Date/Time Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistence
10.07 2015 10 00 00 BANGKOK CITY, THALAND	01 Commercial Aircraft	E 00.00	Ø	10SA
	03 UN Vehicle 04 Other UN Transportation			
Prevous Step     Addtonal Data     Save Draft	05 Privately Owned Vehicle POV 06 Rail	5		
				(31)

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.

learly indicated in	the official itinerary herescreen #6.	e. Connecting points or st	topover(s), if any, should n	ot be included unless there i	is a change in mo	de of t
Authorized travel destinati inerary Details: Ms. SUSA Departure Date/Time	on: VALENCIA, SPAIN NNAH ERMENGARDE, 30 Jun 1 Departure City/Country	972, 00172144 Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Su	bsistence
10.07.2015	BANGKOK CITY, THAILAND	01 Commercial Aircraft	11.07.2015	Valencia CANTARA, SPAN VALENCIA DE ALCANTARA, SPAN VALENCIA DE LA CONCEPCION, SPI VALENCIA, BUKDNON, PHILPPINES VALENCIA, CA, USA	1 DSA	

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.

nts or sto	pover(s), if any, should i	not be included unless	there is a	a change in mode of trai	nsportation. Personal deviat	ion details, if any, should be
ravel	Arrival Date/Time	Arrival City/Cou	intry	Applicable Subsistence	Subsistence Country Subsistence	e Region
Aircraft	11.07.2015 🔯 00:00	VALENCIA, SPAIN	Ø	1 DSA 2 DSA/MSA Not Payable		000

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* 

points or stop	over(s), if any, should not be	included unless there is a cl	hange in mode of tran	sportation. Person	al deviation details, if	any, should be
f Travel Sal Aircraft	Arrival Date/Time  11.07.2015 10 00:00 VAL	Arrival City/Country ENCIA, SPAIN	Applicable Subsistence SAMSA Not Payable	Subsistence County United Nations	Subsistence Region Subsistence Not Applicated	- 11 - 12

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.

icable Subsistenc
A Not Payable
SA Not Payable
1001 1001



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.



early indicated in	n screen #6.	te. connecting points of a	opover(s), il any, snould i	tot be included unless ther	e is a change in mode
thorized travel destin	ation: VALENCIA, SPAIN	0			
erary Details: Ms. SU	SANNAH ERMENGARDE, 30 Jun	1972, 00172144			
eparture Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsis
00:00	BANGKOK CITY, THAILAND	01 Commercial Aircraft	11.07.2015 00:00	VALENCIA, SPAIN	2 DSA/MSA Not Payab
00:00	VALENCIA, SPAIN	01 Commercial Aircraft	21.07.2015 00:00	BANGKOK CITY, THAILAND	2 DSAMSA Not Payab
00:00	VALENCIA, SPAN	01 Commercial Aircraft	21.07.2015 1 00.00	BANGKOK CITY, THAILAND	2 DSAMSA Not P

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





## Additional Data Page

25. Click the Enter Estimated Costs button

						7		
Important Information	Start Form	Overview	General Data	Additional Data	Personal Deviation	Review and Send	Completed	
itiating Travel for Home	Innua Traval For	Branarad Br	CUCANNAN EDUEN	CADOE Employees	Crown International Sta	H Employee Subara	up Drofessional & Abo	. Cradalle
E-mail ID EXAMPLEEMAL	@MALSERVER.C	RG Contract	Type Non Active	Status Master Cos	t Centre HR ESCAP No	Post Org. Unit ESCA	P DOA OC CMU Natio	onality South

