JPO Travel Related Transaction Processes effective 01 September 2024

Contents

Background and Updates (effective 1 Sep 2024):

On 01 January 2024, BMS/OHR/TAPP/JPOSC implemented a GL based JPO Programme Financial Management model for enhanced payment processes and ever since, JPO donor funded travel has relied on direct POs and invoices for flight tickets and DSA/terminals respectively due to a limitation in the UNall Travel Module functionality.

The UNall Travel Module has since been redesigned to support the GL COA for JPO Programme Financial Management. Therefore, **effective 01 September 2024**, all JPO travel must be through the UNall Travel Module, and consequently direct POs and invoices will not be applicable.

It is important to note that in UNall Travel Module, there will be **NO** manual entry of JPO Programme donor COAs in Expense Lines for Travel Requests (TR) and Travel Claims (TC) as these will be auto populated by the system.

The following is a guide on creating Travel Requests (TR) and Travel Claims (TC) for different Scenarios.

Items to consider/prepare before creating the TR:

1. For new JPOs, please note that before you can create a TR in UNAll, you need to create your **Travel Profile** in the system. When you create the Travel Profile it is of a great importance that the "**Workforce Category**" reflects **Staff** and that the JPO's **Index number** is entered correctly too. In case the Profile needs updates, after it is created, a Travel Arranger or Travel Processor will be able to enter these (through the Fulfiller View screen in UNAll).

   A detailed guide on how to create a **Travel Profile**, you can find here: UNALL Travel & Expense User Guide.

2. Prior to creating a TR in UNall, the JPO must submit a request (by email) to JPOSC HRA to obtain a formal approval for the use of donor funds for travel, related to a learning event. The request must be supported by signed forms/authorisations/emails, where applicable (*e.g. DTTA request form)*.

3. Then, the traveler must obtain 3 alternative travel quotes, based on travel at the latest possible arrival and the earliest possible departure time. In case of a personal deviation, one of the quotes must reflect this itinerary and respective cost. Refer to UNDP Official Business Travel guidelines for more details.

4. The **quotes** can be obtained through:
   4.1. for JPOs in field DS – with the assistance of the local UNDP office. For Agency JPOs (e.g. UNFPA) the local UNFPA office (Travel Arranger) can also facilitate the process. In case the supplier/vendor/travel agency (used for the ticket) has a profile under BU other than UNDP-HQ, a colleague at the local office, with "Supplier Maintenance" profile must "attach" the vendor under UNDP-HQ. Otherwise, the supplier cannot be picked in the TR, for processing and payment.
   4.2. for JPOs in NY – directly in UNAll, by submitting a request through: Operations icon> General Operations Services> Services for HQ> Travel support.

4.3. for Agency JPOs in NY (e.g. UNFPA) – with the assistance of the agency's Travel arrangers in UNFPA/ UNWOMEN HQ offices, who can request access to BU UNDP-HQ through their IDAM focal point.

4.4. for JPOs in HQ DS – with the assistance of JPOSC, through CWT Denmark.

5. The quotes must be attached to the TR, as supporting documents. The selected travel quote must be indicated clearly.

6. Other supporting documents must be attached to the TR. For ex.: signed DTTA request form; confirmation with the exact available DTTA budget; In case of exceptional approvals, to attach email approval (e.g. use of DTTA beyond 1m before COB); calculations for the DSA (rate* days).

7. To reduce the risk of ticket changes and applicable airfare is, the cost of the ticket in the TR is to be inflated with up to 10% , to address any variations in airfare at the time of ticketing. (Applicable, particularly for HQ cases).

8. In case of personal deviations (or deviations due to official agencies' mission) the JPO personally (or the JPO's office) are to cover the respective costs. A clear description of the deviation(s) must be entered in the comment's box.

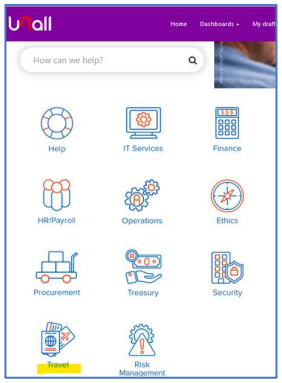
9. Ticket-cost increase due to personal deviation, are to be recovered from the DSA amount. Alternatively, the JPO can process a direct payment to travel agent. (Deductions through salary do not apply, in accordance with policy).

