

Job
Aid

ESS - Create Expense Report



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Overview

This Job Aid documents traveler's Self-Service creation of an Expense Report, which must be performed no later than 14 calendar days after the trip was completed. The same requirement applies to Travel Administrator's creation of Expense Reports on behalf of travelers who do not have access to Umoja. Failure to submit an Expense Report within the specified period of time will result in an automatic recovery by payroll of previously paid travel advances for the trip. If the allowance was not paid in advance, non-submission of the Expense Report within 14 calendar days upon completion of the trip will prohibit the traveler from filing any claims after the specified period.

Objectives

This Job Aid will walk the travelers and/or Travel Administrators through the process of creating an Expense Report for an approved Travel Request. Please note that this Job Aid is a condensed version of the steps needed to perform this function. A more detailed version with steps simulation can be located here:

- To Create an Expense Report
<http://unsapuperform.umoja.un.org/gm/folder-1.11.11672?mode=EU>
- To Create an Expense Report for Lump Sum Option (please refer to the specific Job Aid)
<http://unsapuperform.umoja.un.org/gm/folder-1.11.11664?mode=EU>
- To Create a Stand Alone Expense Report (please refer to the specific Job Aid)
<http://unsapuperform.umoja.un.org/gm/folder-1.11.11668?mode=EU>
- To Review Travel Expense Report Status:
<http://unsapuperform.umoja.un.org/gm/folder-1.11.11696?mode=EU>

Note: The above links will lead you to simulations, interactive "recordings" of the Umoja system, used to help facilitate a hands-on learning experience.

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

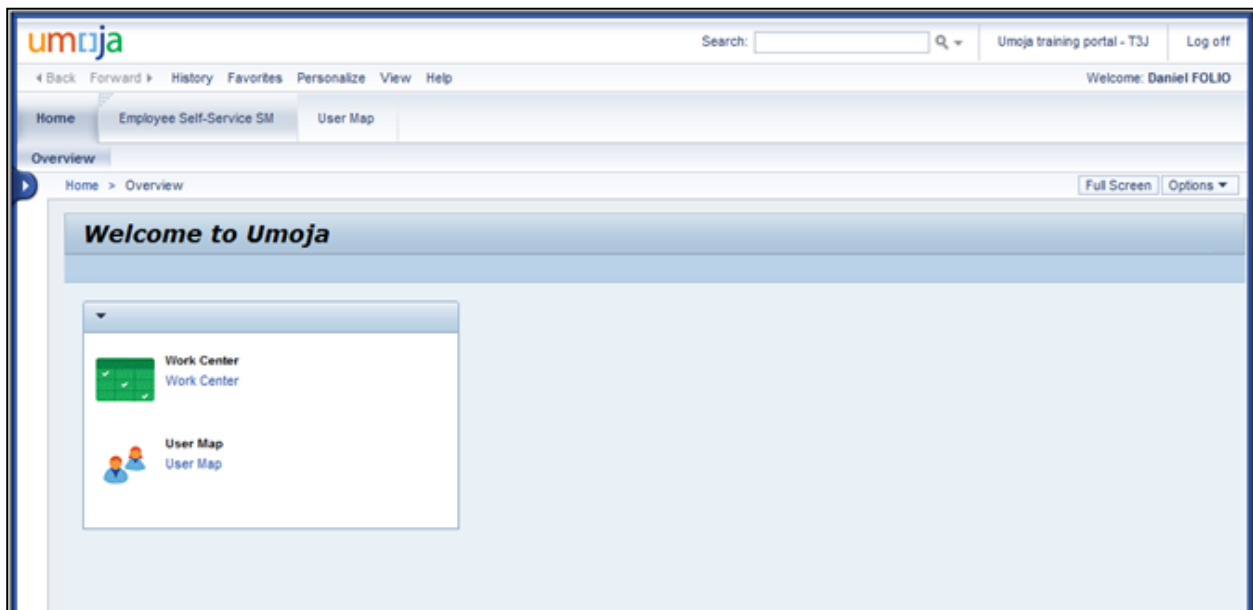
Enterprise Roles

Employee Self-Service (available to those staff members with access to Umoja, otherwise a Travel Administrator has the rights to create an Expense Report).

