KEY PROCESS CHANGES ENABLED BY THE UMOJA TRAVEL SOLUTION

1. NATIONAL STAFF
   - Personally raise all travel requests through UMOJA.
   - Employee Self Service (ESS).
   - Continue to use FSS to initiate movement of Personnel (MOP) forms for within mission travel.

2. INDIVIDUAL UNIFORM PERSONNEL (IUP)
   - Contact travel administrators to raise commercial travel requests (on-behalf approach).
   - Personally raise all non-commercial within mission travel requests through UMOJA ESS.
   - Use FSS to initiate movement of Personnel (MOP) forms for within mission travel.

3. UP - UNV - CIC
   - All travel requests will be raised by travel administrators.
   - Use FSS to initiate movement of Personnel (MOP) forms for within mission travel.