10. Ticket-cost increase due to agencies' mission, are to be covered separately, through a second TR.

Scenarios for TR creation:

TR Scenario 1 – JPO travel funded by JPO Programme Donor Funds

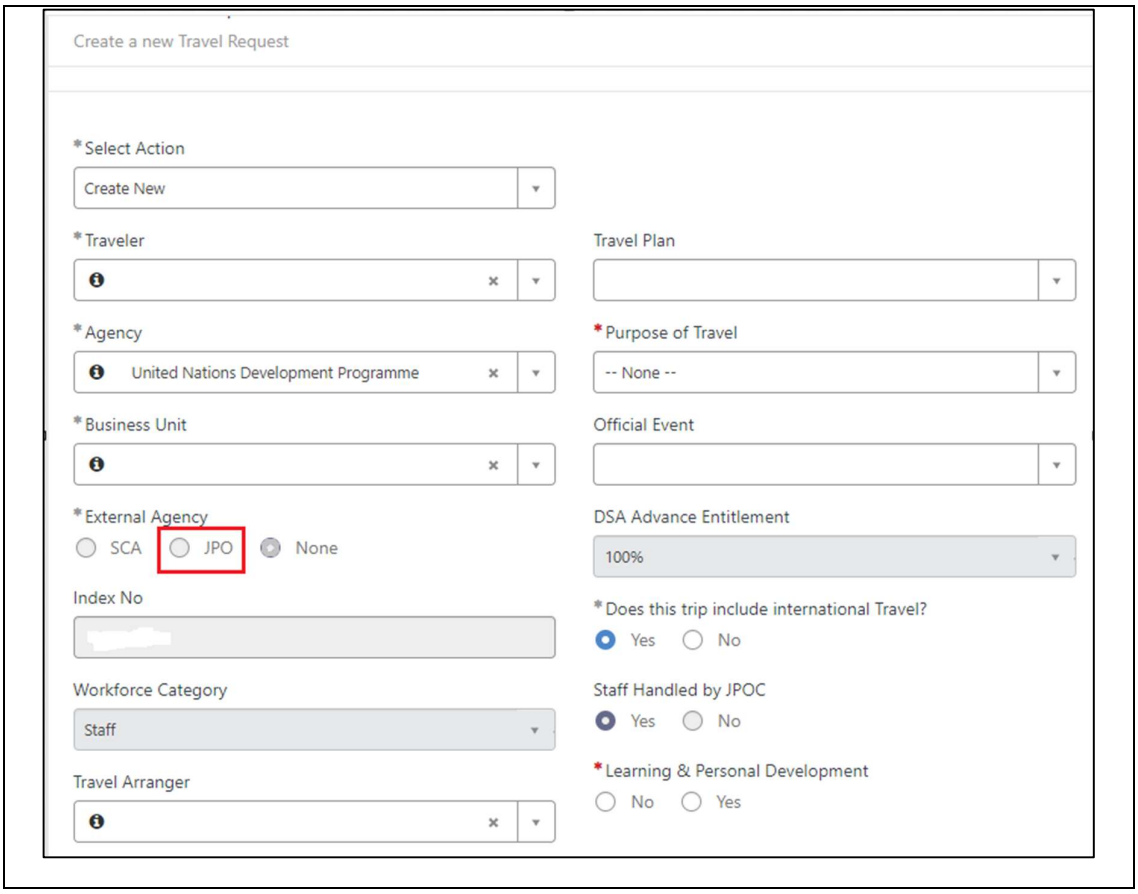
1. Navigate to the TR module in UNAll (Travel > Travel Request)



2. Update Traveler Name
3. Agency = United Nations Development Programme
4. Update the BU. (Since the COA is connected to UNDP, the BU must be UNDP).
   4.1. If the ticket is to be purchased through a local travel provider, the BU must reflect the local UNDP BU (e.g. UNDP-KEN)
   4.2. If the ticket is to be purchased through an HQ provider (e.g. Amex, CWT Denmark), the BU must reflect UNDP-HQ
5. External Agency = When Agency is UNDP, external agency field defaults or automatically selects "JPO" button **(DO NOT CHANGE/SWITCH)**.