Create an Expense Report

1. Log into *Employee Self-Service Portal*.

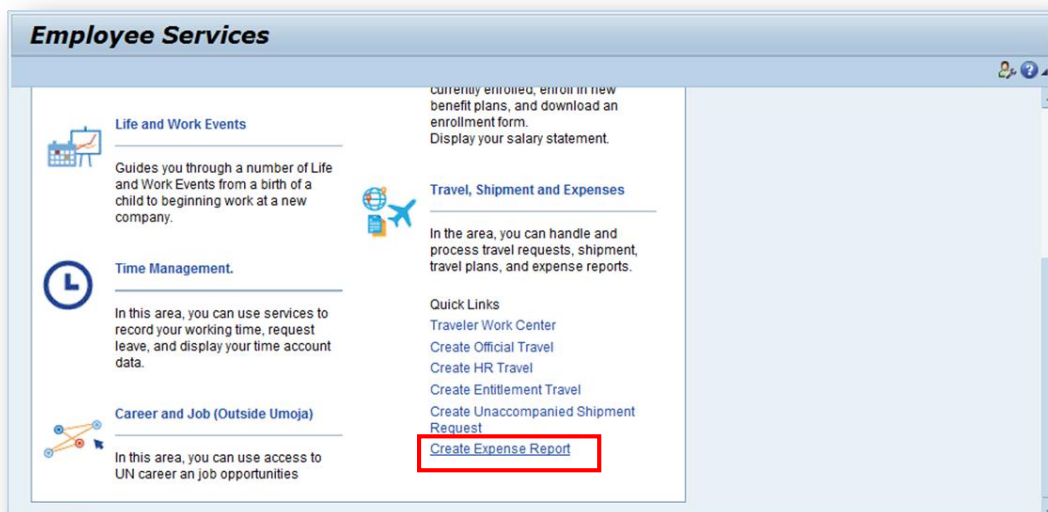
NOTE: Some screens may have been modified in production and may therefore differ slightly from the ones displayed in this job aid.



2. Click the *Employee Self-Service SM* tab at the top of the screen.

A red rectangular box highlights the 'Employee Self-Service SM' tab in the navigation bar.

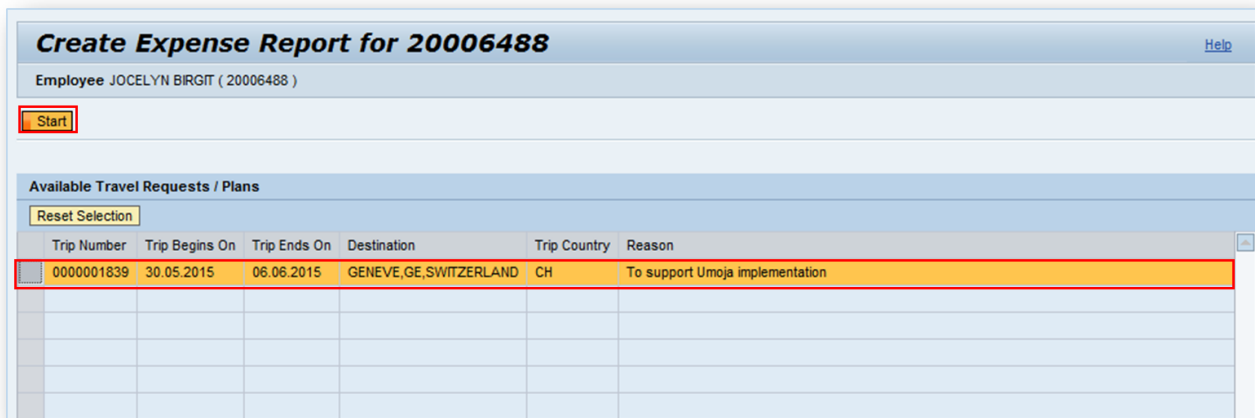
3. Click *Create Expense Report* to begin the process of creating the Expense Report for the travel.



- On the *Create Expense Report* screen, you will see the completed list of your trips. Select the trip for which you wish to create the Expense Report.