Subsistence Allowance/Deductions   Allow the system to calculate the Subsistence Allowance   Travel advance requested: *   Travel Processing Office: *   Travel Processing Office: *   Tickets to be issued through: *   Estimated Costs:   Cost Assignment: *   Is a voluntary downgrade of entited class of service requested?: *   Yes   Ne   Has authorization to a higher standard of accommodation been granted on exceptional basis? If yes, please attach signed approval form: *	Additional Data for Travel		^
Travel advance requested: *          \'Yes \overline No         Travel Processing Office: *          \NUSTAH PORT-AU-PRINCE         \overline         \overlin         \overline         \overline         \overlin	Subsistence Allowance/Deductions		
Travel Processing Office: *       MINUSTAH PORT-AU-PRINCE         Tickets to be issued through: *       Commercial Travel Provider (i.e. Travel Agency)       UNDPlother UL Agency         Estimated Costs:       0.00       Enter Estimated Costs         Cost Assignment: *       100.00 % Cost Center 11338 (UNHABITAT Gen Office), Fur       Change Cost Assignment         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	Travel advance requested: *	⊖Yes ®No	
Tickets to be issued through: * <ul> <li>Commercial Travel Provider (i.e. Travel Agency)</li> <li>UNDPlOther UB Agency</li> <li>Member State</li> <li>S</li> </ul> Estimated Costs: <ul> <li>0.00</li> <li>Enter Estimated Costs</li> <li>Cost Assignment: *</li> </ul> Is a voluntary downgrade of entitled class of service requested?: * <ul> <li>Yes</li> <li>No</li> </ul> Has authorization to a higher standard of accommodation been granted on exceptional basis? If yes, please attach signed approval form: * <ul> <li>Yes</li> <li>No</li> </ul>	Travel Processing Office: *	MNUSTAH PORT-AU-PRINCE	
Estimated Costs:       0.00       Enter Estimated Costs         Cost Assignment: *       100.00 % Cost Center 11338 (UNHABITAT Gen Office), Fur       Change Cost Assignment         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	Tickets to be issued through: *	Commercial Travel Provider (i.e. Travel Agency)     OUNDP/Other UN Agency     OMember State	ၭ
Cost Assignment: *       100.00 % Cost Center 11338 (UNHABITAT Gen Office), Fur Change Cost Assignment         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	Estimated Costs:	0.00 Enter Estimated Costs	
Is a voluntary downgrade of entitled class of service requested?:      Yes ONo  Has authorization to a higher standard of accommodation been granted on exceptional basis? If yes, please attach signed approval form:      OYes ONo	Cost Assignment: *	100.00 % Cost Center 11338 (UNHABITAT Gen Office), Fut Change Cost Assignment	
	Is a voluntary downgrade of entited class of service requested?: * Has authorization to a higher standard of accommodation been granted on exceptional basis? If yes, please attach signed approval form: *	CYes CNo CYes CNo	
			*



26. Select the first line containing Airfare Ticket Cost

					~				
nitiating Travel for: Home leave Tra Grade/level and designation P-4 Master Cost Centre HR ESCAP I	vel For Prepa V12 Default Posit Io Post Org. U	Init ESCAP DOA OC CMU	GAR( angko Nati	DE Employ ok Teleph ionality Sout	one E-ma h African	In ID EXAMPLE	f Employee Subgroup EMAIL@MAILSERVER.ORG	Professional & Above Contract Type Non A	ctive St
Previous Step Accept Save	Draft								
$\frown$									
timated costs									
Calculate Add New Copy Delete									
Expense Type	Calculate	Currency		Estimated Costs	Equivale	Currency	Personnel # of the traveler	Services Provider	tine
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	•		•
					0.00	USD			
Sum									
Sum									

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

Important Information Start	Form Overv	view General Data Ar	dditional Data	1	Estir	a nated Costs	Additional Data	6 Personal Deviation	Review a
Initiating Travel for: Home leave Tra Gradellevel and designation P- Master Cost Centre HR ESCAP 1 Previous Step Accept Save	vel For Prepa V12 Default Positi lo Post Org. U Draft	red By SUSANNAH ERMENGAR ion Duty Station TH00 Bangko Init ESCAP DOA OC CMU Nati	DE Employ ok Telepho ionality South	nee Gri one Africa	E-ma	II ID EXAMPLE	f Employee Subgroup EMAL@MALSERVER.ORG	Professional & Above Contract Type Non Ac	tive Statur
Estimated costs Carculare Add New Copy Delete			Estimated		-1-	0	Personnel # of the	Paralese Decision	
Expense Type	Calculate	Currency	Costs	Equiv	axe	Currency	traveler	Services Provider	Enerary
Airfare Ticket Cost		USD-United States Dollar 👻		L.,	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 TZS-Tanzanian Shilling UAH-Ukraine Hryvnia		ł	0.00	USD		1	
Previous Step     Accept     Save	Draft	USD-United States Dollar		•					