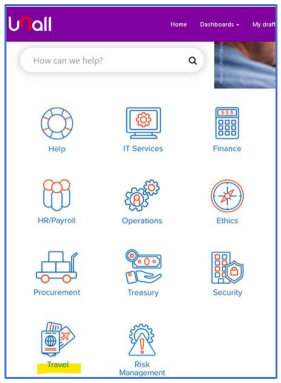
   This will trigger an automatic update of JPO Programme donor COAs in the COA details segment. (It should not be possible to updated manually the COA field).

   If the COAs are NOT automatically updated, please reach out to JPO's HR focal point or send an email to jposc.payments@undp.org for assistance.
6. Select one of the options for the "Learning & Personal Development":
   6.1. "Yes" – if DTTA budget is to be used. Hence, the DTTA learning accounts 634xx will be triggered.
   6.2. "No" – if the regular travel accounts are to be used (7xxxx). These are the cases where the donor funds the participation in induction training organized by the Agency.
7. Fill in the other fields as required and proceed with entering the relevant lines for travel, DSA and terminals.
8. Submit the TR for approval to the following JPOSC travel processors: ivana.skovgaard@undp.org; kalina.kirilova@undp.org; lisa.fialla@undp.org



TR Scenario 2 – JPO travel funded by UNDP Hiring Unit

1. Navigate to the TR module in UNAll (Travel > Travel Request)

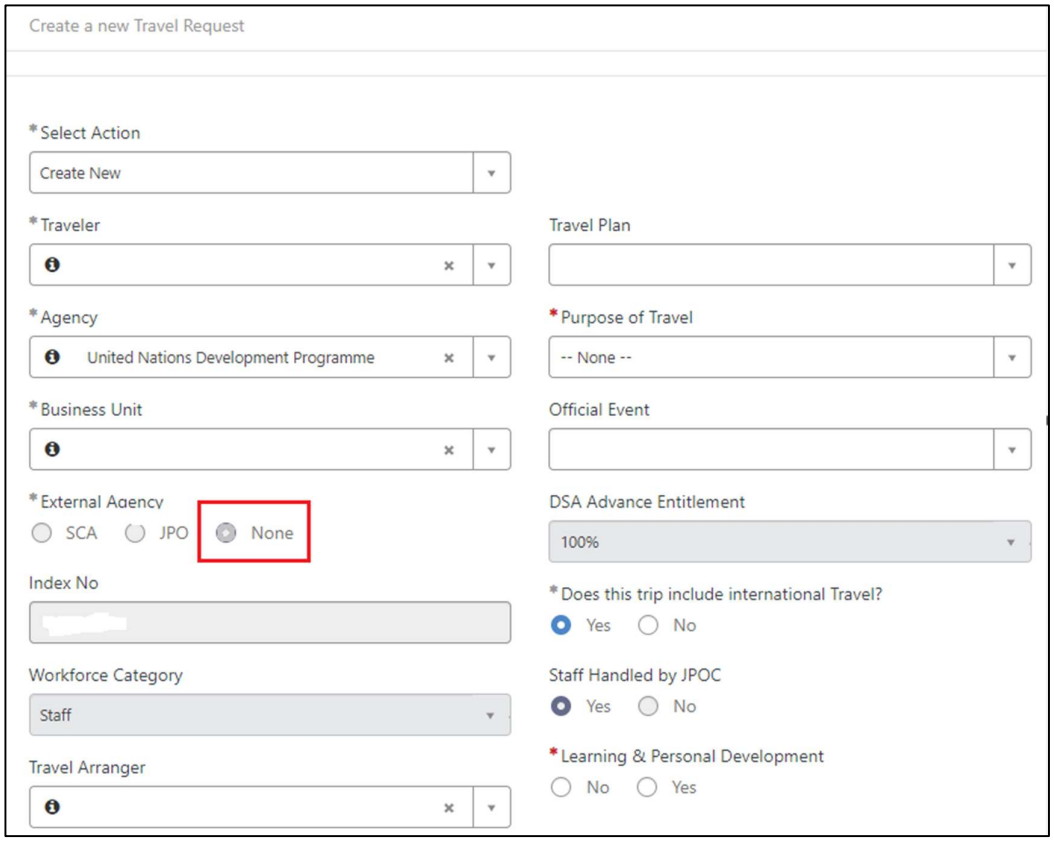


2. Update Traveler Name
3. Agency = United Nations Development Programme
4. Update the BU.

5. External Agency = When Agency is UNDP, external agency field defaults or automatically selects "JPO" button. **CHANGE/SWITCH** to "None".