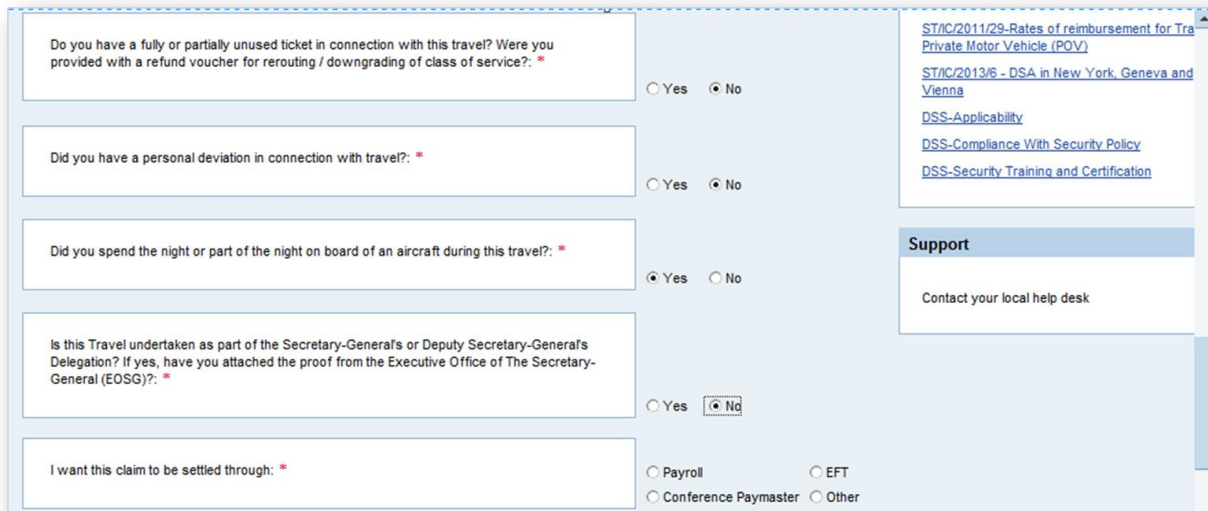
NOTE: The traveler has 14 calendar days upon completion of his/her trip to submit an Expense Report. If the traveller received an advance and failed to submit an Expense Report within designated 14 days, the system will automatically perform the recovery of the advance once the deadline has passed.

- Click on *Start* button to begin creating the Expense Report.



Trip Number	Trip Begins On	Trip Ends On	Destination	Trip Country	Reason
0000001839	30.05.2015	06.06.2015	GENEVE,GE,SWITZERLAND	CH	To support Umoja implementation

- Answer all the relevant questions by selecting **Yes** or **No** radio buttons as applicable.



Do you have a fully or partially unused ticket in connection with this travel? Were you provided with a refund voucher for rerouting / downgrading of class of service?: *

Yes No

Did you have a personal deviation in connection with travel?: *

Yes No

Did you spend the night or part of the night on board of an aircraft during this travel?: *

Yes No

Is this Travel undertaken as part of the Secretary-General's or Deputy Secretary-General's Delegation? If yes, have you attached the proof from the Executive Office of The Secretary-General (EOSG): *

Yes No

I want this claim to be settled through: *

Payroll EFT
 Conference Paymaster Other

[ST/JC/2011/29-Rates of reimbursement for Travel Private Motor Vehicle \(POV\)](#)
[ST/JC/2013/6 - DSA in New York, Geneva and Vienna](#)
[DSS-Applicability](#)
[DSS-Compliance With Security Policy](#)
[DSS-Security Training and Certification](#)

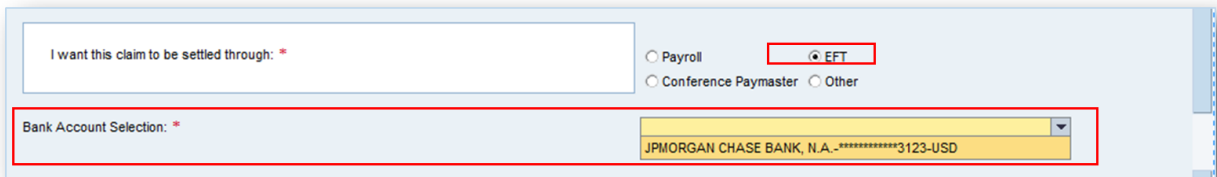
Support

Contact your local help desk

NOTE: If you answer **Yes** to the question “Is the travel undertaken as part of the Secretary-General’s or Deputy Secretary-General’s Delegation?”, your Expense Report will go to the Executive Office of the Secretary-General according to the preset Umoja workflow. Therefore, it is imperative to understand that only travelers in possession of a letter from the EO of the SG confirming that they are part of such Delegation qualify to for this provision. If you do not have such a letter with your name on it, select **NO**.

7. Select one of the following radio buttons as applicable to confirm the claim settlement method:
 - **Payroll** - settles your claim through next pay period's payroll
 - **EFT** - Electronic Funds Transfer for payment directly to a bank account you have on file with UN Treasury
 - **Conference Paymaster** - should only be used for Meeting Participants who were paid through a Paymaster (person with delegation of authority to disburse funds at the event)
 - **Other** - allows you to indicate in the remarks if you wish to have your claim settled through Cash, Cheque, or UNDP, which will be further actioned by the TSA

8. Select the required option from the *Bank Account Selection* drop-down menu.



The screenshot shows a web form with two main sections. The first section is titled "I want this claim to be settled through: *". It contains four radio button options: "Payroll", "EFT", "Conference Paymaster", and "Other". The "EFT" option is selected and highlighted with a red box. The second section is titled "Bank Account Selection: *". It features a dropdown menu with a yellow background, currently displaying "JPMORGAN CHASE BANK, N.A.-*****3123-USD". This dropdown menu is also highlighted with a red box.