28. Enter Estimated Costs for the price of the ticket

1 2	3		5	6		_5	6	
Important Information Start	Form Overv	riew General Data	Additional Data	Estir	nated Costs	Additional Data	Personal Deviation	Revi
itiating Travel for: Home leave Tra Grade/level and designation P-4 Master Cost Centre HR ESCAP1	vel For Prepa V12 Default Positi Io Post Org. U	red By SUSANNAH ERMENGA on Duty Station THO0 Ban Init ESCAP DOA OC CMU N	ARDE Employe gkok Telepho lationality South	ee Group Int ne E-ma African	In ID EXAMPLE	f Employee Subgroup EMAL@MALSERVER.ORG	Professional & Above Contract Type Non	Active S
revious Step Accept Save	Draft							
timated costs								
timated costs alculate Add New Copy Delete	]		$\sim$					
timated costs aculate [ Add New ] Copy ] Delete Expense Type	Calculate	Currency	Estimated Costs	Equivale	Currency	Personnel # of the traveler	Services Provider	tin
timated costs siculate Add New Copy Delete Expense Type Airfare Ticket Cost	Calculate	Currency USD-United States Dollar	Estimated Costs 1400	Equivale 0.00	Currency	Personnel # of the traveler	Services Provider	tin *
timated costs alculate Add New Copy Delete Expense Type Arfare Ticket Cost Subsistence Allowance-Stf Mbr	Calculate	Currency USD-United States Dollar USD-United States Dollar	Estimated Costs 1400	Equivale 0.00 0.00	Currency USD	Personnel # of the traveler	Services Provider	tin •
timated costs alculate Add New Copy Delete Expense Type Arfare Ticket Cost Subsistence Allowance-Stf Mbr Terminal Expenses	Calculate	Currency USD-United States Dollar USD-United States Dollar USD-United States Dollar	Estimated Costs 1400	Equivale 0.00 0.00 0.00	Currency USD USD	Personnel # of the traveler	Services Provider	tin •



- 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

Calculate Add New Copy Delete					1			
Expense Type	Calculate	Currency	Estimated Costs	Equivale	Currency	Personnel # of the traveler	Services Provider	
Airfare Ticket Cost		USD-United States Dollar 👻	1400	0.00	USD			-
Subsistence Allowance-Stf Mbr	1000	USD-United States Collar		0.00	USD	00172144-SUSANNAH ERM	ENGARDE	*
Terminal Expenses	Calculate	CO-United States Dollar		0.00	USD			
Sum	-			0.00	USD			

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.

umnja	l de la companya de l	Search:		۹.	Umoj	ja training portal - T	2J Log off
4 Back Forw	ard > History Favorites Personalize View Help				We	sicome: SUSANNA	H ERMENGARDE
Home	mployee Self-Service SM Certifying Officer Travel Administrator Ok	obal Index Requestor	HR Adm	inistrator	HR Parts	ver Global Ir	idex Ai 4 9 39
Oversiew	Calculate Terminal Expenses						1
Employee Self	Calculate Terminal Expenses						1 Options *
l+	Terminal Expenses shall be deemed to cover all expenditures for transportation and inc departure and the hotel or other place of dwelling in respect to the staff member and er eligible traveller is required. Use expense type "Terminal Expenses" for the staff member calculate total terminal expenses for each individual traveller.	idental charges between sch family member author er and "Terminal Expense	the airport lized to travi s - Family M	or other point of at UN expe br" for each f	of arrival or tise. One lin lamily memb	r le item per serto	Review a
Mast		Number of Elig Arrivals/Depart	ble tures	Amount per leg		Total amount	
Estimate Calculate Expen	New York : Number of trips for which transportation was NOT provided free of charge New York : Number of trips for which transportation was provided free of charge Other Locations : Number of trips for which transportation was NOT provided free of charge Other Locations : Number of trips for which transportation was provided free of charge	harge	x x x x	63.00 11.00 38.00 11.00	:	0.00 0.00 0.00 0.00	Enerary
Airtare Subsis		Total Terminal E	xpenses			0.00	v v
Termin				_	Acc	ept cancel	*
					-		
A Previous	Strip Accept Save Draft						*

