



TV3144 –Create HR and Entitlement Travel Requests



Agenda

Course Introduction

Module 1: Umoja Travel HR and Entitlement Overview

Module 2: Create an HR Travel Request

Module 3: Create an Entitlement Travel Request

Module 4: Review of Post Submission Process

Course Summary

Course Assessment

Course Survey

Course Overview

The purpose of the **Umoja HR and Entitlement Travel course** is to provide all Travelers with the general process and system knowledge to be able to create and submit a HR and/or an Entitlement Travel Request.

Prerequisite Review

You should have completed the following prerequisite courses:

- NA101 – Umoja Overview
- MD102 – Umoja Master Data & Coding Block Overview
- SS210 – Umoja SAP HCM Navigation
- TVL155 – Umoja Travel Overview
- TVL3142 – Umoja Create Travel Request – Official Business Travel



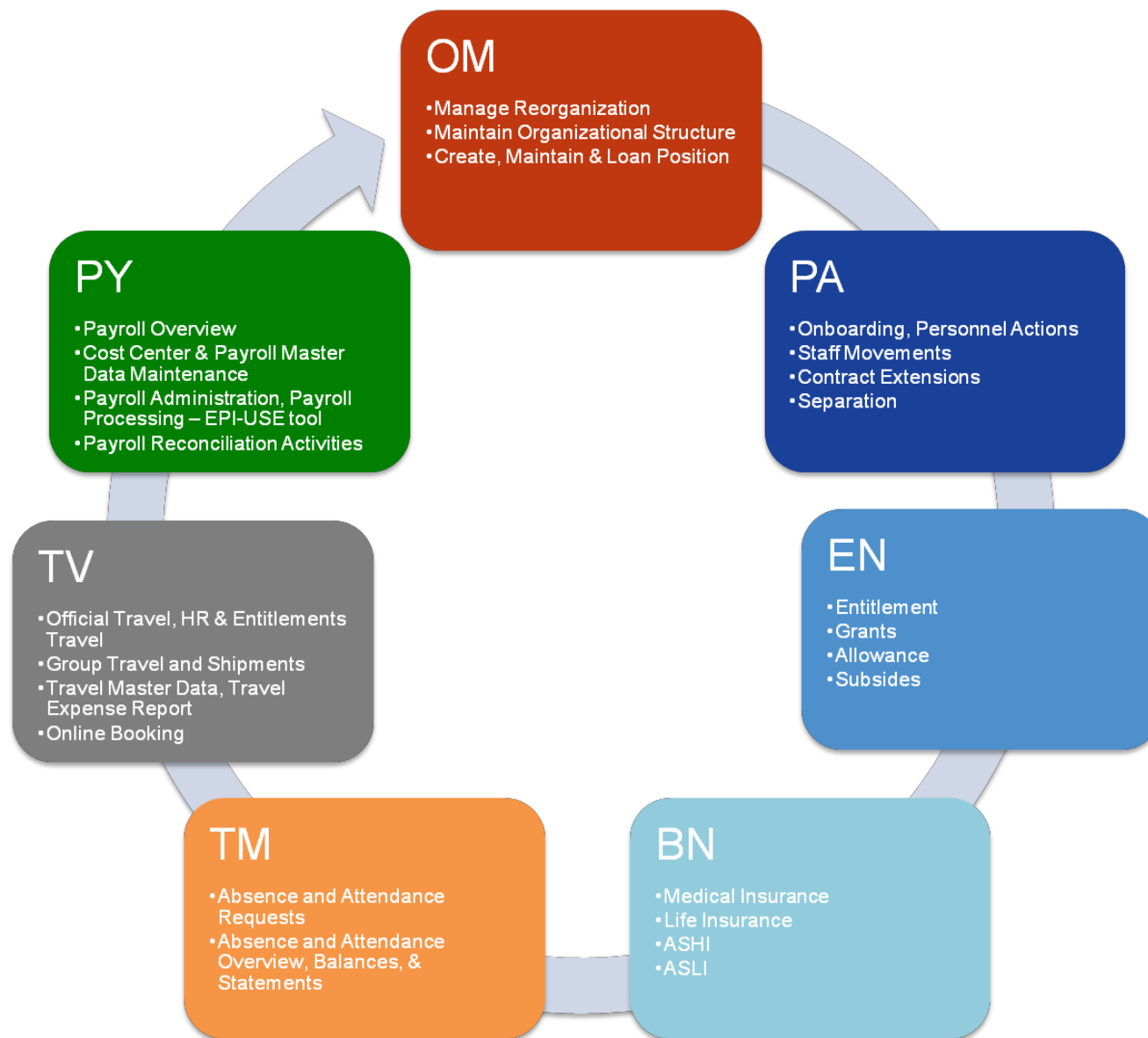
Course Objectives

After completing this course, you will be able to:

- Explain the Travel Management process for HR and Entitlement Travel
- Submit a HR Travel Request
- Submit an Entitlement Travel Request



HCM High Level Process Flow Diagram



Agenda

Course Introduction

Module 1: Umoja Travel HR and Entitlement Overview

Module 2: Create an HR Travel Request

Module 3: Create an Entitlement Travel Request

Module 4: Review of Post Submission Process

Course Summary

Course Assessment

Course Survey

Module 1 Objectives

After completing this module, you will be able to:

- Identify the roles and responsibilities involved in the HR and Entitlement Travel process
- Explain the HR and Entitlement travel process
- Describe the impact and key benefits of Umoja HR and Entitlement Travel
- Identify the major changes from Umoja implementation (As-Is/To-Be)



Key Terminology: General Terms

Key Term	Description
ESS	Stands for Employee Self-Service. Self-service is the front end tool used to provide access to end-users that need role and process based access to the system. Self-service technology is web-based, allowing a large number of users to access the system without the installation or technology requirements to support the client software used by power and super users in the system.
MSS	Stands for Manager Self-Service, the self-service where end users with manager role can access to information and perform routine tasks that will automatically trigger actions into the back-end system or send notifications.
Workflow	This is a sequence of automated operations that an event will take. A workflow step can be directed towards a specific user or transfer to a manager. Workflow consists of either approvals or notifications. Approvals will pause the event work flow until the time in which the Manager approves or rejects that specific operation. Notification, if chosen for the activity, will send an email to the person(s) involved, and then the event proceed to the next step in the workflow.

Key Terminology: Travel Terms

Key Term	Description
Travel Request	It is the main form that the Traveler will use to submit their travel request for onward review and approval (Trip – DSS).
Lump Sum	It is a single payment of money to the traveler which they will use to cover travel expenditures in lieu of the UN obligation to pay and process commercial ticket, subsistence allowance, etc..
Expense Report	It is the main form that will be used by the Traveler to submit a request for reimbursement of travel expenditures incurred upon completion of travel associated to a travel authorization.

Roles & Responsibilities

The following Umoja Travel Enterprise roles are involved in the Travel Management process:

Traveller

Create and submit employee Self-Service (ESS) Travel and Shipment requests and Expense Reports

Travel Administrator – All, UP, UNV, Non-Staff

Create Employee Self-Service (ESS) Travel and Shipment requests and Expense Reports on behalf of either All, UP, UNV, Non-Staff

HR Partner

HR Partner is responsible for approving staff movements and Entitlement Travel, as well as Shipment Requests

Travel and Shipment Approver

Responsible for approving all travel and shipment requests as well as expense reports from all categories of personnel

Roles & Responsibilities

The following Umoja Travel Enterprise roles are involved in the Travel Management process:

Travel Processing Officer

Receive, review and process travel requests from all categories of personnel; Reject and return travel requests, along with the reason (mandatory); Forward travel request to another Travel Processing Office for reasons of efficiency and effectiveness.

Travel Claims Processor

Reviews and approves Travel Expense Reports. Also reviews and corrects posting errors during the FI Document Creation Process.

Roles & Responsibilities

The following Umoja Travel Enterprise roles are involved in the Travel Management process:

Travel Display

View all travel and shipment data of staff and non-staff except the SG, DSG, and PGA

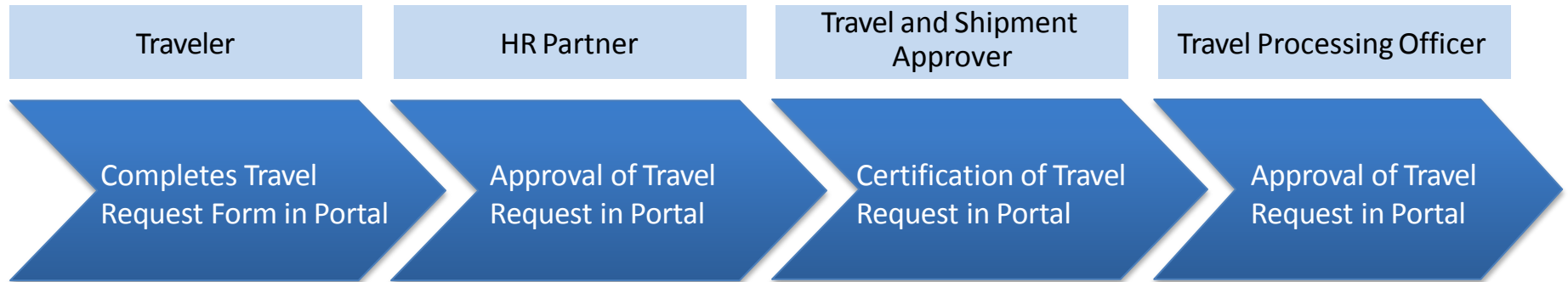
Travel and Shipment Reports

Access to Travel and Shipment reports in Umoja:

- ECC Reports
- Portal Reports
- BI Reports

HR Travel Request Process Overview

HR Travel is travel related to HR and Personnel Actions. The following Enterprise Roles perform each task in the process for Requesting HR and Entitlement Travel:



HR Travel Request Process Overview

1

Traveler must read and acknowledge the summary of travel entitlements and the Traveler responsibilities. Prior responsibility includes obtaining time authorization for related leaves

2

Traveler creates Travel Request with personal information, general trip data – including official authorized itinerary, Estimated Ticket Costs and Cost Center.

3

System will prompt for Mandatory Justification if request submitted less than 21 calendar days prior to trip start date. (This justification will be included for the Travel and Shipment Approver to review/approve the request)

4

System automatically checks funds availability

5

If a deviation for personal preference or convenience is requested, system requires Traveler to acknowledge his/her responsibilities and liabilities by agreeing to a waiver built into the process

6

Traveler submits the travel request

7

System triggers a request for security clearance

8

H/R Partner reviews the Staff member's HR record and approves/doesn't approve the request in the Travel Module. *Also, if s/m has selected opted for UN Shipment, the H/R Partner will establish the maximum weight/volume shipment entitlement.

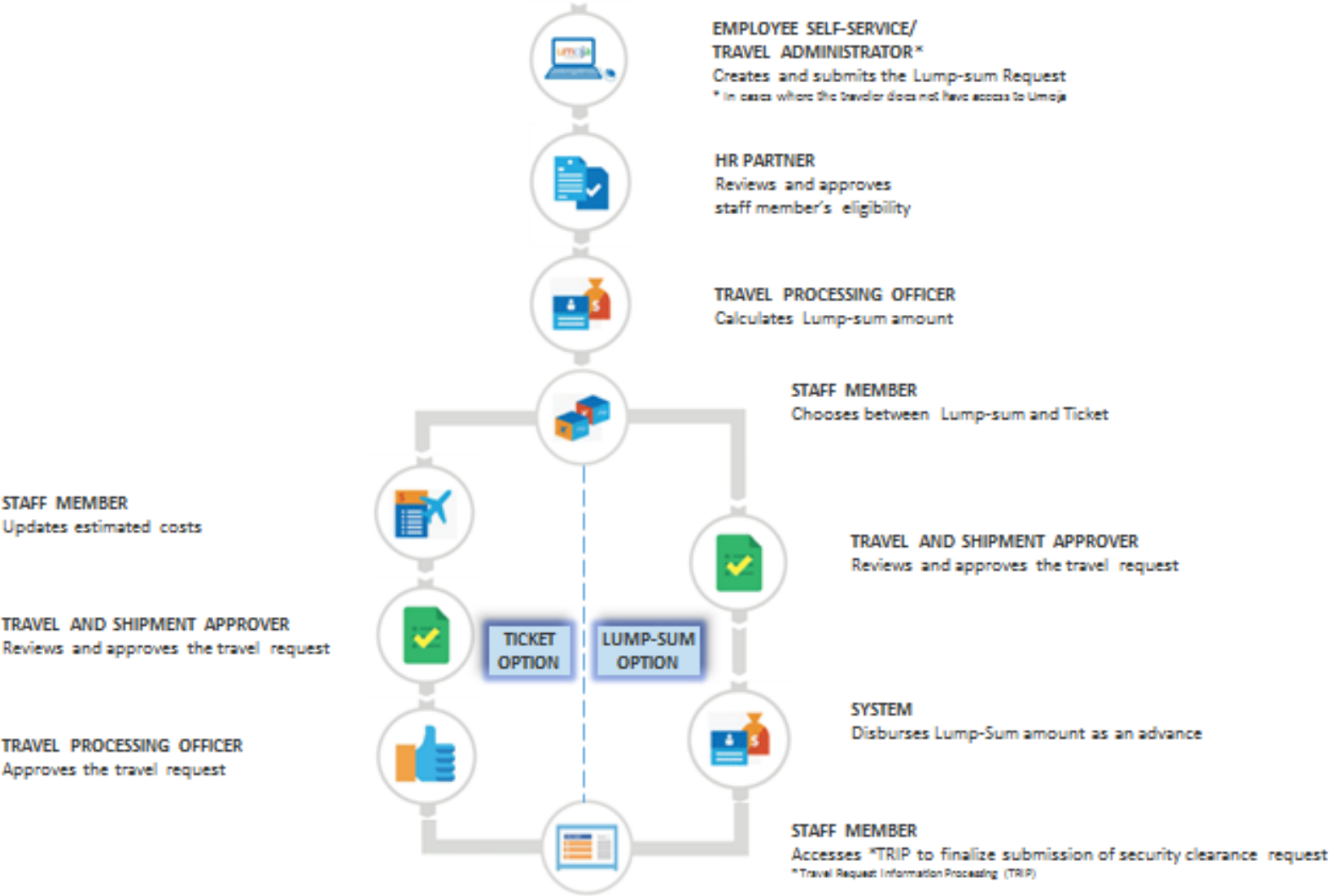
9

Travel and Shipment Approver reviews the Travel request and certifies/doesn't certify the request

10

Travel Processing Officer reviews the Travel Request and approves/doesn't approve the request

Entitlement Travel Request Process Overview



Entitlement Travel Request Process Overview

1

Traveler must read and acknowledge the summary of travel entitlements and the Traveler responsibilities. Prior responsibility includes obtaining time authorization for related leaves

2

Traveler can opt for a lump sum payment, or obtain a ticket provided by the Organization

3

Traveler creates Travel Request with personal information, general trip data – including official authorized itinerary and cost centre.