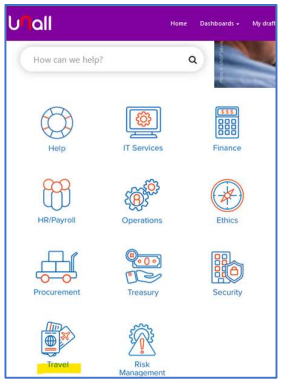
   This will enable PPM compliant COA fields in the COA detail segment for manual entry.

6. Fill in the other fields as required and proceed with entering the relevant lines for travel, DSA and terminals. Then, submit the TR for approval to the hiring unit's travel processors.



TR Scenario 3 – JPO travel funded by Quantum Agencies' Hiring Unit

1. Navigate to the TR module in UNAll (Travel > Travel Request)



2. Update Traveler Name
3. Agency = **update as appropriate (e.g. UNCDF, UNFPA, UNV)**
4. Update the BU.
5. Update the rest of the fields accordingly following the respective agency process.
6. Proceed with entering the relevant lines for travel, DSA and terminals.
7. Then, submit the TR for approval to the agency approvers.

TR Scenario 4 – JPO travel funded through Cost-sharing between JPO Programme Donor Funds and Hiring Unit

1. Two separate TRs should be raised, and costs apportioned accordingly to the responsible parties.
2. For the cost funded by JPO Programme Donor Funds > follow steps in **TR Scenario 1.**
3. For the cost funded by JPO's Hiring Unit > follow steps in **TR Scenario 2 or TR Scenario 3**, whichever is applicable.

Updates to Submitted and Processed TRs:

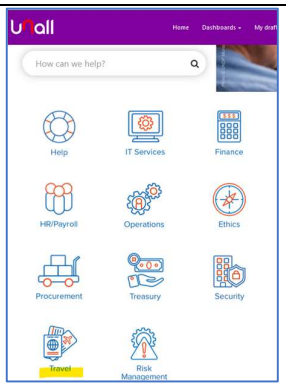
The JPO /Travel arranger can update the TR (e.g. by adding a new amount for the cost of the ticket). The Travel Processor (e.g. for DTTA funded learning events, this is a JPOSC focal point), must re-process the updated TR. This will generate a new PO (change order), which will reflect the new amount.

Scenarios for TC submissions:

In line with travel guidelines, a Travel claim should always be submitted post travel (to certify that the travel took place). The completed Travel Claim must be accompanied by:

- proof of travel, including boarding passes (either paper boarding passes, or copies of electronic boarding passes received through e-mail.),
- the official itinerary; and
- receipts for miscellaneous expenses, if applicable.

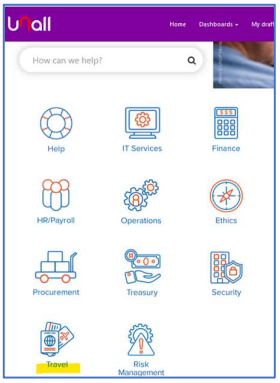
1. TCs are created and submitted in the Travel module in UNAll (Travel > Travel Claim)



2. If zero amount is due to the Traveler, the Traveler / Travel Arranger should create the claim, attach all supporting documents; and submit for processing to the responsible Travel Processor (as per the scenarios above).
3. If an amount is due from the Traveler to the Organisation, the TC should be submitted to reflect the outstanding amount. Upon processing of the TC, by the responsible Travel Processor, the recovery will be integrated into Quantum and reflected in the JPO's next payroll. For cases where the COA connected to the JPO's payroll is different from the COA applied in the TR/TC, please contact jposc.payments@undp.org for assistance.
4. If an amount is due to the Traveler, the TC should be submitted to reflect the due amount. Upon processing of the TC, by the responsible Travel Processor, the due amount will be integrated into Quantum's Invoice module, and paid out to the JPO.

