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.
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:
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 Additional Data screen, select Ticket not provided by UN

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

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