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Overview

This Job Aid summarises the Umoja Travel TPO Non-Commercial functionality,

Definition, Description, Security Role

1. **Non-Commercial Travel** is defined by the *absence* of Commercial Aircraft or Rail, for any portion of the itinerary.
 - a. A trip that contains Commercial Aircraft or Rail is considered ‘Commercial’ travel.
2. **TPO Non-Commercial** refers to the Travel Processing Office responsible for approving Non-Commercial travel requests
3. TPO Non-Commercial functionality applies to **Official Travel and Uniformed Personnel Travel (formerly ‘Group Travel’) only**
4. A new enterprise role **TV.20** has been introduced to accelerate the approval process of Non-Commercial travel.
 - a. Users with the TV.20 role can approve Non-Commercial travel *only*
 - b. Users with an existing TPO role (TV.09, TV.10) will continue to be able to approve both Commercial and Non-Commercial travel
 - c. Use of the TV.20 role is optional; not all travel processing offices have the need to delegate processing of Non-Commercial travel.

TPO Non-Commercial Functionality

TPO Default Logic

1. Non-Commercial Travel Processing Offices are mapped at the Org. Unit level in the same manner as “regular” TPOs.
 - a. For **Non-Commercial travel**, the system will derive the default TPO by searching for a TPO Non-Commercial at the Org. Unit level of the traveller.
 - i. If a TPO Non-Commercial is not found at the Org. Unit level of the Traveller, a regular TPO mapped at that same level will be used as the default
 - ii. If a TPO Non-Commercial is *not* found, and if a regular TPO *is* found at the same Org. Unit level, the regular TPO will be used as the default TPO.
 - iii. If there is neither a TPO Non-Commercial nor a regular TPO at the Org. Unit level of the traveller, the (i) and (ii) above are repeated for the Org. Unit *one level higher*, and continues until a default TPO is found.

Estimated Costs (in 'Additional Data' Screen)

1. Airfare Ticket Cost, Transaction Fee(s) (TATF) and Travel Service Management Fees (TAMF) are not displayed for Non-Commercial travel.
 - a. These items do become visible if the nature of travel changes from Non-Commercial to Commercial, prior to TPO Approval.
2. A TPO Non-Commercial may add Visa Fee (OTH3) expenses, but must then forward the request to a “regular” TPO for approval

Fields Disabled for Non-Commercial Travel

1. “Tickets to be issued through...” radio buttons are disabled and “Ticket not provided by UN” is set as the default.
2. In Estimated Costs:
 - i. Service Provider
 - ii. Itinerary (in IATA codes only)
 - iii. Validating Carrier
 - iv. Class of Service
3. “If quotation is required, click here” button is disabled
4. “Approve and Award” buttons are disabled.

Changing the (Non-) Commercial Nature of Travel

Prior to Travel Request Approval

- i** Before a trip is approved, a Non-Commercial TPO may change the nature of travel to ‘Commercial’ (by adding Commercial Aircraft or Rail), but then must forward the travel request to a “regular” TPO for approval.
- i** A “Regular” TPO may always change the nature of travel from Commercial to Non-Commercial or vice versa without restriction.

Subsequent to Travel Request Approval

- ⚠** Once Travel Request is approved by a TPO (Commercial or Non-Commercial), the nature of travel cannot subsequently be changed from Commercial to Non-Commercial or vice-versa, primarily because the TPO should not change once a Travel Request is approved due to financial postings.

Travel Processing Office Field

1. The **Travel Processing Office** field has been changed from a simple drop-down to utilise more robust lookup features:

The screenshot displays a web form for travel processing. The 'Travel Processing Office' field is set to 'UNFCCC BONN'. A modal window titled 'Official Business Travel Request' is open, showing search criteria and results. The 'Name' field is populated with 'UNFCCC BONN'. The 'Start Search' button is highlighted with a red circle, and the 'OK' button in the modal is also circled in red.

2. The naming convention for TPO Non-Commercial is **NON-COMMERCIAL <entity/location>** .
Examples: **NON-COMMERCIAL MINUSTAH**, **NON-COMMERCIAL UNODC - BOGOTA**

Approver Work Center (AWC)

- i** The Travel Processing Office column is available in the AWC and may be useful for sorting or filtering, keeping in mind the TPO Non-Commercial naming convention noted above.