



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