9. Verify that you have read, understood and agreed with the guidelines related to the submission of travel Expense Report and click on *General Data* button to go to the next page.

NOTE: It is the traveler's responsibility to read and understand the travel Expense Report Information before submitting his/her Expense Report.

Fill in the General Data Page

10. You will find that all the details of the trip have been pre-populated on the *General Data* page. Fill in the required text in *Comments/Special Instructions* as applicable.

NOTE: You can click the *Attachments* button to add any relevant scanned documents (for example, Special DSA Approval, Ad-Hoc Approval, etc.). **Travellers are required to attach proof of travel in the form of scanned boarding passes or entry/departure stamps in their passports** For further information about how to attach files, please refer to the Job Aid "ESS – Create Expense Report (Stand Alone)".

- Click on *Display/Edit Detailed Itinerary* button to update the itinerary details to accurately reflect the travel undertaken. In our example the traveler has taken an additional side trip which was not part of the original Travel Request itinerary. To reflect the side trip, two lines will need to be added to the itinerary on the Expense Report (see instructions below).

Previous Step | Enter Expense Details | Save Draft | Display Request Form | Display Online Booking form

Calendar of Trips | Attachments (0)

You can enter data that is required to settle your expenses. Pertinent information such as actual travel times and routing must now be entered in itinerary. Please click on "Display/Edit Detailed Itinerary"

General Data
 Start Date: 30.05.2015 00:01
 End Date: 06.06.2015 00:01
 Reason: * To support Umoja implement

Travel Details
 Type of Travel: * OT- 01. Official business
 Traveller Type: * Staff
 Number of Travellers: * 01
 Journey Type: * Round-Trip

Official Business
 Work Start: 01.06.
 Work End: 05.06.

Comments/Special Instructions:
 Additional meeting with the Solution Technical Contractor in Zurich. Accommodation between June 3rd and June 4th was already provided by them.

Display/Edit Detailed Itinerary

NOTE: Use the *Comments* boxes throughout the form to provide as much additional information as possible to ensure against delay in review and approval process of the claim due to missing details.

- Enter the required Departure and Arrival time for the trip.

Itinerary Details

Please specify the actually travelled itinerary including connecting points or rest stopover, if any. Personal deviation details should be included in this itinerary and applicable subsistence captured under 'deductions' if system calculated subsistence is selected, otherwise please state the relevant details under comments.

Itinerary Details: Ms. JOCELYN BRGIT, 07 Jun 1982, 20006488

Departure Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistence	Subsistence Country	Subsistence Region
30.05.2015 19:00	NEW YORK,NY,USA	01 Commercial Aircraft	31.05.2015 09:00	GENEVE,GE,SWITZERLAND	1 DSA	Switzerland	All Areas
06.06.2015 12:30	GENEVE,GE,SWITZERLAND	01 Commercial Aircraft	06.06.2015 14:45	NEW YORK,NY,USA	2 DSA/MSA Not Payable	United Nations	Subsistence Not Applicabl

NOTE: In the event that your journey included a deviation, please ensure the actually travelled itinerary is recorded here, including the deviation legs/details

- In our example the traveler had undertaken a side trip from Geneva to Zurich by a private car, and a returned from Zurich to Geneva with a self-ticket by rail. For that purpose, click on *Create Itinerary* icon to specify the details of the additional side trip.

Itinerary Details

Please specify the actually travelled itinerary including connecting points or rest stopover, if any. Personal deviation details should be included in this itinerary and applicable subsistence deductions captured under 'deductions' if system calculated subsistence is selected, otherwise please state the relevant details under comments.

Itinerary Details: Ms. JOCELYN BRGIT, 07 Jun 1982, 20006488

Departure Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistence	Subsistence Country	Subsistence Region
30.05.2015 19:00	NEW YORK,NY,USA	01 Commercial Aircraft	31.05.2015 09:00	GENEVE,GE,SWITZERLAND	1 DSA	Switzerland	All Areas
06.06.2015 12:30	GENEVE,GE,SWITZERLAND	01 Commercial Aircraft	06.06.2015 14:45	NEW YORK,NY,USA	2 DSA/MSA Not Payable	United Nations	Subsistence Not Applicabl

14. Enter details of the additional side trip. Once all the additional side trip details have been added, click on the **Accept** button.

