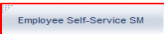


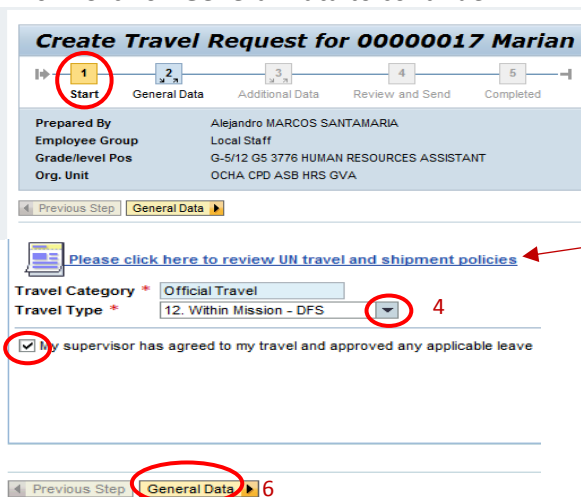
ESS - Create Official Travel

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.



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** |

[Please click here to review UN travel and shipment policies](#)

Travel Category * Official Travel
 Travel Type * 12. Within Mission - DFS 4

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

Previous Step | **General Data** | 6

General Data Page

- 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.

Itinerary Details

Please specify **ONLY** the official itinerary here. Connecting points or stopover(s), if any, should not be included except when a forced overnight deviation details, if any, should be clearly indicated below.

Additional itinerary lines can be created by clicking icons on the far right.

Departure Date	Departure City/Country	Mode of Travel	Arrival Date	Arrival City/Country	Applicable Subsistence	Subsistence Region
15.06.2018	OUAGADOUGOU, BURKINA FAS	01 Commercial Aircraft	16.06.2018	PORT AU PRINCE, HAITI	4 MSA-Adequate Std Accol	All Duty Stations
19.06.2018	PORT AU PRINCE, HAITI	01 Commercial Aircraft	19.06.2018	OUAGADOUGOU, BURKINA FAS	4 MSA-Adequate Std Accol	All Duty Stations

Personal Deviation: Yes No

Additional Data Page

- 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
- Click on **Review and Send** to proceed to the next screen
- 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.