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 **Second** followed by the **Execute** button to go back to the *Additional Data* page

aitiating Travel for blome leave Tra	ual For Dram	and Bu SUSANNAN EDUEN	24.0	OF Employ	an Group In	lareational Ct	II Employee Subar		Orofessional & Abous		
Grade/level and designation P-	4/12 Default Posit	ion Duty Station TH00 Ba	angko	ok Telepho	one E-ma	I ID EXAMPL	EEMAL@MALSERVER.O	RG	Contract Type Non	Acti	ve St
Master Cost Centre HR ESCAP	No Post Org. I	Jnit ESCAP DOA OC CMU	Nati	ionality South	African						
Previous Step Accept Save	Draft										
timated costs											
Calculate Add New Copy Delete											
Expense Type	Calculate	Currency		Estimated Costs	Equivale	Currency	Personnel # of the traveler		Services Provider		tine
Airfare Ticket Cost		USD-United States Dollar	٠	1,400.00	0.00	USD	00172144-SUSANNA	٠		٠	
Subsistence Allowance-Stf Mbr		USD-United States Dollar			0.00	USD		*		*	
Terminal Expenses	Calculate			152.00	0.00	USD		*		*	
					0.00	USD					
Sum											

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.

	Cost Assignment. *	100.00 %	6 Cost Center 11338 (UNHABITAT Gen Office), Ful Change Cost Assignment	
C	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	

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



tas 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.



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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.



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



If Yes, then specify details in the box provided

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



40. If applicable, select Opted for shipment



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



Request conversion of unaccompanied shipment into accompanied excess baggage	
C 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





# 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

	-
Change Travel Request for 00172144 ( 1988 )	
I/0         1         2         3         4         5         6         7           Important Information         Start Form         Overview         General Data         Additional Data         Personal Deviation         Review and Send         Control	8
Initiating Travel for: Home leave Travel For Prepared By SUSANNAH ERMENGARDE Employee Group Prematonal Staff Employee Subgroup Pro Grade/level and designation P-4/12 Default Position Duty Station TH00 Banglok Telephone E-mail ID EXAMPLEEMAL@MAILSERVER.ORG Of Master Cost Centre HE ESCAP No Post Org. Unit ESCAP DOA OC CMU Nationality South African	rfessional & Above Contract Type Non Active Statur
Previous Step     Review and Send     Save Draft	
Personal Deviation: - Yes	
Deviation Walver	
Personal Deviation not requested. Please click "Review and Send" button to continue.	
	Number of the Toront
	Travel Administrat
N+	>



## Review and Send Page

44. Review information displayed under Itinerary Details

chang	e Tra	ivel Request for	r 00172144 ( 198	38)	6	_	
)	1 Information	2 3 on Start Form Overvie	w General Data Additional	6 Data Personal D	eviation Review	and Send Comp	e
Telephon	vel for: H e E-m	ome leave Travel For Prepare ail ID EXAMPLEEMAIL@MAILSER	d By SUSANNAH ERMENGARDE E VER.ORG Contract Type Non Act	mployee Group Inter ive Status Master	national Staff Empl Cost Centre HR ESC	oyee Subgroup Prot AP No Post Org. Un	fessional & Above Gra nit ESCAP DOA OC CMU
Previous Step	Save	Draft					
vel Start Date	/Time: 10	0.07.2015 00:00					
vel Start Date	Time: 10 Time: 21	0.07.2015 00:00					
vel Start Date vel End Date/ inerary De	Time: 10 Time: 21	0.07.2015 00:00					
vel Start Date vel End Date/ inerary Det Departure	Time: 10 Time: 21 tails alls: Ms. S Date/Time	0.07.2015 00:00 1.07.2015 00:00 GUSANNAH ERMENGARDE , 30 Ju Departure City/Country	n 1972 Mode of Travel	Arrival Date/Tim	e Arriva	City/Country	Applicable Subsist
vel Start Date vel End Date/ inerary De Departure 10.07.2015	Time: 10 Time: 21 tails alls: Ms. S Date/Time	0.07.2015 00:00 1.07.2015 00:00 SUSANNAH ERMENGARDE , 30 Ju Departure City/Country BANGKOK CITY, THAILAND	In 1972 Mode of Travel 01 Commercial Aircraft	Arrival Date/Tim	e Arriva 00 VALENCIA.SPA	i City/Country N	Applicable Subsist
vel Start Date vel End Date/ inerary De Departure 10.07.2015 20.07.2015	/Time: 10 Time: 21 tails ails: Ms. 5 Date/Time 00:00 00:00	0.07.2015 00:00 1.07.2015 00:00 SUSANNAH ERMENGARDE , 30 Ju Departure City/Country BANGKOK CITY, THAILAND VALENCIA, SPAN	In 1972 Mode of Travel 01 Commercial Aircraft 01 Commercial Aircraft	Arrival Date/Tim 11.07.2015 00 21.07.2015 00	e Arriva 00 VALENCIA,SPA 00 BANGKOK CITO	I City/Country N (THAILAND	Applicable Subsist 2 DSA/MSA Not Pay 2 DSA/MSA Not Pay
vel Start Date vel End Date/T inerary De Departure 10.07.2015 20.07.2015	/Time: 10 Time: 21 tails all's: Ms. 5 Date/Time 00:00 00:00	0.07.2015 00:00 0.07.2015 00:00 SUSANNAH ERMENGARDE , 30 Ju Departure City/Country BANGKOK CITY,THAILAND VALENCIA,SPAIN	In 1972 Mode of Travel 01 Commercial Aircraft 01 Commercial Aircraft	Arrival Date/Tim 11.07.2015 00 21.07.2015 00	e Arriva 100 VALENCIA.SPA 100 BANGKOK CITY	I City/Country IN /THAILAND	Applicable Subsist