Information can only be entered by the user in white fields. Blue fields are not editable and will be populated automatically by the system .

Itinerary Details

Please specify the actually travelled itinerary including connecting points or rest stopover, if any. Personal deviation details should be included in this captured under 'deductions' if system calculated subsistence is selected, otherwise please state the relevant details under comments.

Itinerary Details: Ms. JOCELYN BIRGIT, 07 Jun 1982, 20006488

Departure Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistence	Subs
30.05.2015 19:00	NEW YORK,NY,USA	01 Commercial Aircraft	31.05.2015 09:00	GENEVE,GE,SWITZERLAND	1 DSA	Switz
03.06.2015 08:00	GENEVE,GE,SWITZERLAND	05 Privately Owned Vehicle	03.06.2015 11:00	ZURICH,ZH,SWITZERLAND	1 DSA	Switz
04.06.2015 16:00	ZURICH,ZH,SWITZERLAND	06 Rail	04.06.2015 18:00	GENEVE,GE,SWITZERLAND	1 DSA	Switz
06.06.2015 12:30	GENEVE,GE,SWITZERLAND	01 Commercial Aircraft	06.06.2015 14:45	NEW YORK,NY,USA	2 DSA/MSA Not Payable	United

15. Click on *Enter Deductions* button to select the dates, for which you are not entitled to full or partial DSA. After entering the deductions, click on *Accept* button to verify the selections.

Display/Edit Detailed Itinerary

Additional Information

Advances: 2,668.00 United States Dollar Enter Advances

Cost Assignment: 100.00 % Cost Center 11103 (OCHA CPD CERF), Funds Center 11103 (OCHA CPD CERF) Change Cost Assignment

Travel Processing Office: * UNHQ NEW YORK

Subsistence Allowance/Deductions

I want the system to calculate the Subsistence Allowance: Number of Deductions: 1 Enter Deductions

Mileage

Total Distance: 0 km Enter details

Deductions for Meals

Day of Week	Date	No DSA/MSA (100% deduction)	All 3 meals provided (30% deduction)	SG's delegation (60% deduction)	Accommodation provided (50% deduction)
Saturday	30.05.2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	31.05.2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	01.06.2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	02.06.2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	03.06.2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday	04.06.2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	05.06.2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	06.06.2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: The above screenshot covers the scenario wherein the accomodation was provided for one night and the DSA is automatically adjusted accordingly once the appropriate box has been selected.

16. Click on *Enter Details* button to enter the appropriate mileage information to reflect the distance travelled by car from Geneva to Zurich as specified in the additional side trip above. For more information on how to calculate it, please consult ST/IC/2006/52 "Rates of reimbursement for travel by private motor vehicle".

NOTE: The following steps are an example on how to claim mileage. If no side trip by POV was taken during the travel, it will not be necessary to enter Mileage details.

17. Enter the required details such as *Date*, *Kilometers Driven*, *Start* and *End* locations of the trip as well as *Trip Region*, and click on the *Accept* button.

Total Distance Driven: 287 km

Mileage Details

New Entry Copy Delete

Date	Kilometers Driven	Start Location	End Location
03.06.2015	287	GENEVE, SWITZERLAND	ZURICH, SWITZERLAND

Trip Country: Switzerland Trip Region: R002 All Areas

Vehicle Make/Model:

Comment:

Accept Accept and New Entry Change Cost Assignment Copy Delete

18. Click on *Enter Expense Details* button to proceed to the next screen.

Display/Edit Detailed Itinerary

Additional Information

Advances: 2,668.00 United States Dollar Enter Advances

Cost Assignment: 100.00 % Cost Center 11103 (OCHA CPD CERF), Funds Center 11103 (OCHA CPD CERF) Change Cost Assignment

Travel Processing Office: * UNHQ NEW YORK

Subsistence Allowance/Deductions

I want the system to calculate the Subsistence Allowance: Number of Deductions: 2 Enter Deductions

Mileage

Total Distance: 287 km Enter details

Previous Step Enter Expense Details Save Draft

Fill in the Enter Expense Details Page

19. You can click on *New Entry* button to enter the appropriate expenses for your trip.

NOTE: You can use the Expense Details screen to add miscellaneous itemized expenses, for example: excess baggage fees, passport and visa fees, self-ticketing charges, etc.