4

System prompts for mandatory justification if request is submitted less than **21** calendar days prior to the trip start date

5

System automatically checks funds availability

6

If a deviation for personal preference or convenience is requested, system requires Traveler to acknowledge his/her responsibilities and liabilities by agreeing to a waiver built into the process

7

Traveler submits the travel request

8

System triggers a request for security clearance

9

H/R Partner reviews the Staff member's HR record and approves/doesn't approve the request in the Travel Module. *Also, if s/m has selected "opted for UN Shipment" under the "UN purchased ticket" option, the H/R Partner will establish the maximum weight/volume shipment entitlement.

Entitlement Travel Request Process Overview

10

If Traveler indicates that he/she would like to consider a lump sum option, the system routes the request to the Travel Processing Officer to calculate lump sum amount after approval of entitlement by HR partner. The system sends notification to Traveler when lump sum has been calculated.

If Ticket option is selected, system prompts Traveler to enter estimated cost, as well as, the choice regarding unaccompanied shipment entitlement, as applicable

11

Traveler selects to process with either the Lump sum option or the Ticket option

12

Travel and Shipment Approver reviews the Travel request and certifies/doesn't certify the request



Note: If the Lump Sum option was selected, certification by Travel and Shipment Approver will be the **last step** and the system will disburse the Lump Sum payment as an advance.

13

Travel Processing Officer reviews the Travel Request and approves/doesn't approve the request

Former Process & Benefits of Umoja

Former Process

- There are many redundancies and duplicate efforts in automating the travel claim processes across the global UN Offices
- The Travelers are not entering their own travel requests which can cause inaccuracies that create additional delays
- There is no standard means of communicating the obligations of the Traveler leading to misunderstandings
- There is no means to capture itinerary of Lump Sum Travel resulting to inaccurate CO2 reporting



Benefits of Umoja

- The implementation of the Umoja solution brings only one global integrated and standard travel solution system
- Travelers create their own travel request via Umoja, which will reduce the associated inaccuracies that cause additional delays
- Summary of UN Policy is provided for reference and acknowledgement
- Itinerary is submitted for lump sum computation.

Former Process & Benefits of Umoja

Former Process

- Traveler selects between lump sum and ticket option via manual processes including email or paper forms

- Once a traveler submits a claim, they have zero visibility of the status of their claims

- Duplicate data entry for travel request and expense report

Benefits of Umoja

- Traveler will now select in the system between lump sum and ticket option after the calculation of the Travel Processing Officer

- Umoja provides a facility for the traveler to track and monitor the status of their travel claims from the Traveler work center

- For ticket option, once a request is completed, it populates the expense report which eliminates the need for manual entry
- For lump sum option, this replaces the Part C of Form PT165

Benefits of the Travel Solution

The benefits of the Integrated Travel Solution are:

Manual processes were replaced by an automated workflow

Reduction of printing, signing, mailing, photocopying and storing/filing of forms and supporting documentation

Automated funds sufficiency check for appropriate approval due to the integration of Funds Management with Travel Management

Integrated and detailed global travel processing and expenditure reporting

Enhanced information provides enhanced reporting capability

Learning Checkpoint 1

What differentiates HR and Entitlement from Official Business Travel workflow?

Select the correct option.

- A. Travel and Shipment Approver Approval
- B. HR Partner Approval
- C. Shipment Officer Approval
- D. Travel Unit Approval



Learning Checkpoint 1

What differentiates HR and Entitlement from Official Business Travel workflow?

Select the correct option.

- A. Travel and Shipment Approver Approval
- B. HR Partner Approval**
- C. Shipment Officer Approval
- D. Travel Unit Approval

Option B is the correct answer. Official Business Travel does not go through HR Partner Approval.



Learning Checkpoint 2

For Entitlement travel, which travel options can Traveler choose from?

Select all that apply.

- A. Lump Sum
- B. UN Transport
- C. Privately Owned Vehicle
- D. UN Purchased Ticket



Learning Checkpoint 2

For Entitlement travel, which travel options can Traveler choose from?

Select all that apply.

- A. Lump Sum**
- B. UN Transport
- C. Privately Owned Vehicle
- D. UN Purchased Ticket**

Options A and D are correct. If Traveler indicates a Lump sum option, the system routes the request to the Travel Unit for calculation of lump sum amount. If Traveler chooses UN Purchased ticket, the system prompts traveler to update estimated costs as applicable.



Module 1 Summary

The key points covered in this module are:

- HR Travel are trips related to HR or Personnel movement
- Entitlement Travel are trips related to benefits of employees
- The HR Partner reviews both HR and Entitlement Travel before it proceeds to onward approvals to check for employee movement and entitlements
- Umoja provides a streamlined solution that allows Travelers to enter the details of their requested trip for accurate recording and automated approval



Agenda

Course Introduction

Module 1: Umoja Travel HR and Entitlement Overview

Module 2: Create an HR Travel Request

Module 3: Create an Entitlement Travel Request

Module 4: Review of Post Submission Process

Course Summary

Course Assessment

Course Survey

Module 2 Objectives

After completing this module, you will be able to:

- Define the types of HR Travel
- Create an HR Travel Request



Types of HR Travel

The different types of HR Travel are:

- ▶ Appointment (4 types):
 - ▶ a) Finite Duration b) Temporary Replacement c) Post d) Consultant
- ▶ Temporary Assignment
- ▶ Transfer/Reassignment
- ▶ Separation/Repatriation
- ▶ Transportation of Human Remains
- ▶ Interview (3 types):
 - ▶ a) Post b) Finite Duration c) GTA
- ▶ Competitive Exam (3 types):
 - ▶ a) Post b) Finite Duration c) GTA
- ▶ Secondment (3 types)
 - ▶ a) Post b) Finite Duration c) GTA

Start Form

Choose the type of travel from the drop-down menu and click the 'over

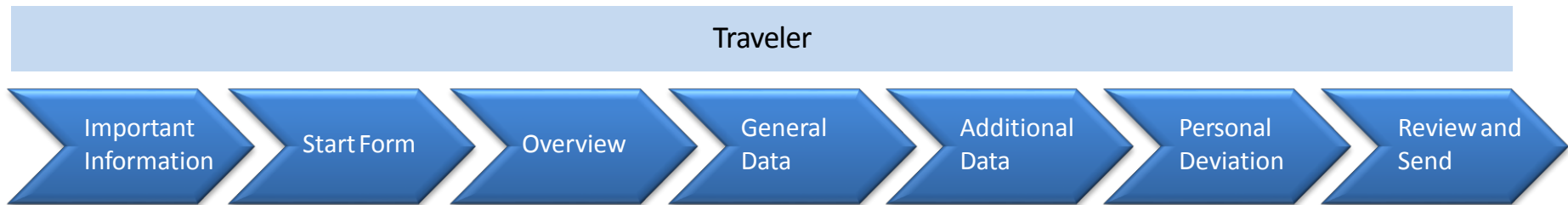
Travel Category * HR Travel

Travel Type *

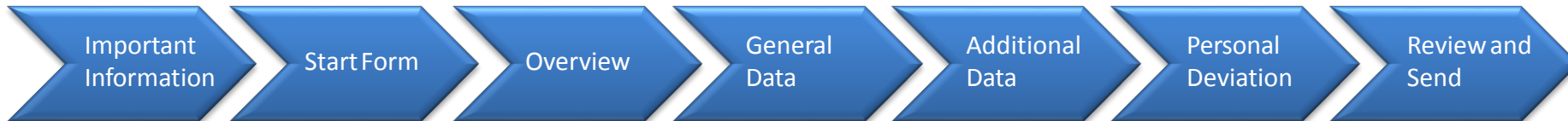
- 01. Appointment Fnte Durtn
- 02. Appointment Temp Replc
- 03. Appointment Post
- 04. Appointment-Consultant
- 07. Temporary Assignment
- 08. Transfer/Reassignment
- 09. Separatn/Repatriation
- 10. Tpt of human remains
- 11. Interview-Post
- 12. Interview-Fnt Dur

Create HR Travel Request: Process Steps

As part of the Travel Request process, the Traveler must input information into several screens in the Umoja ESS Portal. These are listed below:



Create HR Travel Request: Process Steps



To create an HR Travel Request, the traveler has to login to **Umoja ESS** and go to the **Employee Self-Service** tab. There, he/she will find different menus. Within the **Travel, Shipment and Expenses** menu, the traveler has to click **Create HR Travel** to proceed.

Employee Services

Entitlements
In this area, you can access to your entitlements

Life and Work Events
Guides you through a number of Life and Work Events from a birth of a child to beginning work at a new company.

Time Management
In this area, you can use services to record your working time, request leave, and display your time account data.

Career and Job (Outside Umoja)
In this area, you can use access to UN career an job opportunities

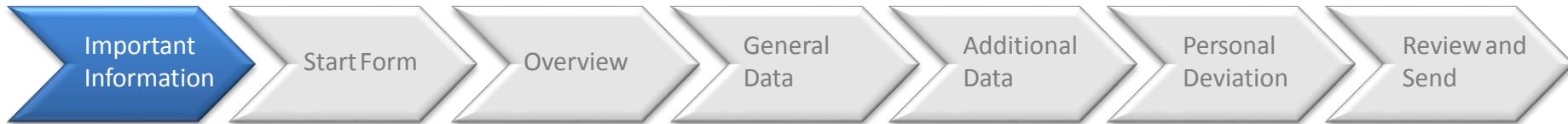
Benefits and Payments
Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form. Display your salary statement.

Travel, Shipment and Expenses
In the area, you can handle and process travel requests, shipment, travel plans, and expense reports.

Quick Links

- Traveler Work Center
- Create Official Travel
- Create HR Travel**
- Create Entitlement Travel
- Create Unaccompanied Shipment Request
- Create Expense Report

Create HR Travel Request: Process Steps



In the first step, the traveler must read the Travel Initiation Pre-requisites and **acknowledge** understanding the responsibilities regarding travel.

On the other hand, **different documentations** are provided in the right side of the portal to help the traveler in his/her request.

Create Travel Request for 10001287 [Help](#)


1 Important Information | 2 Start Form | 3 Overview | 4 General Data | 5 Additional Data | 6 Personal Deviation | 7 Review and Send | 8 Completed

◀ Previous Step | **Start Form** ▶

IMPORTANT INFORMATION - Travel Initiation Pre-requisites

The following pre-travel requirements are mandatory and are your individual responsibility.

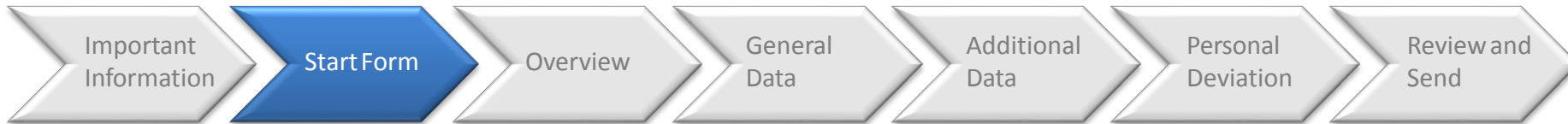
- (a) Travel documents: Please note that your national passport and UN Laissez-Passer (UNLP) should be valid for at least six months from the date of your return from official travel;
- (b) Full name: Please ensure that your full name is identical both in the national passport and UNLP;
- (c) Visa: Please ensure that visas for all your travel points and the re-entry into your duty station are valid;
- (d) Security clearance: The UN rule is that no travel, funded by the UN, should be undertaken without first obtaining the security clearance, if applicable. Please log on to <https://dss.un.org> and obtain the required security clearance(s) prior to commencement of travel. You can also access this website in i-Seek/Secretariat/Departments and Offices/DSS/TRIP. Absence of security clearance for any type of travel that is paid by the United Nations will render the traveller ineligible for any type of insurance coverage and compensation (MAIP and Appendix-D) benefits.
- (e) Medical clearance: It is the responsibility of the traveller to obtain medical clearance for every travel that requires it. Failure to do so may place the traveller's health or safety at risk, and may affect coverage under service-incurred illness or injury provisions. (Refer to ST/AI/2005/12 and ST/AI/2013/3);
- (f) Basic Security and Advanced Security in the Field Training Certificates: Please note that all UN staff members are required to complete the Basic Security in the Field II online training module (BSITFI). In accordance with Department of Safety and Security policy, the successful completion of the Basic Security in the Field II training module is a prerequisite for all official travel. In addition, travel to any location designated as security phase I or higher cannot be processed without completion of the Advanced Security in the Field. Please log on to DSS website to complete



Quick Links

- [ICSC](#)
- [TRIP: Department of Safety and Security](#)
- [List of Countries With Visa Waiver for UNLP Holders](#)
- [Guidelines to Issuance of UN Travel Documents](#)

Create HR Travel Request: Process Steps



Once the Important Information has been read, the traveler has to select the **Travel Type** within the HR Travel Options.