45. Select the Save and Send for Approval radio button





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



	6,000.00 Number of Deductions.	1) Advances, 0,000 of onned blates cover
Cost Assignment 100.00 % Cost	t Center 11341 (ESCAP Sessions Cmsn), Funds Center 11341 (ESCAP Sessions Cmsn	), Fund 10UN4
Final Action		
O 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 the	hat 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 comply with this requirement will result in automatic recovery of my travel advance the overpayment will be recovered through payroli deduction.	I to submit, on line, the related travel expense report (claim) in accordance wi (s) through payroll deduction. If, on review of my claim, it is determined that tr
	I also understand that provision of documentary evidence that I undertook this offici Passport bearing customs and/or immigration markings showing the dates of arrivals of five (5) years and produce them upon request by the Executive Office. Accounts	al business travel as per authorization( i.e. used commercially purchased airlin s and departures) is not mandatory at the submission my expense report. Ho busision. Office of Internal Oversibit Services (OIDS) and/or the UIR Beard of
		Name of the Traveller/
		Name of the Traveller/ Travel Administrator Date/Time
		Name of the Traveller/ Travel Administrator Date/Time
Previous Step	nd for Approval	Name of the Traveller/ Travel Administrator Date/Time

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 0000000562 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.





## **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
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
							Last Re
tails of Trip:	BANGALORE	,KA,INDIA (00	00004973)				
Fravel Reque	st						
Approval Statu	is: Request (	Doen Attac	hments: Add				

### 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

Vi	ew: [Standard View	] 👻 Creat	e Travel Request 🖌	Create Shipment Request Create Ex	pense Report 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.

	All My Trips	( <b>30)</b> Of	ficial Travel (1-	4) HR Travel (6)	Entitlement Travel (6) Lump	Sum Request (6) Shipment Request (2) Expense Repo	rt with Travel Autho	orization (6) Stand-alone
V	ew: [Standard	View]	✓ Create	Travel Request  Create	Shipment Request Create Expen	se Report Request Cancellation		
屘	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
								Last Ref
De	tails of Trip:	BANGALORE	,KA,INDIA (00	00004973)				
				•				
	Approval Statu	SI Pequeet (		hmente: Add				
	Display DDE E	orm/Drint	hance Con	Delete				
	Uispiay PUF F	oniverint C	mange Cop					

**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:

	All My Trips (4)	Official Travel (2)	HR Travel (0)	Entitlement Travel (0)	Lump Sum Request (0)	Shipment Request (0) E	xpense Report with Travel
			Diaster	Change Conv Delete	Create Official Travel		
V	iew: [Standard Vie	w] 🔍 Displa	ay Form     Display	Change Copy Delete	Create Official fraver		
V B	iew: [Standard Vie Trip Number	Start Date	End Date	Trip Activity Type	Destination	Reason	Workflow Status
V B	iew: Standard Vie Trip Number 675	Start Date 23.06.2014	End Date 27.06.2014	Trip Activity Type OT- 1. Official business	Destination NEW YORK,USA	Reason Umoja Conference	Workflow Status Draft & Saved

### 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.