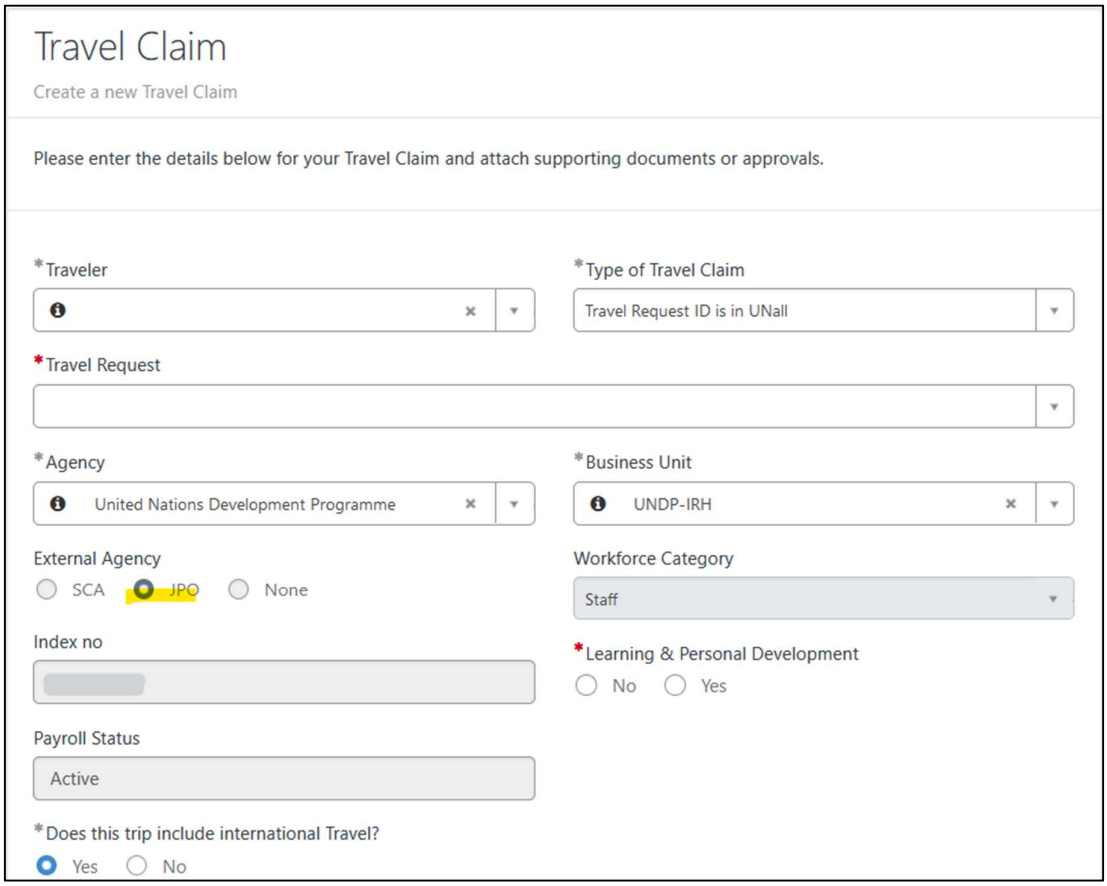
TC Scenario 1 – TCs based on existing TRs, travel funded by JPO Programme Donor Funds

1. Navigate to the TC module in UNAll (Travel > Travel Claim)



2. Select the outstanding TR.

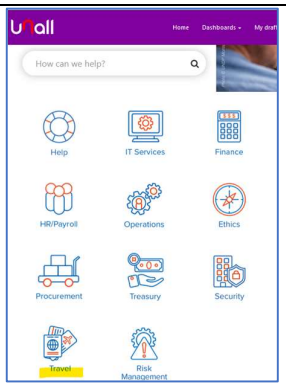
3. If a Travel Claim is created from a JPO Programme donor funded TR, the External Agency defaults or automatically selects "JPO". **DO NOT CHANGE/SWITCH.**