The different types of travel have already been defined previously.

◀ Previous Step Overview ▶

Start Form

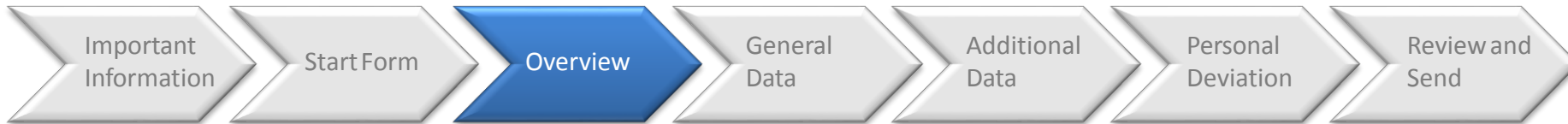
Choose the type of travel from the drop-down menu and click the 'overview' button to continue.

Travel Category * HR Travel

Travel Type *

- 01. Appointment Fnte Durtn
- 02. Appointment Temp Replc
- 03. Appointment Post
- 04. Appointment-Consultant
- 07. Temporary Assignment
- 08. Transfer/Reassignment
- 09. Separatn/Repatriation
- 10. Tpt of human remains
- 11. Interview-Post
- 12. Interview-Fnt Dur

Create HR Travel Request: Process Steps



The third step is an Overview which the traveler must also read and acknowledge understanding the responsibilities regarding the type of travel selected.

Within this form, policies related with topics such as Daily Subsistence Allowance, Terminal Expenses, Cost Estimates, etc. are defined.

◀ Previous Step General Data ▶

Overview

General

The policy governing all official travel is set out in ST/AI/2013/3 and Chapter VII of Staff Rules.

Travel on appointment

The new recruit is entitled to travel at UN's expense to the place of recruitment either from the place of established home leave or the current place of work. The travel will be arranged by the most economical route to the place of recruitment and the following conditions shall apply.

Standard of accommodation (class of travel)

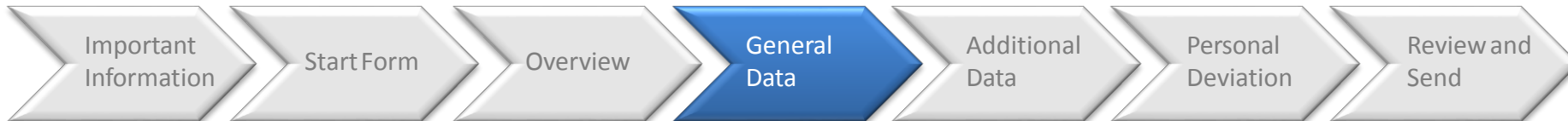
Staff members at the USG and ASG level are entitled to travel at the class immediately below first class (usually business class) for travel on official business regardless of the duration of the flight.

For staff members below the Assistant Secretary-General level and when each single leg of the journey is nine hours or more and will be

I acknowledge that I have read and understand the above requirements. It is totally my responsibility to comply with them.

Quick Links

Create HR Travel Request: Process Steps



In the fourth step – General Data, the traveler is requested to indicate the following basic details:

- **Traveler Type:** If the traveler is a non-staff or staff member and if so, if he/she is travelling with family
- **Number of Travelers:** Enter the number of Travellers that will be travelling
- **Journey Type:** One-way or Roundtrip, is also required
- **Travel Start and End Date/Time:** This information will be populated after completing all the itinerary details
- **Place of Recruitment, Established place of home leave and Airport code:** These are based on traveler's details in the system. If there is any inconsistency, the traveler should contact his/her HR Administrator
- **Travel Purpose:** The traveler should enter the reason for the trip
- **Trip related to event and Comments:** None are mandatory but the traveler can enter details if necessary

Basic Details

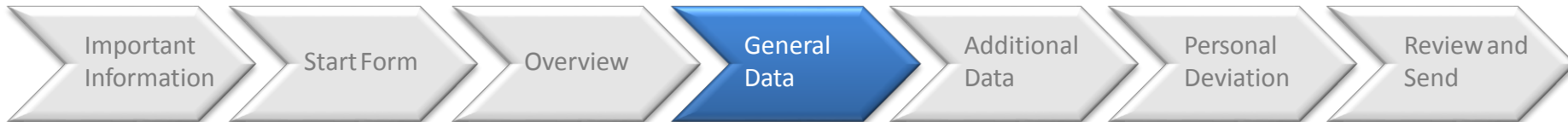
Travel Start Date/Time:	<input type="text" value="00:00"/>	Traveller Type: *	<input type="text"/>	Place of recruitment:	<input type="text" value="NEW YORK"/>
Travel End Date/Time:	<input type="text" value="00:00"/>	Number of Travellers: *	<input type="text"/>	Established place of home leave:	<input type="text" value="Valencia"/>
		Journey Type: *	<input type="text"/>	Airport code of the airport nearest to the established place of home leave:	<input type="text" value="VLC"/>

Travel Purpose: *

This trip relates to the following event:

Comments/Special Instructions:

Create HR Travel Request: Process Steps



In the same step at the bottom of the screen, the traveler has to enter the following Itinerary details:

- **Official Authorized Itinerary:** Staff member enters the official authorized itinerary details
- **Departure and Arrival details:** Such as date, time, city, country and mode of Travel
- **Applicable Subsistence:** If the traveler is eligible for DSA or not
- **Subsistence Country and Region**

If needed, like for round-trip journeys, create new itinerary lines and fill-up the fields completely. On the other hand, if family members are going with the traveler, their travel details must also be entered in the itinerary. The traveler has the option to copy his/her own itinerary.

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 is required to reach the destination or there is a change in mode of transportation. Personal deviation details, if any, should be clearly indicated in screen #6.

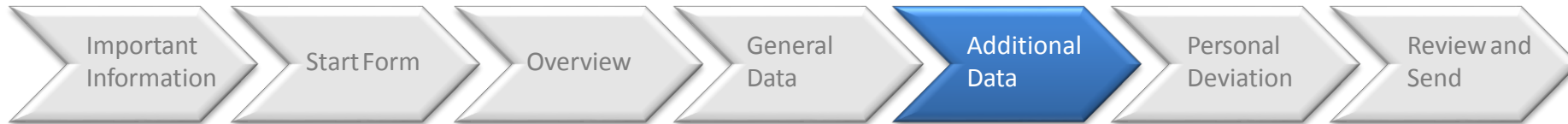
Additional itinerary lines can be created by clicking icons on the far right.

Authorized travel destination:

Itinerary Details: Mr. Michael NASH, 03 Oct 1976, 10001287

Departure Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistence	Subsistence Country	Subsistence Region
<input type="text"/> 00:00	<input type="text"/>	<input type="text"/>	<input type="text"/> 00:00	<input type="text"/>	1 DSA	<input type="text"/>	<input type="text"/>

Create HR Travel Request: Process Steps



In the fifth step – Additional Data, the traveller is requested to enter further details related to the trip.

The traveler has the option to allow the system calculate the **Subsistence Allowance automatically** or enter manually all the **Estimated Costs** (explained later).

If necessary, the traveler should enter the corresponding **deductions** to the allowance (explained later).

The traveler can change the Cost Assignment, if needed. Traveler should answer all questions related to the trip, including shipment options, if applicable. A justification is mandatory if the traveler is requesting a trip that is less than **21 calendar days** prior to departure.

Subsistence Allowance/Deductions

Allow the system to calculate the Subsistence Allowance

Travel advance requested: *

Yes No

Travel Processing Office: *

Tickets to be issued through: *

Commercial Travel Provider (i.e. Travel Agency) UNDP/Other UN Agency Member State Self Ticket Ticket not provided by UN

Estimated Costs:

0.00

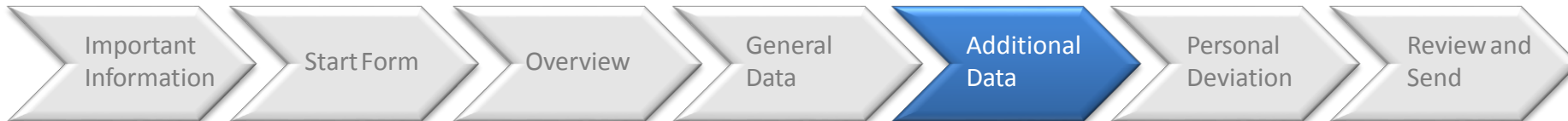
Enter Estimated Costs

Cost Assignment: *

100.00 % Cost Center HR004 (DM), Fund HR999 (HR99)

Change Cost Assignment

Create HR Travel Request: Process Steps



The **Enter Deductions** menu is used for cases in which the Traveller knows before the beginning of the trip that meals and accomodations will be provided.

There are four particular cases which must be regarded in this step:

- When No DSA/MSA is applicable, as when spending the night on board of an aircraft, the deduction will be 100%.
- When *accommodation is provided* the deduction will be 50%
- If *all 3 meals are provided*, the deduction will be 30%
- If the Traveller is part of the *SG's delegation*, the deduction will be 60% since the actual hotel costs will be reimbursed

Deductions					
Day of Week	Date	No DSA/MSA (100% deduction)	Accommodation provided (50% deduction)	All 3 meals provided (30% deduction)	SG's delegation (60% deduction)
Tuesday	10.02.2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	11.02.2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	12.02.2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	13.02.2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	14.02.2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	15.02.2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Create HR Travel Request: Process Steps



In the **Enter Estimated Costs** screen, enter all types and amounts of anticipated costs that will be incurred for the travel. If the traveler is travelling with dependents, indicate costs that should be officially covered by the organization.

If the traveler has previously selected the **Allow the system to calculate the Subsistence Allowance** check box, the subsistence allowance field for the traveler and his/her family will be automatically populated. If not, the traveler should indicate those quantities.

In any case, the traveler has to “Calculate” the Terminal Expenses, taking into account all expenditures for transportation and incidental charges between the airport or other point of arrival or departure and the hotel or other place of dwelling.

4 Previous Step Accept Save Draft

Estimated costs

Calculate Add New Copy Delete

Expense Type	Calculate	Currency	Estimated Costs	Equivalent to	Currency	Personnel # of the traveler	Services Provider	Itinerary (in IATA codes only)	Validating Carrier
Airfare Ticket Cost		USD-United States Dollar		0.00	USD				
Subsistence Allowance-Stf Mbr		USD-United States Dollar		0.00	USD				
Subsistence-Family Member		USD-United States Dollar		0.00	USD				
Terminal Expenses	Calculate	USD-United States Dollar		0.00	USD				
Terminal Expenses-FMbr	Calculate	USD-United States Dollar		0.00	USD				
Sum				0.00	USD				

4 Previous Step Accept Save Draft

Calculating Expenses

Estimated costs

Calculate | Add New | Copy | Delete

Expense Type	Currency	Personnel # of the traveler	Services Provider	Itinerary (in IATA cod...	Validating Carrier	Class of Service	Ticket Refund	Reference	Comment
Travel Service Managemen...	USD	00786082-Eric GANZ							
Airfare Ticket Cost	USD	00786082-Eric GANZ	VN-American Express ...	dsf	df	Economy Class			
Subsistence Allowance-Stf...	USD								
Terminal Expenses	USD								
Sum	USD								


Calculate Terminal Expenses

Calculate Terminal Expenses

Terminal Expenses shall be deemed to cover all expenditures for transportation and incidental charges between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect to the staff member and each family member authorized to travel at UN expense. One line item per eligible traveller is required. Use expense type "Terminal Expenses" for the staff member and "Terminal Expenses - Family Mbr" for each family member to calculate total terminal expenses for each individual traveller.

	Number of Eligible Arrivals/Departures		Amount per leg		Total amount
New York : Number of trips for which transportation was NOT provided free of charge	<input type="text" value="0"/>	X	63.00	=	0.00
New York : Number of trips for which transportation was provided free of charge	<input type="text" value="0"/>	X	11.00	=	0.00
Other Locations : Number of trips for which transportation was NOT provided free of charge	<input type="text" value="0"/>	X	38.00	=	0.00
Other Locations : Number of trips for which transportation was provided free of charge	<input type="text" value="0"/>	X	11.00	=	0.00
Total Terminal Expenses					0.00

Accept Cancel

 **Note:** The Advance amount is updated to include Terminal Expenses.

Create HR Travel Request: Process Steps

There are several other options that the Traveller must indicate, if applicable:

- **Voluntary downgrade** – The traveller can opt for voluntary downgrade in order to reduce the cost for the organization and/or reduce the carbon footprint.
- **Exception to the standard of accommodation** – The traveller, if an upgrade of class of travel is approved, must click 'yes', select the appropriate reason from the drop-down, and attach corresponding approval documents.
- **Other UN travel in conjunction** – The traveller must indicate if any other UN authorized travel is undertaken in conjunction with this travel. Please note individual travel request should be submitted for different types of travel and cross-referenced in this field. For example, home leave in conjunction with official business travel.
- **Leave taken in conjunction with this travel** – The Traveller must indicate any type of leave taken in conjunction with this travel. Please note the actual leave approval must have been obtained in the Umoja Time Management module. This field is only to indicate the leave period to adjust the entitlement, if applicable.
- **Traveller subject to ST/SGB/107/Rev. 6** – If the traveller is a member of an organ or a subsidiary organ, the travel administrator must click 'yes' and select the appropriate organ or subsidiary organ from the drop-down.