20. All original expenses obligated during the creation of the initial Travel Request will be automatically displayed on the screen. You can edit the page by manually entering additional expense items incurred during the trip.

Expense Type	Amount	Currency
Subsistence Allowance	2,260.50	USD
Miles/Km Flat Rate	80.36	USD

Enter Expense/Deduction Items										
New Entry Copy Delete Copy and Set Next Date										
No.	Status	Expense Type	Expense Amount	Expense Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
002		Travel Service Management Fee	49.01	United States Dollar	30.05.2015	49.01	United States Dollar		<input type="checkbox"/>	
003		Airfare Ticket Cost	1,089.00	United States Dollar	30.05.2015	1,089.00	United States Dollar		<input type="checkbox"/>	
005		Terminal Expenses	202.00	United States Dollar	30.05.2015	202.00	United States Dollar		<input type="checkbox"/>	
006	<input checked="" type="checkbox"/>	Train Fare Self Ticket Cost	150.00	United States Dollar	04.06.2015	150.00	United States Dollar		<input checked="" type="checkbox"/>	Entered Manually
007	<input checked="" type="checkbox"/>	Terminal Expenses	76.00	United States Dollar	04.06.2015	76.00	United States Dollar		<input type="checkbox"/>	Entered Manually
008	<input checked="" type="checkbox"/>	Excess Baggage	100.00	United States Dollar	30.05.2015	100.00	United States Dollar		<input checked="" type="checkbox"/>	Entered Manually

NOTE: The above screenshot covers the following additional expense items:

- Train self-ticket cost
- Rail terminal expenses
- Excess baggage

NOTE: Attach all receipts for items where you are claiming additional expenses. This includes hotel receipts for all pre-approved Higher Rate DSA recipients and for any items over \$30 (for more details see ST/AI/2013/3, Section 10, and ST/AI/2014/2, Section 3).

NOTE: Travellers are required to attach proof of travel in the form of scanned boarding passes or entry/departure stamps in their passports. Please refer to the Job Aid 'ESS – Create Stand Alone Expense Report' for further details on how to attach receipts.

21. Once you have entered all the expense items, click on *Accept* and then *Review* buttons to proceed.

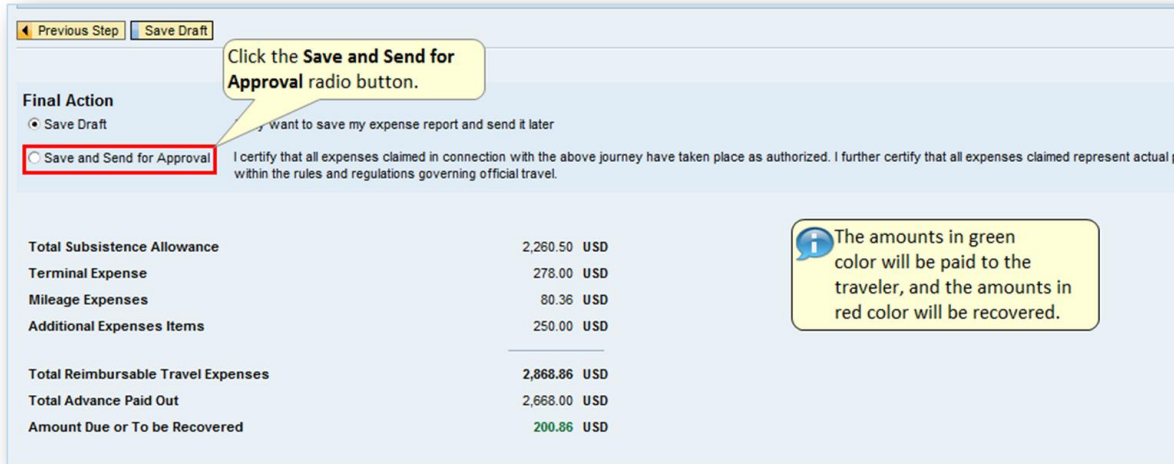
Expense Type	Amount	Currency
Subsistence Allowance	2,280.50	USD
Miles/Km Flat Rate	80.36	USD