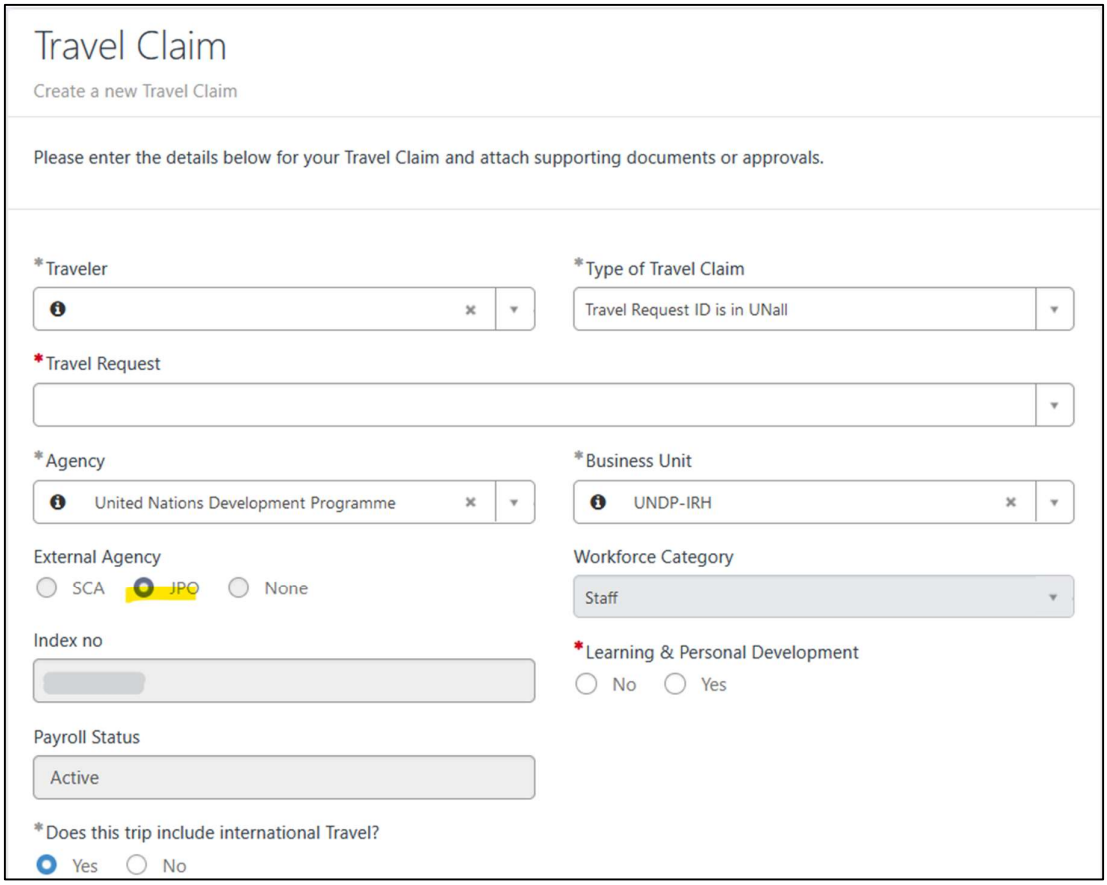
4. If the COAs are not automatically updated please reach out to JPO's HR focal point or send an email to jposc.payments@undp.org for assistance.
5. Fill in the other fields as required and attach the supporting documents. Then, submit the TC for approval to the following JPOSC travel processors: ivana.skovgaard@undp.org; kalina.kirilova@undp.org; lisa.fialla@undp.org

TC Scenario 2 – TCs NOT based on existing TRs, travel funded by JPO Programme Donor Funds

1. Navigate to the TC module in UNAll (Travel > Travel Claim)



2. Enter the fields as required.
3. To trigger the correct donor funds COA, the TC should reflect the "External Agency" as "JPO". You may **CHANGE/SWITCH,** it to reflect the correct value.

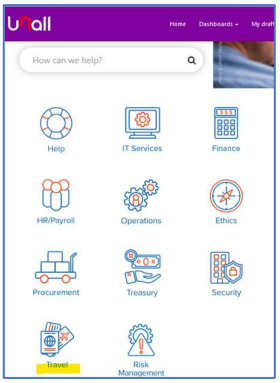


4. If the COAs are not automatically updated please reach out to JPO's HR focal point or send an email to jposc.payments@undp.org for assistance.