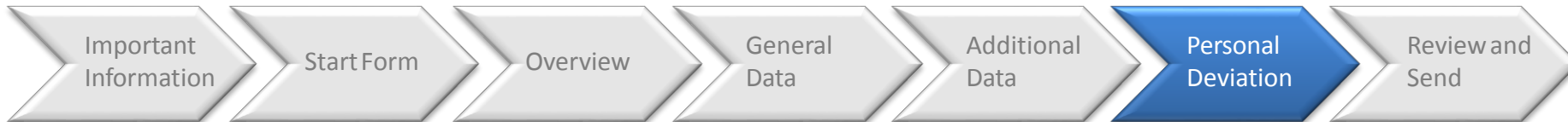
Create HR Travel Request: Process Steps

There are several other options that the Traveller must indicate, if applicable:

- **Traveller is a member of the Secretary-General or Deputy Secretary-General's delegation** – The Traveller must click 'yes' if applicable and attach relevant correspondence.
- **Justification** – As indicated earlier, the traveller must provide the reasons for submitting the travel request less than 21 calendar days prior to commence of travel in this field and provide attachment, if applicable/available.

Note: If required, attachments must be uploaded ONLY in the **General Data** page (i.e. page four)

Create HR Travel Request: Process Steps



If the traveler has a **Personal Deviation** from the official itinerary, he/she should click **Yes** in the **Personal Deviation** field.

The traveller must enter the requested itinerary as well as any other pertinent information and details related to the personal deviation. The Traveller should acknowledge the terms and conditions of personal deviation by clicking the check box at the bottom of the page

◀ Previous Step | Review and Send ▶ | Save Draft

Personal Deviation: * Yes No

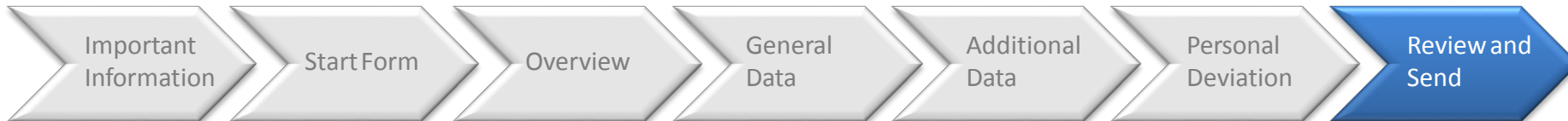
Deviation Waiver

I understand that the United Nations is authorizing the lowest applicable airfare in connection with my upcoming official travel and the UN's travel agency is contractually obligated to book the lowest priced applical

I am hereby requesting the travel agent to book a personal deviation, as indicated below, from my official itinerary. I agree and understand that all deviation-related transactions are between me and the travel ager cost of travel between the official authorized itinerary and my personal deviation and any associated agent fees/ service charges directly to the travel agent. The Organization will not prepay any deviation charges thereafter.

REQUESTED ITINERARY: *

Create HR Travel Request: Process Steps



Once all the steps have been completed, the traveller can review all the data entered and ensure the details are correct. At this point, the traveller can save the request as a draft for later submission or, send it to the HR Partner for approval.

◀ Previous Step
Save Draft

Travel Start Date/Time:
 Travel End Date/Time:

Itinerary Details

Itinerary Details: Mr. Michael NASH , 03 Oct 1976

Departure Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Su
<input type="text" value="10.02.2015"/> <input type="text" value="09:00"/>	<input type="text" value="NEW YORK,NY,USA"/>	<input type="text" value="01 Commercial Aircraft"/>	<input type="text" value="10.02.2015"/> <input type="text" value="20:00"/>	<input type="text" value="MADRID,SPAIN"/>	<input type="text" value="1 DSA"/>
<input type="text" value="15.02.2015"/> <input type="text" value="09:00"/>	<input type="text" value="MADRID,SPAIN"/>	<input type="text" value="01 Commercial Aircraft"/>	<input type="text" value="15.02.2015"/> <input type="text" value="20:00"/>	<input type="text" value="NEW YORK,NY,USA"/>	<input type="text" value="1 DSA"/>

Estimated costs: Number of Deductions: Advances:

Cost Assignment:

Final Action

Save Draft I only want to save my travel request and send it later

Save and Send for Approval I want to save my travel request and send it now for further processing. I confirm that I have entered all data to the best of my knowledge.

Learning Checkpoint 1

Which of the following is NOT an HR Travel Type?

Select the correct option.

- A. Interview
- B. Competitive Exam
- C. Home Leave
- D. Appointment-Consultant



Learning Checkpoint 1

Which of the following is NOT an HR Travel Type?

Select the correct option.

- A. Interview
- B. Competitive Exam
- C. Home Leave**
- D. Appointment-Consultant

Option C is the correct answer. Interview, Competitive Exam and Appointments are types of HR Travel. Home Leave is a benefit, thus, is under Entitlement Travel.



Learning Checkpoint 2

Travelers have the responsibility to enter their itinerary date and time, declare deductions to DSA, meals and accommodations, as well as indicate costs that will be incurred for the travel.

Select the correct option.

- A. True
- B. False



Learning Checkpoint 2

Travelers have the responsibility to enter their itinerary date and time, declare deductions to DSA, meals and accommodations, as well as indicate costs that will be incurred for the travel.

Select the correct option.

- A. True
- B. False

Option A is the correct answer. The statement is True. Travelers need to input their itinerary, deductions, costs and personal deviations if applicable.



Simulation Activities

Throughout this training, users will have the opportunity to conduct activities in the form of simulations. Simulations are interactive “recordings” of the Umoja system used to help facilitate a hands-on learning experience. The simulation links are provided on the corresponding activity slides.

Users can access simulations in three different modes:

- **Show me:** Users view a video of an entire transaction being conducted
- **Let’s do it together:** Users will be prompted to input data at key points during the transaction (recommended)
- **Try it:** Users can complete an entire transaction on their own, with no additional instructions provided



Activity 1

Transaction Name: Create an HR Travel Request

Scenario: Traveler will request for an HR Travel.

Guide me:

[Create HR Travel Request \(Separation\)](#)



Module 2 Summary

The key points covered in this module are:

- Travelers should use Umoja ESS to file an HR Travel Request for HR related actions that require travel
- Accomplishing the form completely and accurately will aid in the approval and documentation of travel authorizations



Agenda

Course Introduction

Module 1: Umoja Travel HR and Entitlement Overview

Module 2: Create an HR Travel Request

Module 3: Create an Entitlement Travel Request

Module 4: Review of Post Submission Process

Course Summary

Course Assessment

Course Survey

Module 3 Objectives

After completing this module, you will be able to:

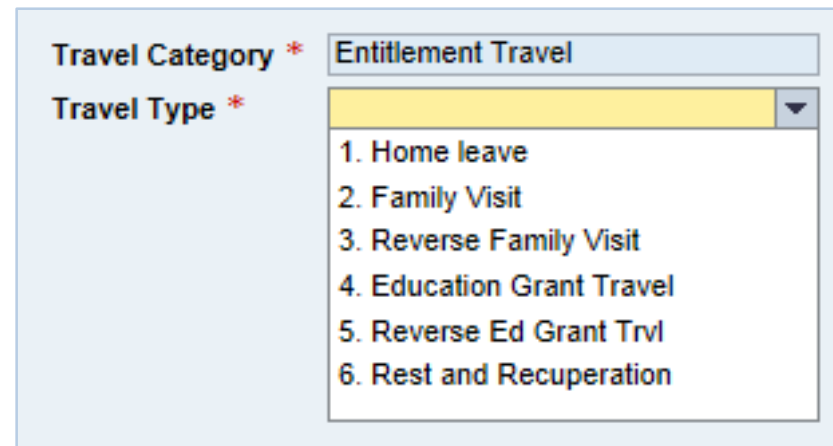
- Define the types of Entitlement Travel
- Create an Entitlement Travel Request



Types of Entitlement Travel

The different types of Entitlement Travel are:

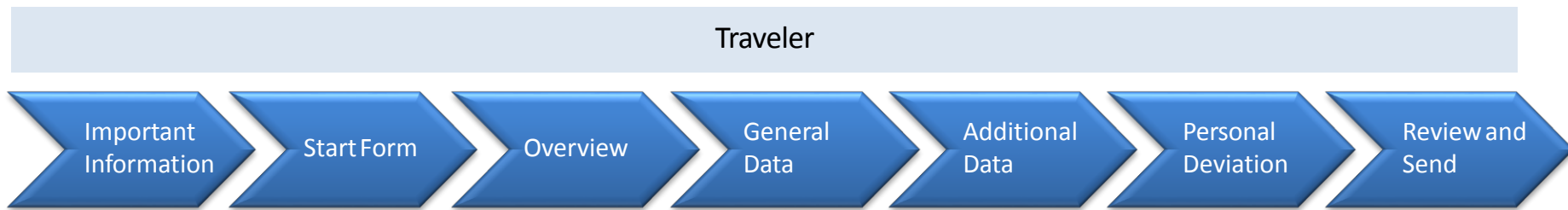
1. Home Leave
2. Family Visit
3. Reverse Family Visit
4. Education Grant
5. Reverse Education Grant
6. Rest and Recuperation



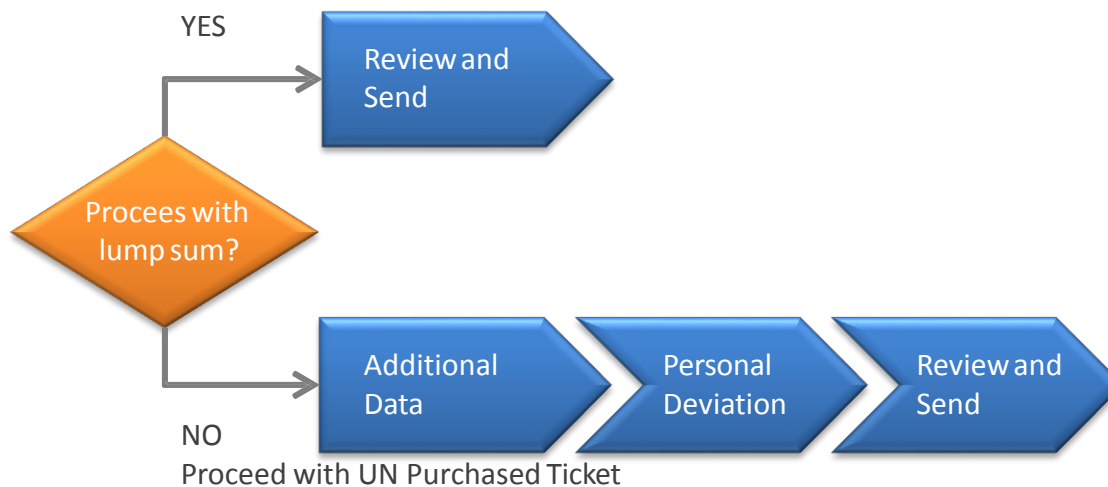
The screenshot shows a form with two fields. The first field, labeled "Travel Category *", has a dropdown menu with "Entitlement Travel" selected. The second field, labeled "Travel Type *", has a dropdown menu that is open, showing a list of six options: "1. Home leave", "2. Family Visit", "3. Reverse Family Visit", "4. Education Grant Travel", "5. Reverse Ed Grant Trvl", and "6. Rest and Recuperation".

Create Entitlement Travel Request: Process Steps

The Create Entitlement Travel Request process is as follows:



If lump sum option is requested in the initial submission, the traveler will receive a notification when a calculation is given by the Travel Processing Officer. The relevant process is as follows:



Create Entitlement Travel Request: Process Steps

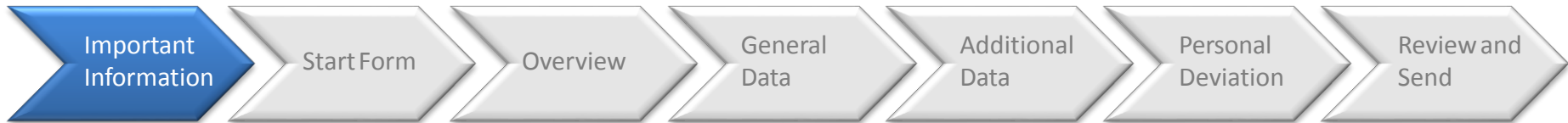


To create an Entitlement Travel Request, the traveler has to login to **Umoja ESS** and go to the **Employee Self-Service** tab. There, he/she will find different menus. Within the **Travel, Shipment and Expenses** menu, the traveler has to click **Create Entitlement Travel** to proceed.

Employee Services

- Entitlements**
In this area, you can access to your entitlements
- Benefits and Payments**
Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form. Display your salary statement.
- Life and Work Events**
Guides you through a number of Life and Work Events from a birth of a child to beginning work at a new company.
- Travel, Shipment and Expenses**
In the area, you can handle and process travel requests, shipment, travel plans, and expense reports.
Quick Links
[Traveler Work Center](#)
[Create Official Travel](#)
[Create HR Travel](#)
[Create Entitlement Travel](#)
[Create Unaccompanied Shipment Request](#)
[Create Expense Report](#)
- Time Management**
In this area, you can use services to record your working time, request leave, and display your time account data.
- Career and Job (Outside Umoja)**
In this area, you can use access to UN career an job opportunities

Create Entitlement Travel Request: Process Steps



In the first step, the traveler must read the Travel Initiation Pre-requisites and **acknowledge** understanding the responsibilities regarding travel.

