

How to select the lump sum option for Home leave or for R&R after calculation of the lump sum:

### UMOJA ESS – Travel Work Center

- 1) Select the tab “lump sum request”
- 2) Select the travel request by clicking on the line’s left side
- 3) Click on “process with lump sum” [or “process with UN paid ticket” if deciding against the lump sum option]

The screenshot displays the UMOJA ESS interface. At the top, there is a search bar and navigation links: Back, Forward, History, Favorites, Personalize, View, and Help. Below this is a menu bar with options: Home, Global Index Requestor, OM Administration, HR Partner, Travel Administrator, Procurement, and Employee Self-Service SM. The 'Employee Self-Service SM' tab is active, and the 'Overview' sub-tab is selected. The main content area is titled 'My Trips and Expenses (Andrea THEOCHARIS, 00782453)'. It features several tabs: All My Trips (1), Official Travel (0), HR Travel (0), Entitlement Travel (0), Lump Sum Request (1), Shipment Request (0), and Expense Report with Travel Authorization (0). The 'Lump Sum Request (1)' tab is highlighted. Below the tabs, there are options for 'View: [Standard View]', 'Display PDF Form', and 'Display'. Two buttons are visible: 'Process with Lump Sum' and 'Process with UN paid ticket'. A table below shows a list of travel requests. The first row is highlighted in yellow and has a red box around its left side. The table columns are: Trip Number, Start Date, End Date, Travel Category/Type, Lumpsum, Destination, Travel Purpose, Security Clearance Status, and Medical Clearance Status.

Trip Number	Start Date	End Date	Travel Category/Type	Lumpsum	Destination	Travel Purpose	Security Clearance Status	Medical Clearance Status
2) 23096	10.06.2016	26.06.2016	EN- 1. Home leave	3,193.40	FRANKFURT AM MAIN,HE,GERMANY	Home Leave	Security Clearance Requested	Medical Clearance Requested