

## **Atlas Travel Module Process flow for DTTA travel**

### **Available to all travellers from UNDP, UN Women and UNFPA**

1. The sourcing of itinerary options can be done by contacting Ultramar travel agency based in New York either by email ([UNDP@ultramartravel.com](mailto:UNDP@ultramartravel.com)) if the mission includes a stop-over or additional connections OR using the [online booking tool](#) (UNDP Intranet) for missions that do not require a connection or stop over.
2. Once the itinerary is chosen, travellers should inform Ultramar to proceed with ticket issuance, for the preferred itinerary to be processed through ATLAS. In the context of the Ultramar online booking tool, the user should select the preferred itinerary and submit for purchase. Upon receipt of the preferred itinerary from Ultramar, ATLAS will automatically generate a Travel Request (TR) and the traveller will be notified for further actions by email.
3. Upon receipt of TR notification, traveller or travel arranger should complete the TR with your relevant COA (account code 63405 for DTTA), entitlement DSA + Terminals with the following attached to the TR and submit for certification:
  - a. DTTA form signed and certified by your supervisor
  - b. All other relevant supporting documents
4. Upon approval of the TR, the ticket will be issued, and trip details would be uploaded to 'tripcase' and sent to you by email. All travellers are encouraged to download and install the app on their mobile phones.
5. Payment to staff member will be made automatically through Bank Transfer to your bank account (bank account defaulted to your Atlas vendor) within 7 days prior to commencement of travel.
6. Upon completion of travel, the traveller must create and submit the online F.10 claim in ATLAS (within 10 days of return from the mission) irrespective of whether you are claiming additional expenses or not. As with the TR, the post-travel F10 claim will be routed for certification and approval.
7. Upon submission of the F10 claim, if the traveller owes money to the organization, deduction from payroll will be automatically processed. In the case you are owed money by the organization, it will be also processed and included in your next salary.
8. The assigned certifying and approving officials are based in Copenhagen. Please be mindful of the 6 hours time difference when planning your travel and submitting TRs for approval.
9. We encourage you to familiarise yourself with the [Guidance on ATLAS Travel Module](#)