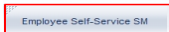


ESS - Create Official Travel

Create an Official Travel Request at No Cost to the UN

PRIOR TO RAISING A TRAVEL REQUEST:

- *Ensure that your supervisor has agreed to your proposed travel and approved any absence from the office in the Time & Attendance module.*
- *Travellers are required to submit their Travel Requests at least 21 days prior to their departure date. Failure to do so will require users to provide justification for late submission.*
- *No Cost travel may still require medical and security clearances.*
- If the staff member is traveling to an official event fully sponsored by another entity – where travel ticket, accommodations, meals, and incidentals are paid for by the Organizer – such travel is defined as No Cost Travel since there is no financial implication to the United Nations
- The Travel Request still has to be raised using the default cost assignment for the purpose of audit and accurate reporting. Please follow the initial steps from the Job Aid on raising an Official Travel Request as defined below

1. Log into the **Employee Self-Service** Portal.
2. Click the **Employee Self-Service SM** tab at the top of the screen.  then click **Traveller Work Center** on the bottom right hand corner of the page under **Travel, Shipment and Expenses**.
3. From the **Traveller Work Center**, click **Create Travel Request > Create Official Travel** to begin the process of creating Travel Request at No Cost to the UN.

Start Page  On the Start page, review the **UN Travel and Shipment Policies**.

4. Please select the appropriate **Travel Type** from the drop-down list.
5. Confirm that your supervisor has agreed to your proposed travel and approved any absence from the office (eg. Official Business w/ travel, annual leave, etc.)
6. Click on **General Data** to continue.

Create Travel Request for 00000017 Marian

1 Start 2 General Data 3 Additional Data 4 Review and Send 5 Completed

Prepared By: Alejandro MARCOS SANTAMARIA
 Employee Group: Local Staff
 Grade/level Pos: G-5/12 G5 3776 HUMAN RESOURCES ASSISTANT
 Org. Unit: OCHA CPD ASB HRS GVA

Previous Step General Data

Important Health Advice

Start Form

Choose the type of travel from the drop-down menu and click the 'General Data' button to continue.

Please click here to review UN travel and shipment policies

Travel Category * Official Travel
 Travel Type * 01. Official business

My supervisor has agreed to my travel and approved any applicable leave

Previous Step General Data

General Data Page

7. Select the **Traveller Type** from the drop-down.
8. The **Number of Travellers** field (populated from travellers on itinerary lines).
9. Select the **Journey Type** from the drop-down menu.
10. Complete **Work Start Date/Time & Work End Date/Time**. Enter the date/time expected to commence and complete your work at the destination - this information is used to make supporting travel arrangements.
11. Enter **Travel Purpose** – enter specific and detailed information for the purpose of the travel.
12. Enter **Comments/Special Instructions** (if applicable), as shown below:

Create Travel Request for 00002842 Ana Isabel RODRIGUEZ ROSALE

1 Start 2 General Data 3 Additional Data 4 Review and Send 5 Completed

Prepared By: Alejandro MARCOS SANTAMARIA
 Employee Group: International Staff
 Grade/level Pos: P-4/09 P4 6644 SUPPLY OFFICER
 Org. Unit: DMS DDMS SA RIU

Employee Subgroup: Profes
 Duty Station: SS00
 E-mail ID: RODR

Previous Step Additional Data Save Draft

General Data

Calendar of Trips Attachments (0)

Information can only be entered by the user in white fields. Blue fields are not editable and will be populated automatically by the system.

Basic Details

Traveller Type: * Staff
 Number of Travellers: * 1
 Journey Type: * Round-Trip

Work Start Date/Time: * 05.03.2018 09:00
 Work End Date/Time: * 09.03.2018 17:00

Travel Purpose: * Test


Travel related to the Event:

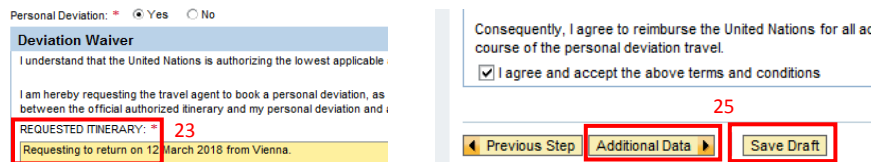
Comments/Special Instructions: * Attend conference on greenhouse gasses in Vienna from 5-9 March 2018

13. As required, complete the **Departure Date(s)**.
 14. 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'.
- NOTE:** Only enter Origin and Destination – do not enter connecting points unless there is a business requirement or change in mode of transportation.
15. Click **Mode of Travel** drop-down menu and select the appropriate mode of transportation.
 16. Enter **Arrival Date**

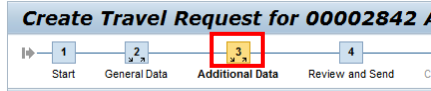
17. Enter **Arrival City/Country**
18. Select **Subsistence Region**. Use the Matchcode  on **Subsistence Region** field to perform the search.



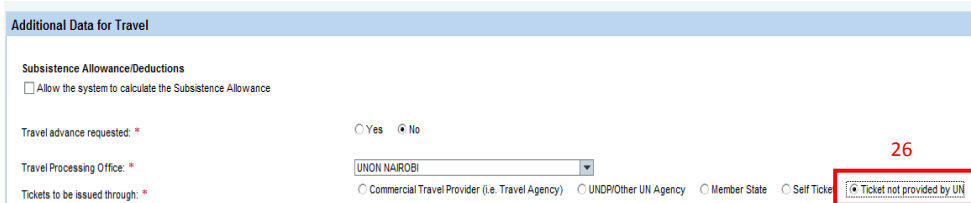
19. To add a new itinerary line click on **Add New Itinerary** button 
20. Complete the details for both outgoing and returning trips by selecting **2 DSA/MSA Not Payable** from the **Applicable Subsistence** drop-down menu.
21. Click **Yes** or **No** to indicate if a personal deviation is requested.
22. If **Yes** option was selected, the **Deviation Waiver** will appear.
23. Provide **Requested Itinerary (Personal Deviation)** in the free text box below:
24. Click **I agree and accept the above terms and conditions** of the **Deviation Waiver**.
25. Click **Save Draft** or **Review and Send** button to proceed.



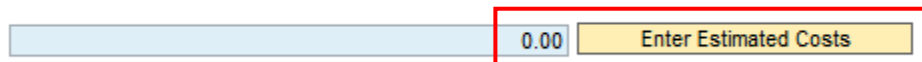
Additional Data Page



26. On the **Addition Data** screen, select **Ticket not provided by UN**



27. Verify that all numbers are at \$0 cost in the Estimated Cost field 27



28. Follow the rest of the steps to complete the raising the request.
29. In exceptional situations where staff member has incurred expenses (i.e. visa, vaccinations, etc.) related to his/her official travel not covered by the Organizers, a post-facto new Travel Request and an Expense Report should be submitted in Umoja. The original No Cost Travel Request previously raised should be associated to the newly created post-facto Travel Request