Create Within Mission Travel

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.

1. Log into 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.
4. Please select Travel Type from the drop-down list – Within Mission - DFS.
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. Complete the following fields: Journey Type, Work Date Start/End Times, Itinerary, Mode of Travel, and Applicable Subsistence. Please select Yes or No to ‘Personal Deviation’ and provide the necessary details to the deviation if ‘Yes’ is chosen. After all required fields are filled out, select the Additional Data button to continue.

Additional Data Page

8. On the Addition Data screen, the traveler should perform the following:
   - Enter Deductions, if necessary
   - Request Travel Advance & Identify Payment Method
   - Enter Estimated Costs
   - Answer all mandatory questions
   - Provide justification if the Travel Request was submitted less than 21 days prior to departure

9. Click on Review and Send to proceed to the next screen

10. Once verified that all information entered is correct, click on Save and Send for Approval and complete processing your Travel Request

It is the traveler's responsibility to read, understand, and comply with information provided within this document. Prior to traveling, security and medical clearances should be obtained.

Please follow guidance in your local mission area for procedures on using eMOP’s documents.

Submission of an Expense Report in Umoja within fourteen (14) calendar days is mandatory.