Different documentations are provided in the right side of the portal to help the traveler in his/her request.

Create Travel Request for 10001287 [Help](#)

1 Important Information | 2 Start Form | 3 Overview | 4 General Data | 5 Additional Data | 6 Personal Deviation | 7 Review and Send | 8 Completed

Previous Step | **Start Form**

IMPORTANT INFORMATION - Travel Initiation Pre-requisites

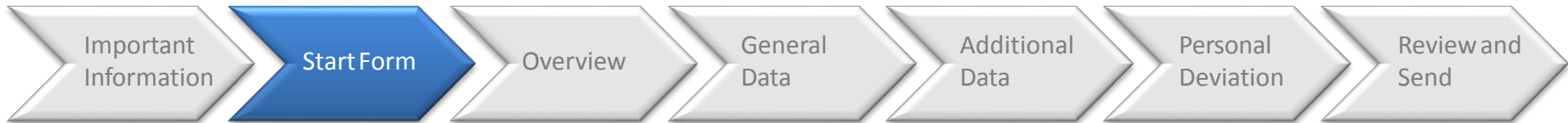
The following pre-travel requirements are mandatory and are your individual responsibility.

- (a) Travel documents: Please note that your national passport and UN Laissez-Passer (UNLP) should be valid for at least six months from the date of your return from official travel;
- (b) Full name: Please ensure that your full name is identical both in the national passport and UNLP;
- (c) Visa: Please ensure that visas for all your travel points and the re-entry into your duty station are valid;
- (d) Security clearance: The UN rule is that no travel, funded by the UN, should be undertaken without first obtaining the security clearance, if applicable. Please log on to <https://dss.un.org> and obtain the required security clearance(s) prior to commencement of travel. You can also access this website in I-Seek/Secretariat/Departments and Offices/DSS/TRIP. Absence of security clearance for any type of travel that is paid by the United Nations will render the traveller ineligible for any type of insurance coverage and compensation (MAIP and Appendix-D) benefits.
- (e) Medical clearance: It is the responsibility of the traveller to obtain medical clearance for every travel that requires it. Failure to do so may place the traveller's health or safety at risk, and may affect coverage under service-incurred illness or injury provisions. (Refer to ST/AI/2005/12 and ST/AI/2013/3);
- (f) Basic Security and Advanced Security in the Field Training Certificates: Please note that all UN staff members are required to complete the Basic Security in the Field II online training module (BSITFI). In accordance with Department of Safety and Security policy, the successful completion of the Basic Security in the Field II training module is a prerequisite for all official travel. In addition, travel to any location designated as security phase I or higher cannot be processed without completion of the Advanced Security in the Field. Please log on to DSS website to complete

Quick Links

- [ICSC](#)
- [TRIP-Department of Safety and Security](#)
- [List of Countries With Visa Waiver for UNLP Holders](#)
- [Guidelines to Issuance of UN Travel Documents](#)

Create Entitlement Travel Request: Process Steps



Once the Important Information has been read, the traveler has to select the **Travel Type** within the Entitlement Travel Options.

The different types of travel have already been defined previously.

◀ Previous Step Overview ▶

Start Form

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

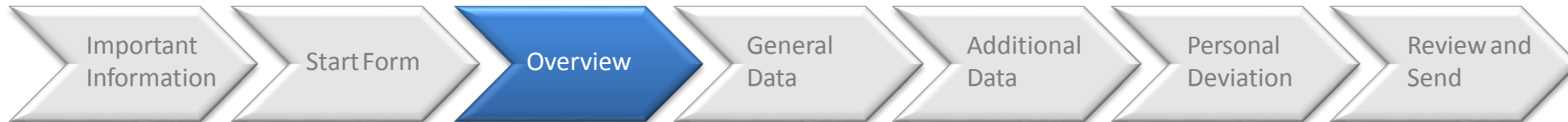
Travel Category * Entitlement Travel

Travel Type * 1. Home leave ▼

Request for lump sum calculation

UN purchased ticket

Create Entitlement Travel Request: Process Steps



The third step is an Overview which the traveler must also read and acknowledge understanding the responsibilities regarding the type of travel selected.

Within this form, policies related with topics such as Daily Subsistence Allowance, Terminal Expenses, Cost Estimates, etc. are defined.

◀ Previous Step | General Data ▶

Overview

General

The policy governing all official travel is set out in ST/AI/2013/3 and Chapter V, rule 5.2 of Staff Rules.

Home leave

Internationally recruited staff members holding temporary (when extended for longer than one year), fixed-term, permanent and continuing appointments who are residing and serving outside their home country are entitled to travel at United Nations expense for the purpose of renewing their cultural and personal ties and spending a minimum of seven days, exclusive of travel days, in their home country. Annual leave taken for this purpose is referred to as home leave. The Organization will also pay the round trip travel in respect of the staff member's eligible family members, installed in the duty station.

The country of home leave is normally the country of the staff member's recognized nationality. However, in cases where the staff member has maintained residence in a country other than the country of his or her nationality for a prolonged period preceding his or her appointment and the staff member continues to have close family and personal ties in that country, then that country may become recognized as the staff member's country of home leave. The place of home leave within that country is the place with which the staff member has the closest residential ties during the period of his or her most recent residence in the home country/resident country, and shall be used for the purpose of calculating the travel and transportation entitlements. The place of home leave is determined at the time of appointment. In exceptional and compelling circumstances, e.g. in the event of civil unrest, war or natural disaster in the country of home leave a change in the place of home leave in the country of home leave may be authorized.

Eligible staff members shall be granted home leave once in every twenty-four months and once in every 12 months in the designated duty stations. Duty stations are classified by ICSC (International Civil Service Commission) in order of difficulty of life and work conditions. H duty stations are headquarters or similar locations and the rest are classified from A to E. Duty stations from C to E have very difficult conditions of life and work and are called "designated duty stations".

For any further questions on the Home Leave travel process, contact your local HR office. Questions on shipments should be directed to your local shipping unit.

IMPORTANT:

PLEASE NOTE THAT THE ABOVE INFORMATION IS PROVIDED FOR EASY REFERENCE ONLY. THE CONTENTS OF THE RELEVANT AND CORRESPONDING ST/AI, ST/SGB AND ST/IC SHALL TAKE PRECEDENCE AND PREVAIL FOR ACCURATE INTERPRETATION AND ADJUDICATION.

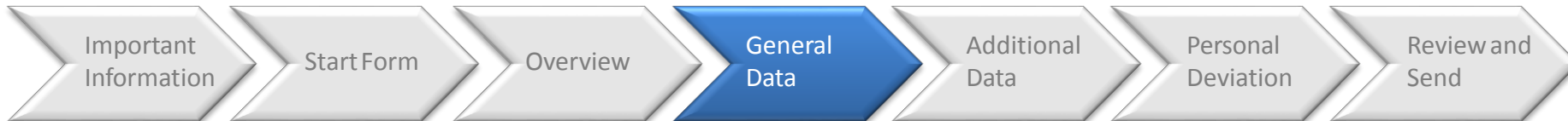
I acknowledge that I have read and understand the above requirements. It is totally my responsibility to comply with them.

Name of the Traveller/ Travel Administrator	Michael NASH
Date/Time	14.01.2015 / 18:43:17

Quick Links

- [ICSC](#)
- [TRIP-Department of Safety and Security](#)
- [List of Countries With Visa Waiver for UNLP Holders](#)
- [Guidelines to Issuance of UN Travel Documents](#)

Create Entitlement Travel Request: Process Steps



In the fourth step – General Data, the traveler is requested to indicate the following basic details:

- **Traveler Type:** If the traveler is a non-staff or staff member and if so, if he/she is travelling with family
- **Number of Travelers:** If the traveler is travelling with family, he/she should enter the number
- **Journey Type:** One-way or Roundtrip, is also required
- **Travel Start and End Date/Time:** This information will be populated after completing all the itinerary details
- **Place of Recruitment, Established place of home leave and Airport code:** These are based on traveler's details in the system. If there is any inconsistency, the traveler should contact his/her HR Administrator
- **Travel Purpose:** The traveler should enter the reason for the trip
- **Trip related to event and Comments:** None are mandatory but the traveler can enter details if necessary

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

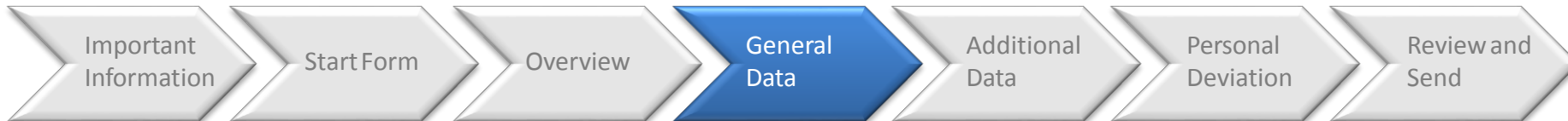
Travel Start Date/Time:	<input type="text" value="00:00"/>	Traveller Type: *	<input type="text"/>	Place of recruitment:	<input type="text" value="NEW YORK"/>
Travel End Date/Time:	<input type="text" value="00:00"/>	Number of Travellers: *	<input type="checkbox"/>	Established place of home leave:	<input type="text" value="Valencia"/>
		Journey Type: *	<input type="text"/>	Airport code of the airport nearest to the established place of home leave:	<input type="text" value="VLC"/>

Travel Purpose: *

This trip relates to the following event:

Comments/Special Instructions:

Create Entitlement Travel Request: Process Steps



In the same step at the bottom of the screen, the traveler has to enter the following Itinerary details:

- **Official Authorized Itinerary:** Staff member enters the official authorized itinerary details
- **Departure and Arrival details:** Such as date, time, city, country and mode of Travel
- **Applicable Subsistence:** If the traveler is eligible for DSA or not
- **Subsistence Country and Region**

If needed, like for round-trip journeys, create new itinerary lines and fill-up the fields completely. On the other hand, if family members are going with the traveler, their travel details must also be entered in the itinerary. The traveler has the option to copy his/her own itinerary.

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 is required to reach the destination or there is a change in mode of transportation. Personal deviation details, if any, should be clearly indicated in screen #6.

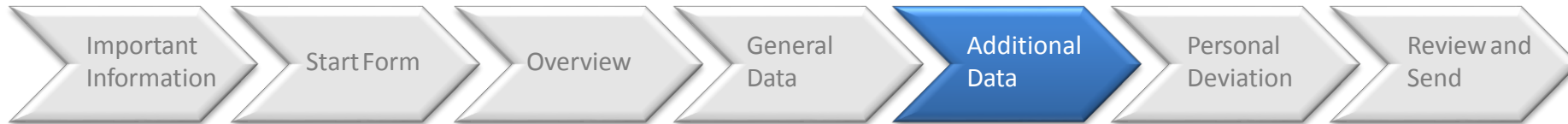
Additional itinerary lines can be created by clicking icons on the far right.

Authorized travel destination:

Itinerary Details: Mr. Michael NASH, 03 Oct 1976, 10001287

Departure Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistence	Subsistence Country	Subsistence Region
<input type="text"/> 00:00	<input type="text"/>	<input type="text"/>	<input type="text"/> 00:00	<input type="text"/>	1 DSA	<input type="text"/>	<input type="text"/>

Create Entitlement Travel Request: Process Steps



In the fifth step – Additional Data, the traveller is requested to enter further details related to the trip.

The traveler has the option to allow the system calculate the **Subsistence Allowance automatically** or enter manually all the **Estimated Costs** (explained later).

If necessary, the traveler should enter the corresponding **deductions** to the allowance (explained later).

In addition, the traveler can modify the **Cost Assignment** and he/she has to answer some questions related with the trip, including if shipment is required.

The traveler can change the Cost Assignment, if needed. Traveler should answer all questions related to the trip, including shipment options, if applicable. A justification is mandatory if the traveler is requesting a trip that is less than 21 calendar days prior to departure.

4 Previous Step | Personal Deviation >

Additional Data for Travel

Subsistence Allowance/Deductions
 Allow the system to calculate the Subsistence Allowance

Travel advance requested: * Yes No

Travel Processing Office: * UN HQ NEW YORK

Tickets to be issued through: * Commercial Travel Provider (i.e. Travel Agency) UNDP/Other UN Agency Member State Self Ticket Ticket not provided by UN

Estimated Costs: 0.00

Cost Assignment: * 100.00 % Cost Center:10206 (UNSCOL Administrat), F

Is a voluntary downgrade of entitled class of service requested?: * Yes No

Has authorization to a higher standard of accommodation been granted on exceptional basis? If yes, please attach signed approval form.: * Yes No

Is there any other travel type paid by UN undertaken in conjunction with this travel (e.g. Official travel combined with Home Leave)?: * Yes No

Is there leave taken in conjunction with this travel? (Not applicable for Home Leave, Family Visit or Reverse Education Grant. Select 'No' for these travel types): * Yes No

Is the Traveller a member of an organ or subsidiary organ of the UN subject to the standard of accommodation under ST/SGB/107/Rev.07? Yes No

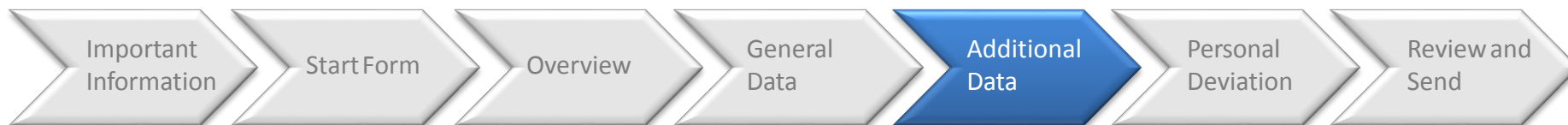
Is the Traveller a member of the Secretary-General's or Deputy Secretary General's delegation? If yes, please attach all relevant correspondence.: Yes No

Request conversion of unaccompanied shipment into accompanied excess baggage
 Opted for shipment

Justification for not submitting the travel request 21 calendar days in advance of the anticipated departure date:

4 Previous Step | Personal Deviation >

Create Entitlement Travel Request: Process Steps



In the **Enter Estimated Costs** screen, enter all types and amounts of anticipated costs that will be incurred for the travel. If the traveler is travelling with dependents, indicate costs that should be officially covered by the organization.