Enter Expense/Deduction Items

No.	Status	Expense Type	Expense Amount	Expense Currency	Receipt Date	Amount	Local Currency	Short Info	Paper Receipt	Origin
002		Travel Service Management Fee	49.01	United States Dollar	30.05.2015	49.01	United States Dollar		<input type="checkbox"/>	
003		Airfare Ticket Cost	1,089.00	United States Dollar	30.05.2015	1,089.00	United States Dollar		<input type="checkbox"/>	
005		Terminal Expenses	202.00	United States Dollar	30.05.2015	202.00	United States Dollar		<input type="checkbox"/>	
006	<input checked="" type="checkbox"/>	Train Fare Self Ticket Cost	150.00	United States Dollar	04.06.2015	150.00	United States Dollar		<input checked="" type="checkbox"/>	Entered Manually
007	<input checked="" type="checkbox"/>	Terminal Expenses	76.00	United States Dollar	04.06.2015	76.00	United States Dollar		<input type="checkbox"/>	Entered Manually
008	<input checked="" type="checkbox"/>	Excess Baggage	100.00	United States Dollar	30.05.2015	100.00	United States Dollar		<input checked="" type="checkbox"/>	Entered Manually

Complete the Request and Send for Approval

22. Click on *Save and Send for Approval* button to certify that all expenses claimed are authorized and represent actual payments made to you. If not, then *Save Draft* and you can get back to it later.



Final Action

Save Draft

Save and Send for Approval

I certify that all expenses claimed in connection with the above journey have taken place as authorized. I further certify that all expenses claimed represent actual payments made to me within the rules and regulations governing official travel.

Total Subsistence Allowance	2,260.50 USD
Terminal Expense	278.00 USD
Mileage Expenses	80.36 USD
Additional Expenses Items	250.00 USD
Total Reimbursable Travel Expenses	2,868.86 USD
Total Advance Paid Out	2,668.00 USD
Amount Due or To be Recovered	200.86 USD

The amounts in green color will be paid to the traveler, and the amounts in red color will be recovered.

23. The final screen should look similar to the screenshot below. If there is any error message, it will appear on this screen.



Expense report 0000001839 was saved
 100.00 % will be assigned acc. to trip costs assignment guidelines

Display Expense Form

NOTE: You can click on *Display Expense Form* button to view the Expense Report in the pdf format.

Express Expense Report

For Official Business travel, when a traveler submits an Expense Report for a Travel Request that was undertaken exactly as authorized and the claim is only for DSA and terminal, the claim is processed automatically as an **Express Expense Report** without any need for review and approval of the Travel and Shipment Approver or Travel Claims Processor. For entitlement travel such as Home Leave, the claim will be an Express Expense Report if there is no deviation from the authorized travel.

Detailed Expense Report

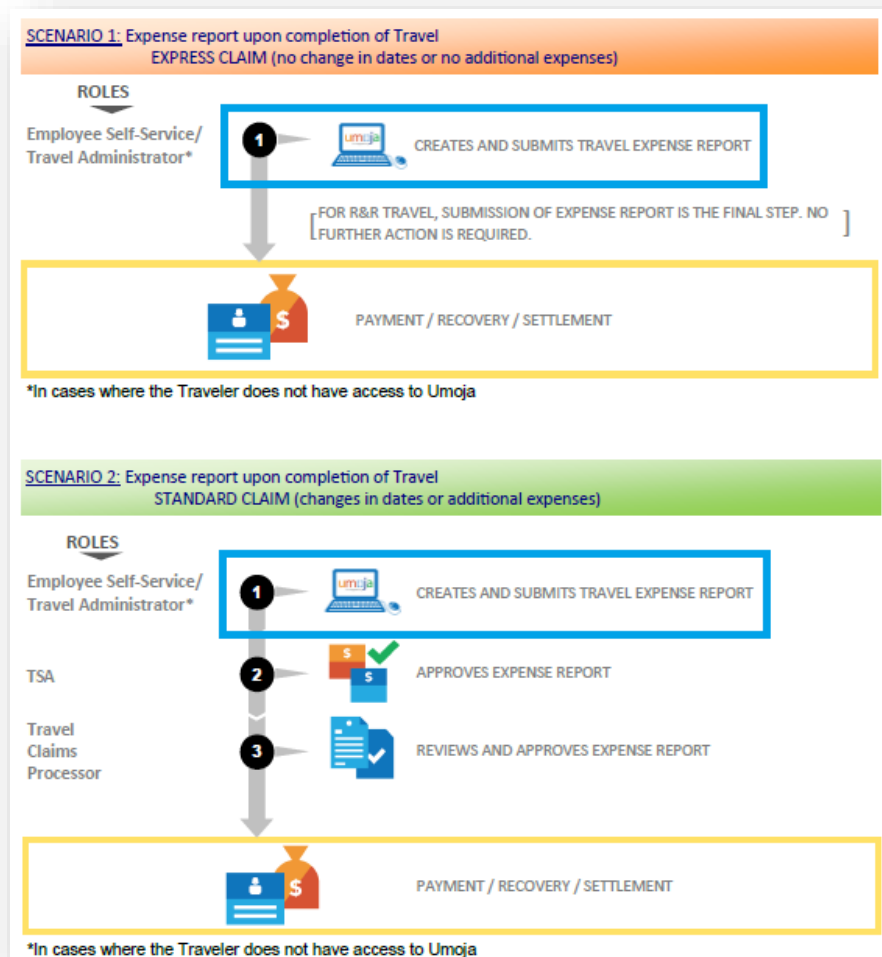
When a traveller submits an Expense Report for a Travel Request with requests for additional expenses to be paid, such as excess baggage (EBG) fees, or deviates from the previously approved itinerary in any way, the claim is routed to the Travel and Shipment Approver and Travel Claims Processor for review and approval. This is referred to as a **Detailed Expense Report**.