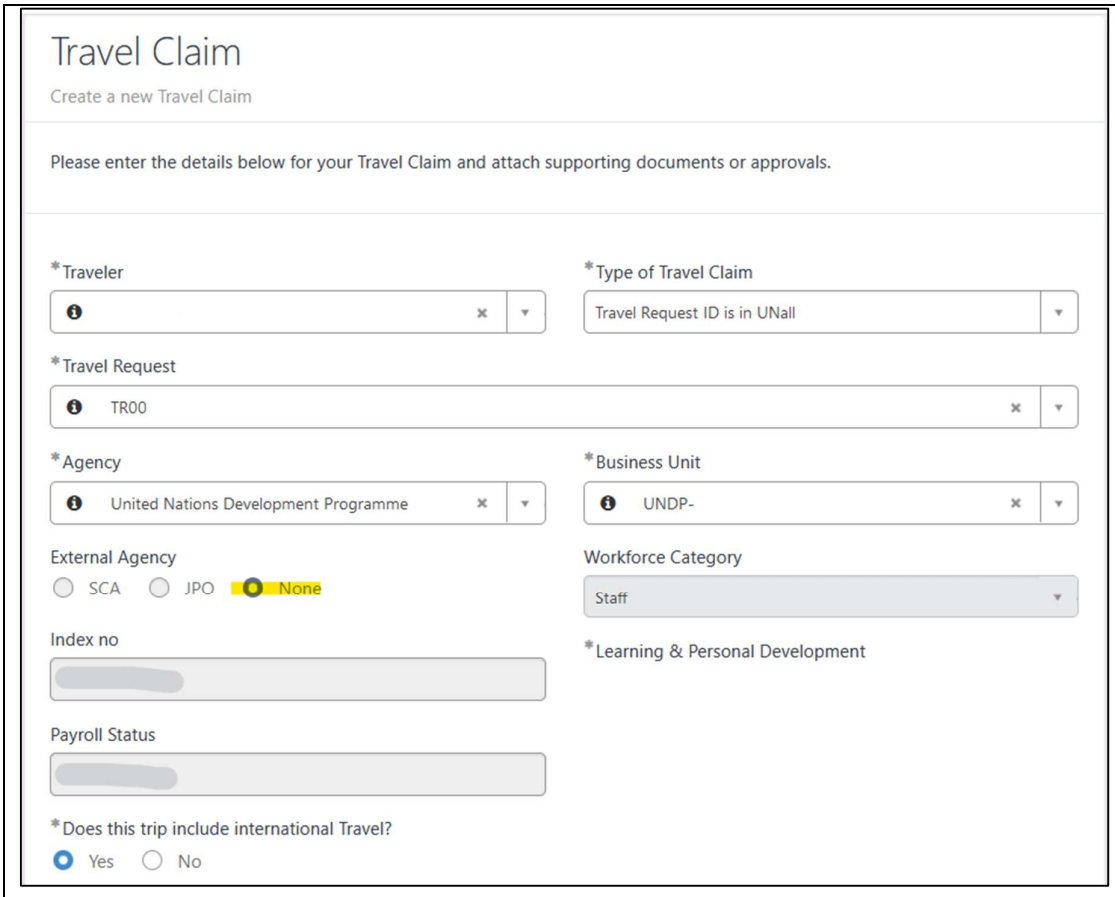
5. Fill in the other fields as required and attach the supporting documents. Then, submit the TC for approval to the following JPOSC travel processors: ivana.skovgaard@undp.org; kalina.kirilova@undp.org; lisa.fialla@undp.org

TC Scenario 3 – TCs based on existing TRs, travel funded by Hiring Unit's COA

1. Navigate to the TC module in UNAll (Travel > Travel Claim)



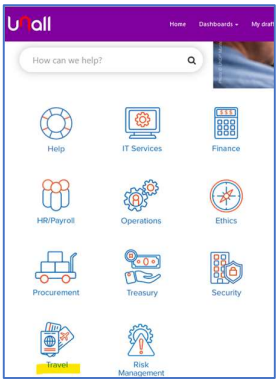
2. Select the outstanding TR.
3. Since the TC is connected to a TR funded by a UNDP Hiring Unit, the External Agency defaults or automatically selects "None". **DO NOT CHANGE/SWITCH.**