If the traveler has previously selected the **Allow the system to calculate the Subsistence Allowance** check box, the subsistence allowance field for the traveler and his/her family will be automatically populated. If not, the traveler should indicate those quantities.

In any case, the traveler has to “Calculate” the Terminal Expenses, taking into account all expenditures for transportation and incidental charges between the airport or other point of arrival or departure and the hotel or other place of dwelling.

4 Previous Step Accept Save Draft

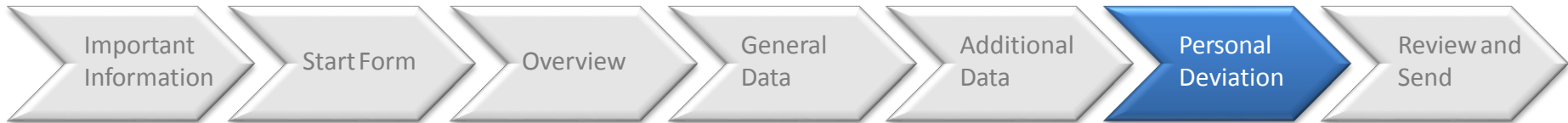
Estimated costs

Calculate Add New Copy Delete

Expense Type	Calculate	Currency	Estimated Costs	Equivalent to	Currency	Personnel # of the traveler	Services Provider	Itinerary (in IATA codes only)	Validating Carrier
Airfare Ticket Cost		USD-United States Dollar		0.00	USD				
Subsistence Allowance-Stf Mbr		USD-United States Dollar		0.00	USD				
Subsistence-Family Member		USD-United States Dollar		0.00	USD				
Terminal Expenses	Calculate	USD-United States Dollar		0.00	USD				
Terminal Expenses-FMbr	Calculate	USD-United States Dollar		0.00	USD				
Sum				0.00	USD				

4 Previous Step Accept Save Draft

Create Entitlement Travel Request: Process Steps



If the traveler has a **Personal Deviation** from the official itinerary, he/she should click **Yes** in the **Personal Deviation** field.

After this, the traveler must enter the itinerary that will have which justifies the mentioned deviation.

Finally, he/she has to acknowledge his/her responsibilities in relation to that deviation by clicking the corresponding field at the bottom of the page.

Previous Step | Review and Send | Save Draft

Personal Deviation: * Yes No

Deviation Waiver

I understand that the United Nations is authorizing the lowest applicable airfare in connection with my upcoming official travel and the UN's travel agency is contractually obligated to book the lowest applicable airfare.

I am hereby requesting the travel agent to book a personal deviation, as indicated below, from my official itinerary. I agree and understand that all deviation-related transactions are between me and the travel agent. The Organization will not prepay any deviation-related costs.

REQUESTED ITINERARY: *

I have examined the above deviation and fully agree with the recommended/chosen components associated with it, including the dates, times and carriers and selected options.

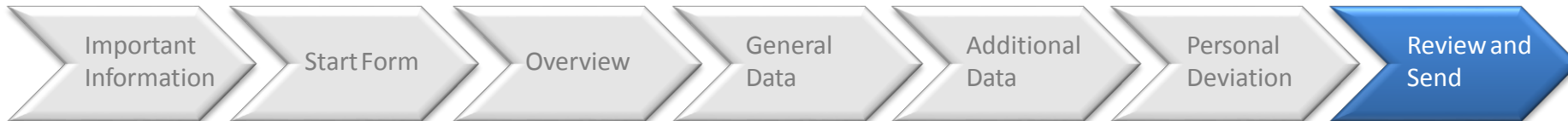
I also understand:

- (i) that if, prior to my departure, I decide to revert to my official authorized itinerary, I will be responsible for any fare increase necessitated by this change back to the original authorized itinerary;
- (ii) that in the event of my official business travel getting cancelled due to official reasons, the UN shall not be financially liable for any non-refund of personal deviation cost;
- (iii) that the UN is not financially responsible for damages or additional costs incurred due to my deviation (including but not limited to cancellation or postponement of flights).
- (iv) that pursuant to appendix D to the Staff Rules, compensation in the event of death, injury or illness attributable to the performance of official duties shall not be payable in the case of private travel of staff members of the United Nations solely at the request and for the convenience of the staff member and that staff members who own or drive motor cars are required to carry public liability and property damage insurance arising from injury or death to other persons or from damage to the property of others caused by their cars;
- (v) that coverage under appendix D is not applicable when the injury, illness or injury is attributable to any deviations from the authorized itinerary for personal convenience rather than the performance of official duties;
- (vi) that coverage for loss of or damage to personal property attributable to the performance of official duties is not applicable when the loss or damage is attributable to any deviations from the authorized itinerary for personal convenience rather than the performance of official duties.

Consequently, I agree to reimburse the United Nations for all additional costs thus incurred as a result of my above deviation request and will not hold the United Nations responsible for other circumstances during the course of the personal deviation travel.

I agree and accept the above terms and conditions

Create Entitlement Travel Request: Process Steps



Once all the steps have been completed, the traveller can review all the data entered and ensure the details are correct. At this point, the traveller can save the request as a draft for later submission or, send it to the HR Partner for approval.

Travel Start Date/Time: 20.03.2015 09:00
 Travel End Date/Time: 28.03.2015 20:00

Itinerary Details

Itinerary Details: Mr. Michael NASH , 03 Oct 1976

Departure Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistence	Subsistence Country	Subsistence Region
20.03.2015 09:00	NEW YORK,NY,USA	01 Commercial Aircraft	20.03.2015 20:00	VALENCIA,SPAIN	1 DSA	USA	New York (First 30 Days)
28.03.2015 09:00	VALENCIA,SPAIN	01 Commercial Aircraft	28.03.2015 20:00	NEW YORK,NY,USA	1 DSA	USA	New York (First 30 Days)
Ms. LAURA NASH , 12 Apr 1978 , 1000128701							
20.03.2015 09:00	NEW YORK,NY,USA	01 Commercial Aircraft	20.03.2015 20:00	VALENCIA,SPAIN	1 DSA	USA	New York (First 30 Days)
28.03.2015 09:00	VALENCIA,SPAIN	01 Commercial Aircraft	28.03.2015 20:00	NEW YORK,NY,USA	1 DSA	USA	New York (First 30 Days)

Estimated costs: 0.00 Number of Deductions: 0 Advances: 0.00 United States Dollar

Cost Assignment: 100.00 % Cost Center 10206 (UNSCOL Administratr), Funds Center 10206 (UNSCOL Admini), Fund 10UNA (10)

Final Action

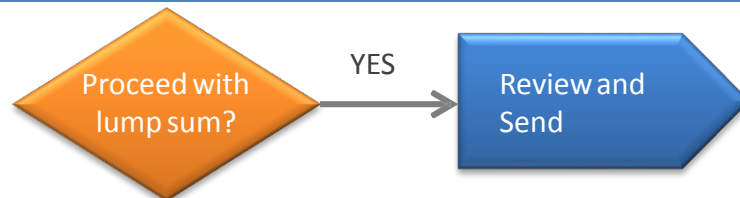
Save Draft I only want to save my travel request and send it later

Save and Send for Approval I want to save my travel request and send it now for further processing. I confirm that I have entered all data to the best of my knowledge.

I am aware that, within two calendar weeks after completion of travel, I am required to submit, on line, the related travel expense report (claim) in accordance with the Section 11 of ST/AI/2006/4. I am also aware that failure to comply with this requirement will result in automatic recovery of my travel advance(s) through payroll deduction. If, on review of my claim, it is determined that travel advance exceeded the amount of reimbursable travel expenses, the overpayment will be recovered through payroll deduction.

I also understand that provision of documentary evidence that I undertook this official business travel as per authorization(i.e used commercially purchased airline ticket stubs, boarding passes and/or Laisses-Passer/National Passport bearing customs and/or immigration markings showing the dates of arrivals and departures) is not mandatory at the submission my expense report. However, I am required to keep these documents for a minimum period of five (5) years and produce them upon request by the Executive Office, Accounts Division, Office of Internal Oversight Services (OIOS) and/or the UN Board of Auditors. I agree and accept to comply with these requirements.

Lump sum Entitlement Travel Request: Process Steps



The steps to accept a lump sum calculation for an Entitlement Travel Request are:

An email notification will be sent to the traveler once the Travel Processing Officer provides a lump sum calculation for a travel request.

To check the mentioned lump sum calculation and proceed, the traveler has to login to **Umoja ESS** and go to the **Employee Self-Service** tab. There, he/she will find different menus. Within the **Travel, Shipment and Expenses** menu, the traveler has to click **Traveler Work Center** to proceed.



Life and Work Events

Guides you through a number of Life and Work Events from a birth of a child to beginning work at a new company.



Time Management

In this area, you can use services to record your working time, request leave, and display your time account data.



Career and Job (Outside Umoja)

In this area, you can use access to UN career and job opportunities



Travel, Shipment and Expenses

In the area, you can handle and process travel requests, shipment, travel plans, and expense reports.

Quick Links

[Traveler Work Center](#)

[Create Official Travel](#)

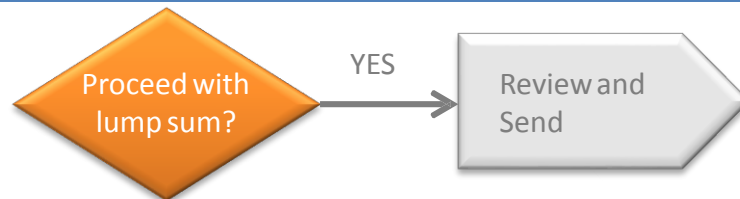
[Create HR Travel](#)

[Create Entitlement Travel](#)

[Create Unaccompanied Shipment Request](#)

[Create Expense Report](#)

Lump sum Entitlement Travel Request: Process Steps



Once the traveler accesses to the Traveler Work Center, he/she should go to the **Lump Sum Request** Tab. There, the traveler can see all the trips that are or have been eligible for Lump Sum and he/she has to search the appropriate trip, check the Lump Sum amount provided and select it.

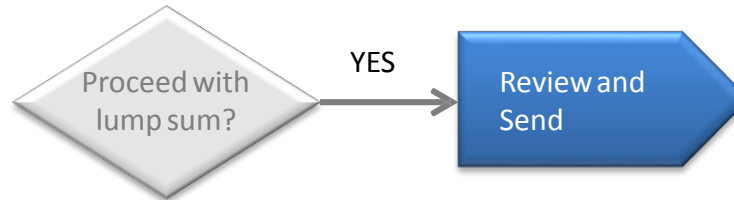
To proceed with the request with the mentioned amount, the traveler should select Process with Lump Sum as it is shown in the screenshot.

My Trips and Expenses (HANA JACKY, 54349089)

My Trips and Expenses (HANA JACKY, 54349089)											
All My Trips (14) Official Travel (4) HR Travel (4) Entitlement Travel (3) Lump Sum Request (3) Shipment Request (1) Expense Report with Travel Authorization (1)											
View: [Standard View] Display PDF Form Display Process with Lump Sum Process with UN paid ticket Filter Settings											
Trip Number	Start Date	End Date	Travel Category/Type	Lumpsum	Destination	Travel Purpose	Workflow Status	Recommended Actions	History	Event Name	
2823	05.10.2015	19.10.2015	EN- 1. Home leave	5,400.00	DELHI,DL,INDIA	Home Leave	TO Submitted Lump Sum	Chose between Lump Sum and Ticket	Display	NOT APPLICABLE	
1346	29.09.2015	18.10.2015	EN- 1. Home leave	10,000.00	MONTE-CARLO,MONACO	Home Leave 2015	TO Submitted Lump Sum	Chose between Lump Sum and Ticket	Display	NOT APPLICABLE	
544	23.08.2015	31.08.2015	EN- 1. Home leave	2,400.00	BUENOS AIRES,C,ARGENTINA	testing - Home Leave	TO Submitted Lump Sum	Chose between Lump Sum and Ticket	Display	NOT APPLICABLE	

Last Refresh 27.09.2015 15:06:56 CET Refresh

Lump sum Entitlement Travel Request: Process Steps



Once all the steps have been completed, the traveller can review all the data entered and ensure the details are correct. At this point, the traveller can only submit the Travel Request to the Travel and Shipment Approver for certification.