General Overview on the Subsequent Approval Process

After submitting the travel Expense Report, the system will determine if certification and approval are required. If certification is required, the travel Expense Report is routed to the **Travel and Shipment Approver (TSA)**. The certification is required if there are changes to the ticket cost and/or itinerary or if there are expense claims that were not reflected in the original Travel Request. Once certified, the travel Expense Report is sent to the **Travel Claims Processor** for approval. If not approved, the travel Expense Report is returned to the traveler (or Travel Administrator) for modification.

If the travel Expense Report contains any expense types which are flagged for manual validation and approval, the system routes it to the respective office for approval based on the type of expense claimed. For more information on deleting or cancelling the Expense Report, please consult the Job Aid “ESS – How to Delete or Cancel an Expense Report”.

In case the certification and/or manual review are not required, the system automatically sets the travel Expense Report status to “Approved” which makes it available for posting (Express Claim). Once the travel Expense Report is set to “Approved”, the system picks it up in a nightly batch job that creates Finance documents.



Amending an Expense Report

You can change an Expense Report or view its status on the Employee Self-Service (ESS) portal's front screen under *Traveler Work Center*.

Before the Expense Report is submitted for approval, it can be modified by following these steps:

1. Go to Employee Self-Service (ESS) portal – *Traveler Work Center*
2. Under the *Expense Report with Travel Authorization* tab, find and highlight the Expense Report you wish to amend.
3. Click on *Change* button to amend the Expense Report.
4. The Expense Report cannot be deleted (please see that the *Delete* button is disabled).

All My Trips (24) Official Travel (12) HR Travel (4) Entitlement Travel (6) Lump Sum Request (5) Shipment Request (2) Expense Report with Travel Authorization (6) Stand-alone Expense Report (0)										
View: [Standard View] [Display PDF Form] [Display] [Change] [Delete] [Create Expense Report]										
Exp	Trip Number	Start Date	End Date	Travel Category/Type	Destination	Travel Purpose	Workflow Status	Recommended Actions	History	Event Name
	3817	15.09.2015	17.09.2015	OT-01. Official business	LAS VEGAS,NV,USA	SFT - Speaking engagement at the University of Las Vegas	CO Approved	Await Travel Claims Unit Approval	Display	NOT APPLICABLE
	3248	05.09.2015	12.09.2015	OT-01. Official business	BANGALORE,KA,INDIA	Meeting in Bangalore	Submitted	Await CO Approval	Display	NOT APPLICABLE
	2659	28.09.2015	29.09.2015	HR-09. Separation/Repatriation	LONDON,GTL,UNITED KINGDOM	Repatriation	Draft & Saved	Submit Expense Report	Display	NOT APPLICABLE
	2474	18.07.2015	25.07.2015	OT-01. Official business	BANGKOK CITY,THAILAND	Umoja Training in Bangkok	Submitted	Await CO Approval	Display	African Group of Ne
	2051	05.06.2015	16.06.2015	OT-01. Official business	GENEVA,GE,SWITZERLAND	To conduct a UMOJA audit of OCHA in Geneva 11-15 June 2015	Submitted	Await CO Approval	Display	Sustainable Building
	426	04.08.2015	11.08.2015	OT-01. Official business	BANGKOK CITY,THAILAND	Training Bangkok S/M for Umoja Cluster 4	Submitted	Await CO Approval	Display	NOT APPLICABLE

Last Refresh 14.10.2015

After the Expense Report has been Approved

To amend or have the Expense Report returned back to the staff member for any changes once it has been approved, a staff member or a **Travel Administrator** will have to contact the HR Office by phone or email but outside of Umoja. If the Expense Report has not been approved it, it can be returned to the staff member and/or Travel Administrator for revision.