4. For issues with the TC, please contact the local Travel Arranger / Travel Processor, or submit a UNAll incident.

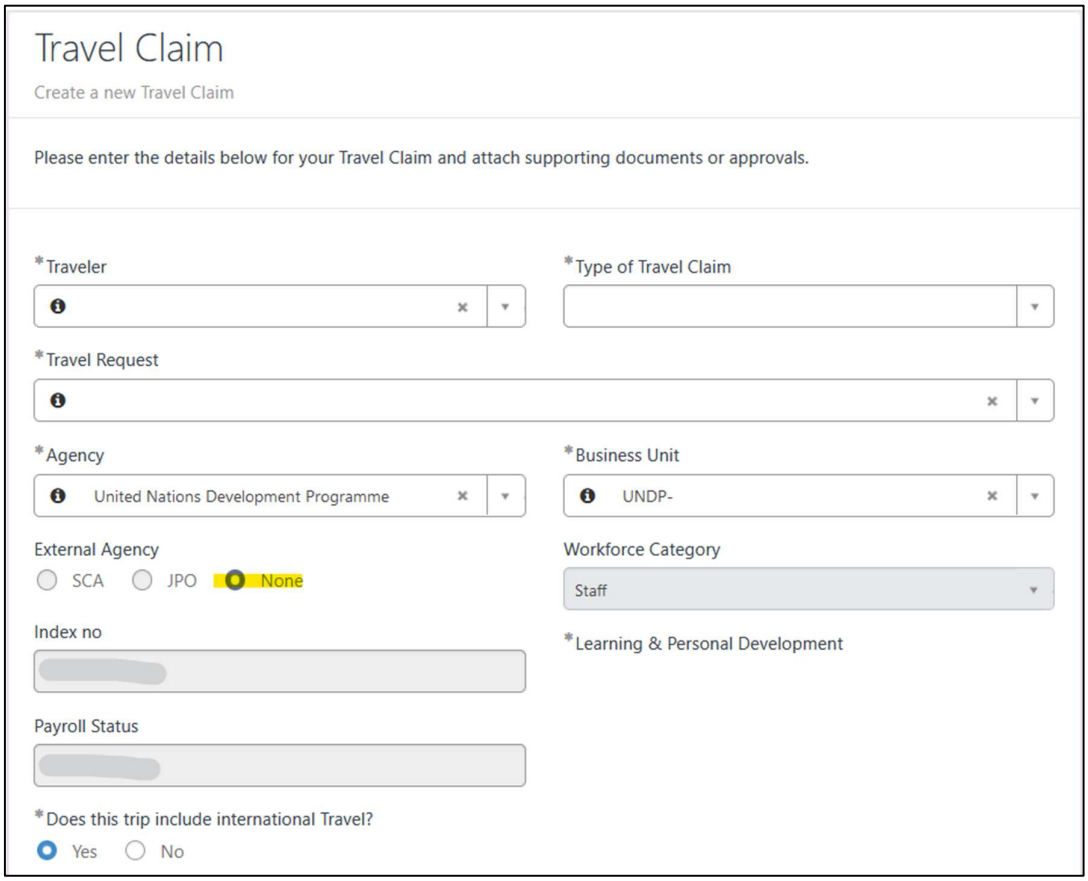
TC Scenario 4 – TCs NOT based on existing TRs, travel funded by Hiring Unit's COA

1. Navigate to the TC module in UNAll (Travel > Travel Claim)



2. Enter the fields as required (e.g. Agency, BU, etc.).

3. The TC should reflect the “External Agency” as “None”. Only if the filed reflects another option, but “None”, you may **CHANGE/SWITCH,** it to reflect the correct value.



4. For issues with the TC, please contact the local Travel Arranger / Travel Processor, or submit a UNAll incident.

TC Scenario 5 – JPO travel funded through Cost-sharing between JPO Programme Donor Funds and Hiring Unit

1. Two separate TCs should be raised, and costs apportioned accordingly to the responsible parties.
2. For the cost funded by JPO Programme Donor Funds > follow steps in **TC Scenario 1 or TC Scenario 2**, whichever is applicable.
3. For the cost funded by JPO’s Hiring Unit > follow steps in **TC Scenario 3 or TC Scenario 4**, whichever is applicable.