Change Travel Request for 10001287 (6253) [Help](#)

▶

1

→

2

→

3

→

4

→

5

→

6

→

7

→

8

▶

Important Information
Start Form
Overview
General Data
Additional Data
Personal Deviation
Review and Send
Completed

Initiating Travel for: Home leave Travel For Prepared By Michael NASH Employee Group International Staff Employee Subgroup Professional & Above Grade/level and designation P-3/03 P3 3819 HUMAN RESOURCES OFFICER
 Duty Station US02 Tampa Telephone 917-231-4456 E-mail ID MICHAELNASH@TEST.UN Contract Type Fixed Term Master Cost Centre Staff Assessment-PK Org. Unit DM-OHRM Nationality Mexican

◀ Previous Step
Save and Send for Approval

Travel Start Date/Time:
 Travel End Date/Time:

Itinerary Details

Itinerary Details: Mr. Michael NASH , 03 Oct 1976

Departure Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistence	Subsistence Country	Subsistence Region
20.03.2015 09:00	NEW YORK, NY, USA	01 Commercial Aircraft	20.03.2015 20:00	VALENCIA, SPAIN	1 DSA	USA	New York (First 30 Days)
28.03.2015 09:00	VALENCIA, SPAIN	01 Commercial Aircraft	28.03.2015 20:00	NEW YORK, NY, USA	1 DSA	USA	New York (First 30 Days)

Lumpsum to established place	Lumpsum to requested place	Lumpsum Payable
3,000.00	0.00	3,000.00

Copyright © United Nations

67

UN Ticket Entitlement Travel Request: Process Steps



If the traveler decides to proceed with UN paid ticket instead of lump sum for his/her Entitlement Travel, he/she has to access to the Traveler Work Center as the Lump Sum case.

Once there, the traveler can check the Lump Sum amount provided.

The difference with the previous case is that instead of process with lump sum, in this case, the traveler has to select process with UN paid ticket.

My Trips and Expenses (HANA JACKY, 54349089)

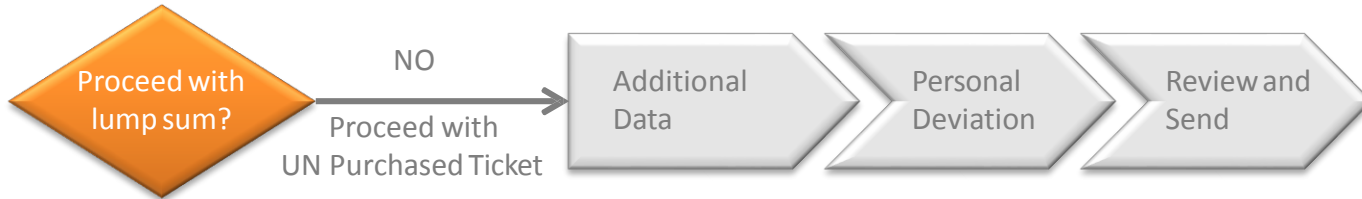
All My Trips (14) | Official Travel (4) | HR Travel (4) | Entitlement Travel (3) | **Lump Sum Request (3)** | Shipment Request (1) | Expense Report with Travel Authorization (1)

View: [Standard View] | Display PDF Form | Display | Process with Lump Sum | **Process with UN paid ticket** | Filter Settings

Trip Number	Start Date	End Date	Travel Category/Type	Lumpsum	Destination	Travel Purpose	Workflow Status	Recommended Actions	History	Event Name
2823	05.10.2015	19.10.2015	EN- 1. Home leave	5,400.00	DELHI,DL,INDIA	Home Leave	TO Submitted Lump Sum	Chose between Lump Sum and Ticket	Display	NOT APPLICABLE
1346	29.09.2015	18.10.2015	EN- 1. Home leave	10,000.00	MONTE-CARLO,MONACO	Home Leave 2015	TO Submitted Lump Sum	Chose between Lump Sum and Ticket	Display	NOT APPLICABLE
544	23.08.2015	31.08.2015	EN- 1. Home leave	2,400.00	BUENOS AIRES,C,ARGENTINA	testing - Home Leave	TO Submitted Lump Sum	Chose between Lump Sum and Ticket	Display	NOT APPLICABLE

Last Refresh 27.09.2015 15:06:56 CET [Refresh](#)

UN Ticket Entitlement Travel Request: Process Steps



When the traveler chooses to proceed with a UN Paid Ticket, notice that the form will automatically change from Request for lump sum calculation to UN purchased ticket.

The traveler can check this change in the second step – Start Form.

Change Travel Request for 10001287 (6253)

1 Important Information 2 Start Form 3 Overview 4 General Data 5 Additional Data 6 Personal Deviation 7 Review and Send 8 Completed

Initiating Travel for: Michael NASH Employee Group International Staff Employee Subgroup Professional & Above Contract Type Fixed Term Grade/level and
Duty Station US02 Tampa Master Cost Centre Staff Assessment-PK Org. Unit DM-OHRM Telephone 917-231-4456 E-mail ID MICHAELNASH@TEST.UN

◀ Previous Step Overview ▶

Start Form

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

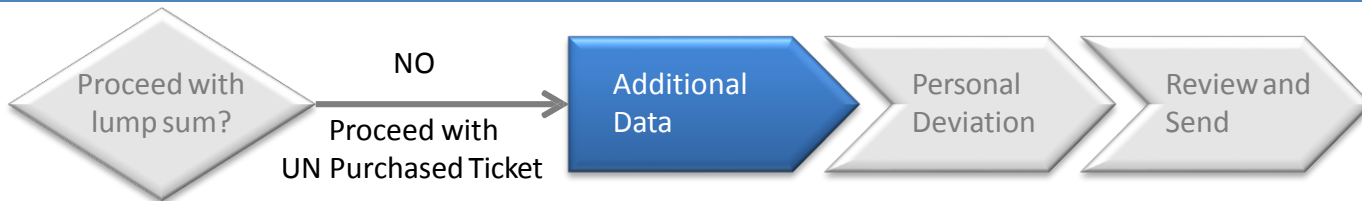
Travel Category: Entitlement Travel

Travel Type: 1. Home leave

Request for lump sum calculation

UN purchased ticket

UN Ticket Entitlement Travel Request: Process Steps



In the fifth step – Additional Data, the traveler is requested to enter further details related with the costs of the trip.

The traveler has the option to allow the system calculate the **Subsistence Allowance automatically** or enter manually all the **Estimated Costs** (explained later).

If necessary, the traveler should enter the corresponding **deductions** to the allowance (explained later).

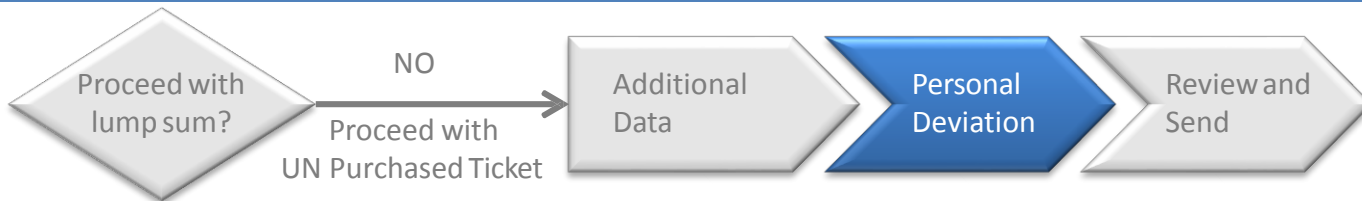
In addition, the traveler can modify the **Cost Assignment** and he/she has to answer some questions related with the trip, including if shipment is required.

A justification is needed if the traveler is requesting a trip that is less than **21 calendar** days in advance.

The screenshot shows the "Additional Data for Travel" form. The form includes the following sections and fields:

- Subsistence Allowance/Deductions:** A checkbox labeled "Allow the system to calculate the Subsistence Allowance".
- Travel advance requested:** Radio buttons for "Yes" and "No" (selected).
- Travel Processing Office:** A dropdown menu showing "UN HQ NEW YORK".
- Tickets to be issued through:** Radio buttons for "Commercial Travel Provider (i.e. Travel Agency)", "UNDP/Other UN Agency", "Member State", "Self Ticket", and "Ticket not provided by UN".
- Estimated Costs:** A text input field with "0.00" and a button "Enter Estimated Costs".
- Cost Assignment:** A text input field with "100.00 % Cost Center 10206 (UNSCOL Administration)" and a button "Change Cost Assignment".
- Is a voluntary downgrade of entitled class of service requested?:** Radio buttons for "Yes" and "No" (selected).
- Has authorization to a higher standard of accommodation been granted on exceptional basis? If yes, please attach signed approval form.:** Radio buttons for "Yes" and "No" (selected).
- Is there any other travel type paid by UN undertaken in conjunction with this travel (e.g. Official travel combined with Home Leave)?:** Radio buttons for "Yes" and "No" (selected).
- Is there leave taken in conjunction with this travel? (Not applicable for Home Leave, Family Visit or Reverse Education Grant. Select 'No' for these travel types):** Radio buttons for "Yes" and "No" (selected).
- Is the Traveller a member of an organ or subsidiary organ of the UN subject to the standard of accommodation under ST/SG/197/Rev.6?:** Radio buttons for "Yes" and "No" (selected).
- Is the Traveller a member of the Secretary-General's or Deputy Secretary General's delegation? If yes, please attach all relevant correspondence.:** Radio buttons for "Yes" and "No" (selected).
- Request conversion of unaccompanied shipment into accompanied excess baggage:** A checkbox.
- Opted for shipment:** A checkbox.
- Justification for not submitting the travel request 21 calendar days in advance of the anticipated departure date:** A large text area.

UN Ticket Entitlement Travel Request: Process Steps



If the traveler has a **Personal Deviation** from the official itinerary, he/she should click **Yes** in the **Personal Deviation** field.

After this, the traveler must enter the itinerary that will have which justifies the mentioned deviation.

Finally, he/she has to acknowledge his/her responsibilities in relation to that deviation by clicking the corresponding field at the bottom of the page.

Previous Step | Review and Send | Save Draft

Personal Deviation: * Yes No

Deviation Waiver

I understand that the United Nations is authorizing the lowest applicable airfare in connection with my upcoming official travel and the UN's travel agency is contractually obligated to book the lowest available airfare.

I am hereby requesting the travel agent to book a personal deviation, as indicated below, from my official itinerary. I agree and understand that all deviation-related transactions are between me and the travel agent. The Organization will not prepay any deviation-related costs.

REQUESTED ITINERARY: *

I have examined the above deviation and fully agree with the recommended/chosen components associated with it, including the dates, times and carriers and selected options.

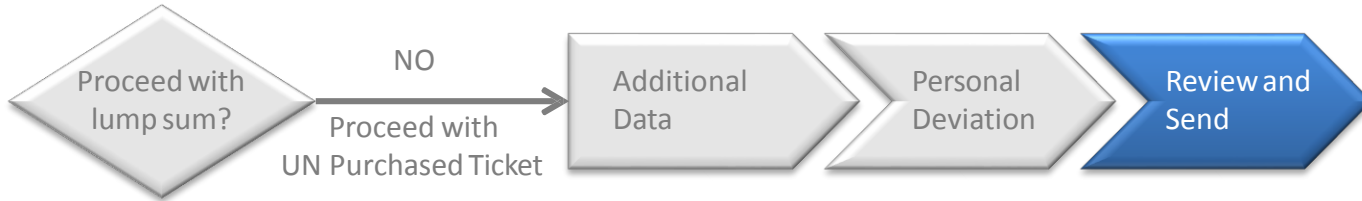
I also understand:

- (i) that if, prior to my departure, I decide to revert to my official authorized itinerary, I will be responsible for any fare increase necessitated by this change back to the original authorized itinerary;
- (ii) that in the event of my official business travel getting cancelled due to official reasons, the UN shall not be financially liable for any non-refund of personal deviation cost;
- (iii) that the UN is not financially responsible for damages or additional costs incurred due to my deviation (including but not limited to cancellation or postponement of flights).
- (iv) that pursuant to appendix D to the Staff Rules, compensation in the event of death, injury or illness attributable to the performance of official duties shall not be payable in the case of private travel of United Nations solely at the request and for the convenience of the staff member and that staff members who own or drive motor cars are required to carry public liability and property damage insurance arising from injury or death to other persons or from damage to the property of others caused by their cars;
- (v) that coverage under appendix D is not applicable when the injury, illness or injury is attributable to any deviations from the authorized itinerary for personal convenience rather than the performance of official duties;
- (vi) that coverage for loss of or damage to personal property attributable to the performance of official duties is not applicable when the loss or damage is attributable to any deviations from the authorized itinerary for personal convenience rather than the performance of official duties.

Consequently, I agree to reimburse the United Nations for all additional costs thus incurred as a result of my above deviation request and will not hold the United Nations responsible for other unpredictable circumstances during the course of the personal deviation travel.

I agree and accept the above terms and conditions

UN Ticket Entitlement Travel Request: Process Steps



Once all the steps have been completed, the traveller can review all the data entered and ensure the details are correct. At this point, the traveller can only submit the Travel Request to the Travel and Shipment Approver for certification.

Travel Start Date/Time:
 Travel End Date/Time:

Itinerary Details

Itinerary Details: Mr. Michael NASH , 03 Oct 1976

Departure Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subistence	Subsistence Country	Subsistence Region
20.03.2015 09:00	NEW YORK,NY,USA	01 Commercial Aircraft	20.03.2015 20:00	VALENCIA,SPAIN	1 DSA	USA	New York (First 30 Days)
28.03.2015 09:00	VALENCIA,SPAIN	01 Commercial Aircraft	28.03.2015 20:00	NEW YORK,NY,USA	1 DSA	USA	New York (First 30 Days)

Ms. LAURA NASH , 12 Apr 1978 , 1000128701

20.03.2015 09:00	NEW YORK,NY,USA	01 Commercial Aircraft	20.03.2015 20:00	VALENCIA,SPAIN	1 DSA	USA	New York (First 30 Days)
28.03.2015 09:00	VALENCIA,SPAIN	01 Commercial Aircraft	28.03.2015 20:00	NEW YORK,NY,USA	1 DSA	USA	New York (First 30 Days)

Estimated costs:
 Number of Deductions:
 Advances:

Cost Assignment:

Final Action

Save and Send for Approval
 I want to save my travel request and send it now for further processing. I confirm that I have entered all data to the best of my knowledge.

I am aware that, within two calendar weeks after completion of travel. I am required to submit, on line, the related travel expense report (claim) in accordance with the Section 11 of ST/AI/2006/4. I am also aware that failure to comply with this requirement will result in automatic recovery of my travel advance(s) through payroll deduction. If, on review of my claim, it is determined that travel advance exceeded the amount of reimbursable travel expenses, the overpayment will be recovered through payroll deduction.

I also understand that provision of documentary evidence that I undertook this official business travel as per authorization(i.e used commercially purchased airline ticket stubs, boarding passes and/or Laisses-Passer/National Passport bearing customs and/or immigration markings showing the dates of arrivals and departures) is not mandatory at the submission my expense report. However, I am required to keep these documents for a minimum period of five (5) years and produce them upon request by the Executive Office, Accounts Division, Office of Internal Oversight Services (OIOS) and/or the UN Board of Auditors. I agree and accept to comply with these requirements.

Learning Checkpoint 1

Which of the following is NOT an Entitlement Travel Type?

Select the correct option.

- A. Family Visit
- B. Competitive Exam
- C. Home Leave
- D. Educational Grant



Learning Checkpoint 1

Which of the following is NOT an Entitlement Travel Type?

Select the correct option.

- A. Family Visit
- B. Competitive Exam**
- C. Home Leave
- D. Educational Grant

Option B is the correct answer. Competitive Exam is an HR Travel. Family Leave, Home Leave and Educational Grant are benefits, thus, are under Entitlement Travel.



Learning Checkpoint 2

Where can the traveler choose whether he/she will proceed with Lump Sum Payment or with UN Paid Ticket?

Select the correct option.

- A. Additional Data
- B. Change Cost Center
- C. Review and Send
- D. Traveler Work Center



Learning Checkpoint 2

Where can the traveler choose whether he/she will proceed with Lump Sum Payment or with UN Paid Ticket?

Select the correct option.

- A. Additional Data
- B. Change Cost Center
- C. Review and Send
- D. Traveler Work Center**

Option D is the correct answer. When an email notification is received, a task in the Traveler Work Center – Lump Sum Request will be available to the traveler.



Activity 1

Transaction Name: Create Entitlement Travel Request

Scenario: Traveler requests for an Entitlement Travel with *Lump Sum* option.

Guide me:

[Create Entitlement Travel \(Lump Sum Option\)](#)



Activity 2

Transaction Name: Create Entitlement Travel Request

Scenario: Traveler requests for an Entitlement Travel with *UN Purchased Ticket* option.

Guide me:

[Create Entitlement Travel \(UN Ticket Option\)](#)



Activity 3

Transaction Name: Staff Member proceeds with Lump Sum or with UN Purchased Ticket

Scenario: The Travel Processing Officer has provided the calculation for a travel lump sum requested by the Traveler. The Traveler will now decide to proceed with Lump Sum or UN Purchased Ticket option. In this case s/he will select the Lump Sum option

Guide me:

[ESS – Acceptance of Lump Sum](#)



Module 3 Summary

The key points covered in this module are:

- Travelers should use Umoja ESS to file an Entitlement Travel Request for travel benefits they wish to use
- Entitlement Travel can be requested with lump sum or with UN Paid Ticket
- Accomplishing the form completely and accurately will aid in the approval and documentation of travel authorizations



Agenda

Course Introduction

Module 1: Umoja Travel HR and Entitlement Overview

Module 2: Create an HR Travel Request

Module 3: Create an Entitlement Travel Request

Module 4: Review of Post Submission Process

Course Summary

Course Assessment

Course Survey

Module 4 Objectives

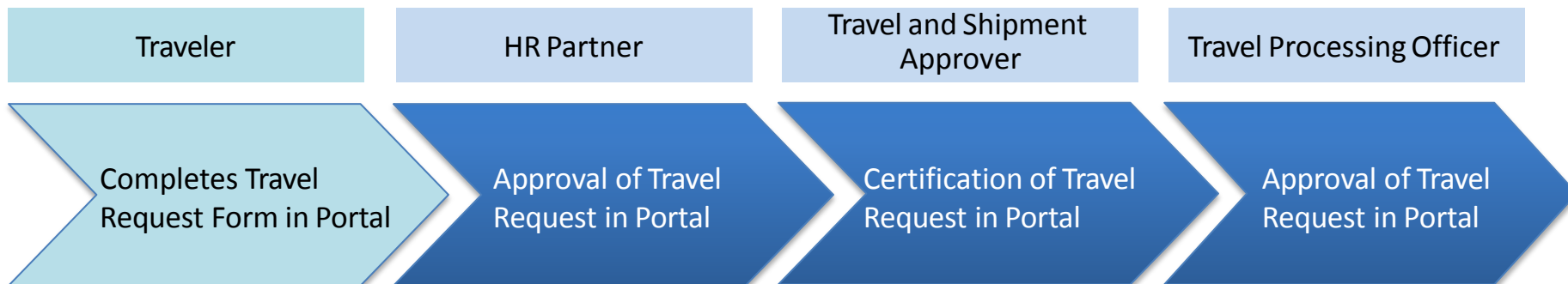
After completing this module, you will be able to:

- Define the key processes following submission of an HR and Entitlement Travel Request
- Identify the approval status of your trips



Post Submission Process

Upon completion of the form, the Travel Request Approval process is as follows:



In approval process, an approver may **return the form for revision** in case there are missing data or inconsistencies. In this case, the traveler will **receive a notification** and needs to modify the form based on the feedback of the approver and resubmit for approval.

The completion of the Travel Request approval triggers a payroll process for allowances or lump sum.

Post Submission Process

Check Status of
Travel Request

To check the status of a Travel Request, the traveler has to login to **Umoja ESS** and go to the **Employee Self-Service** tab. There, he/she will find different menus. Within the **Travel, Shipment and Expenses** menu, the traveler has to click **Traveler Work Center** to proceed.

Employee Services



Entitlements

In this area, you can access to your entitlements



Life and Work Events

Guides you through a number of Life and Work Events from a birth of a child to beginning work at a new company.



Time Management

In this area, you can use services to record your working time, request leave, and display your time account data.



Career and Job (Outside Umoja)

In this area, you can use access to UN career an job opportunities



Benefits and Payments

Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form. Display your salary statement.



Travel, Shipment and Expenses

In the area, you can handle and process travel requests, shipment, travel plans, and expense reports.

Quick Links

[Traveler Work Center](#)

[Create Official Travel](#)

[Create HR Travel](#)

[Create Entitlement Travel](#)

[Create Unaccompanied Shipment Request](#)

[Create Expense Report](#)

Post Submission Process

Check Status of
Travel Request

Once the traveler accesses his/her personal Traveler Work Center, he/she can check the details related with all the trips. Some of the main columns included in this screen are:

- **Workflow Status:** The current status of the request
- **Recommended Actions:** The next step required for the request
- **History:** To view and download the trail of all the requests

All My Trips(370) Official Travel(228) HR Travel(24) Entitlement Travel(0) Lump Sum Request(26) Shipment Request(21) Expense Report with Travel Authorization(0) Stand-alone Expense Report(0)										
										Change Query Define New Query Personalize
View: [Standard View] Create Travel Request Create Shipment Request Create Expense Report Request Cancellation Filter Settings										
Trip Number	Start Date	End Date	Travel Category/Type	Destination	Travel Purpose	Workflow Status	Recommended Actions	History	Event Name	
6295	12.01.2015	12.01.2015	OT- 1. Official business	Aragua de Barcelona	test	Submitted	Await CO Approval	Display	Not Applicable	
6293	12.01.2015	12.01.2015	OT- 1. Official business	Barcelona	test	Submitted	Await CO Approval	Display	Not Applicable	
6288	07.01.2015	09.01.2015	OT- 1. Official business	JAVEA, SPAIN	test	CO Approved	Await TO Approval	Display	Not Applicable	
6287	12.01.2015	14.01.2015	HR- 01. Appointment Fnte Durtn	MADRID, SPAIN	test	TO Approved	Create and submit Expense Report	Display	Not Applicable	
6237	05.01.2015	07.01.2015	HR- 01. Appointment Fnte Durtn	MADRID, SPAIN	test	TO Approved	Create and submit Expense Report	Display	Not Applicable	
6229	02.12.2014	03.12.2014	OT- 1. Official business	Barcelona	test	Travel Claim Unit Approved	No Action	Display	Not Applicable	
6227	05.02.2015	07.02.2015	OT- 1. Official business	VALENCIA, SPAIN	trest	CO Approved	Await TO Approval	Display	Not Applicable	
6226	05.01.2015	07.01.2015	OT- 1. Official business	VALENCIA, SPAIN	trest	CO Approved	Await TO Approval	Display	Not Applicable	
6225	12.01.2015	13.01.2015	HR- 05. Interview	MADRID, SPAIN	rtgf	TO Approved	Create and submit Expense Report	Display	Not Applicable	
6223	05.01.2015	08.01.2015	HR- 01. Appointment Fnte Durtn	MADRID, SPAIN	test	TO Approved	Create and submit Expense Report	Display	Not Applicable	

Last Refresh 19.01.2015 18:42:34 CET [Refresh](#)

Post Submission Process

Below are some key points:

- Travelers are required to submit an expense report **14 calendar days** following the return of the trip to avoid potential recovery of travel advances from their payroll
- After completing the expense report, the travel request goes through the following approval process



- The settlement of the expense report approval triggers a payroll and FI process for claims, recoveries and postings
- For more details on Expense Report, please refer to the course 3147 **Umoja Submission of Expense Report**

Module 4 Summary

The key points covered in this module are:

- Notifications are sent to travelers to alert them for action regarding their travel request. Some of the notifications are lump sum calculation and revision of travel request
- The Traveler Work Center provides the status of each travel request in real-time. This helps the traveler in monitoring their request



Agenda

Course Introduction

Module 1: Umoja Travel HR and Entitlement Overview

Module 2: Create an HR Travel Request

Module 3: Create an Entitlement Travel Request

Module 4: Review of Post Submission Process

Course Summary

Course Assessment

Course Survey

Course Summary

The key points covered in this course are:

- Definition of the end-to-end process involved in HR and Entitlement Travel Request from pre-requisites, submission of travel request, approvals and expense report
- Creation of an HR Travel Request
- Creation of an Entitlement travel request and succeeding steps when a lump sum payment was created



Agenda

Course Introduction

Module 1: Umoja Travel HR and Entitlement Overview

Module 2: Create an HR Travel Request

Module 3: Create an Entitlement Travel Request

Module 4: Review of Post Submission Process

Course Summary

Course Assessment

Course Survey

Course Assessment

Now that you have completed all the modules in this course, you can test your knowledge by completing the Course Assessment.

To receive credit for completing this course, you must pass this assessment with a minimum score of 90%.

To complete the assessment you must return to the Learning Management System:

1. Log into Inspira.
2. Navigate to *Main Menu -> Self-Service -> Learning -> My Learning*.
3. Search for the name of the course under the **My Learning Activities** section.
4. Click the **Start** link of the course assessment.
5. Click the **Submit** button once you have completed the assessment.



Agenda

Course Introduction

Module 1: Umoja Travel HR and Entitlement Overview

Module 2: Create an HR Travel Request

Module 3: Create an Entitlement Travel Request

Module 4: Review of Post Submission Process

Course Summary

Course Assessment

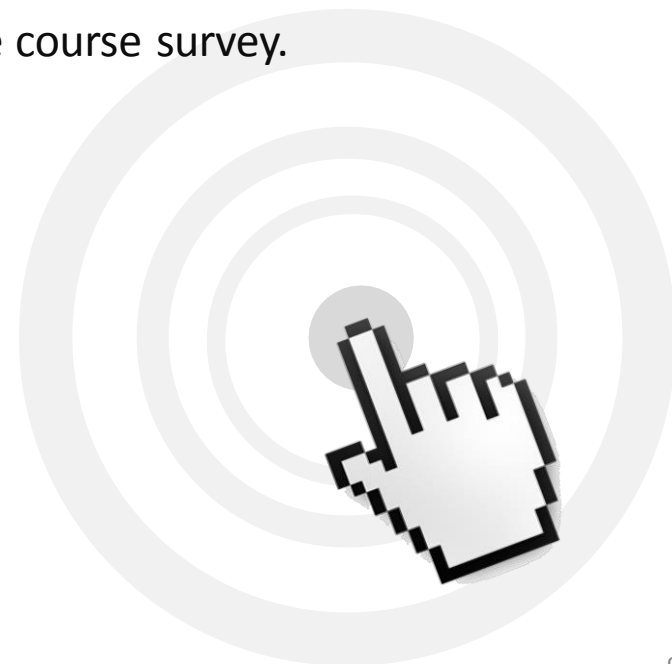
Course Survey

Course Survey

Your feedback is important to the continuous improvement of our training program.

Please complete the evaluation for this course using the following steps:

1. Log into Inspira.
2. Navigate to *Main Menu -> Self-Service -> Learning -> My Learning*.
3. Search for the name of the course under the **My Learning Activities** section.
4. Click the **Start** link of the course survey.
5. Click the **Submit** button once you have completed the course survey.





Congratulations! You have successfully completed the
Umoja Create HR and Entitlement Travel Request
course.