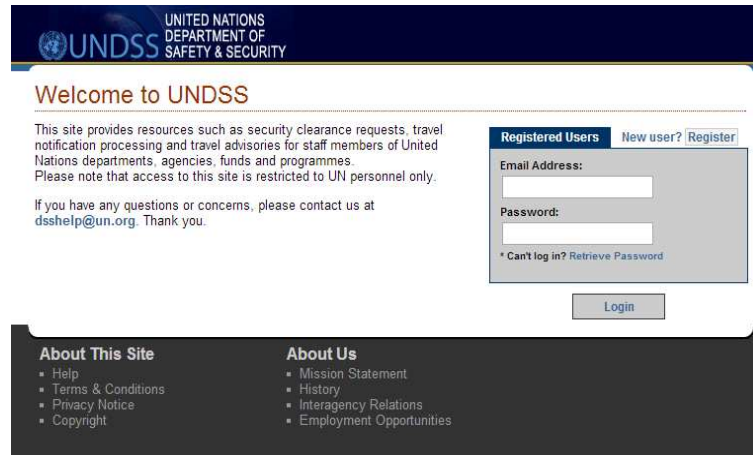# TRIP – TRAVEL REQUEST FOR MULTIPLE STOPS (SELF AND OTHERS)

UNDSS — UNITED NATIONS DEPARTMENT OF SAFETY & SECURITY
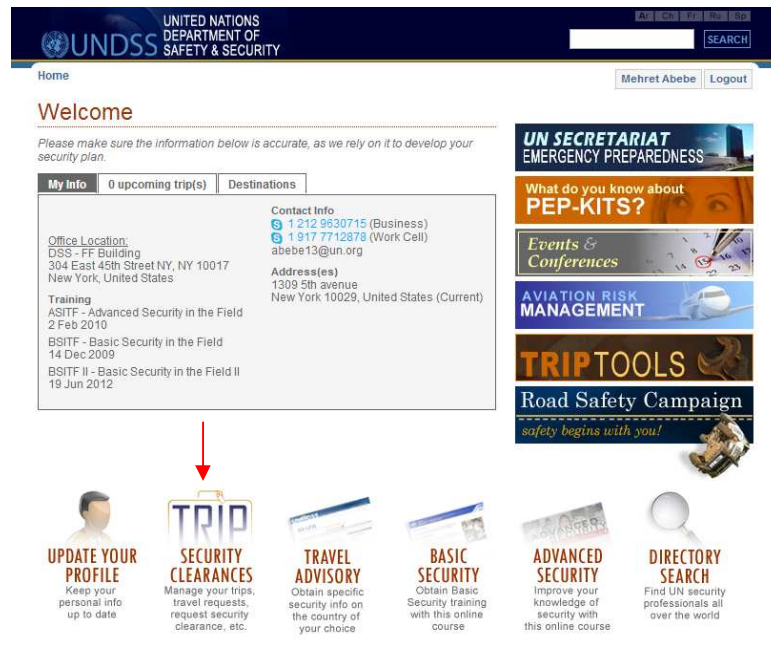
1 Open a web browser and load the DSS site: **https://dss.un.org**.

Enter your UN email address as your username and enter your password.

2 Once logged in, select the "**TRIP**" icon at the bottom of the screen *(indicated by the red arrow)*

3 A new window will appear for you to select a travel type.

Create travel details (multiple stops): is used to submit travel requests consisting of multiple travel segments and for multiple travellers. It also includes transit information.

Select **Create travel details (multiple stops)**

Create travel details (one way or round trip): is used to submit a travel request for yourself, consisting of single a travel segment or round trip.

Travel Details List

No travel details in the list.

Create travel details (multiple stops)	Create travel details (one way or round trip)

4 A new window will appear for you to add your travel segment.

Travel details status: **NotSubmitted**

STEPS   ITINERARY   TRAVELLERS   ACCOMODATIONS   SUMMARY & SUBMIT

Travel Segments

Travel Advisory

No travel segments in the list

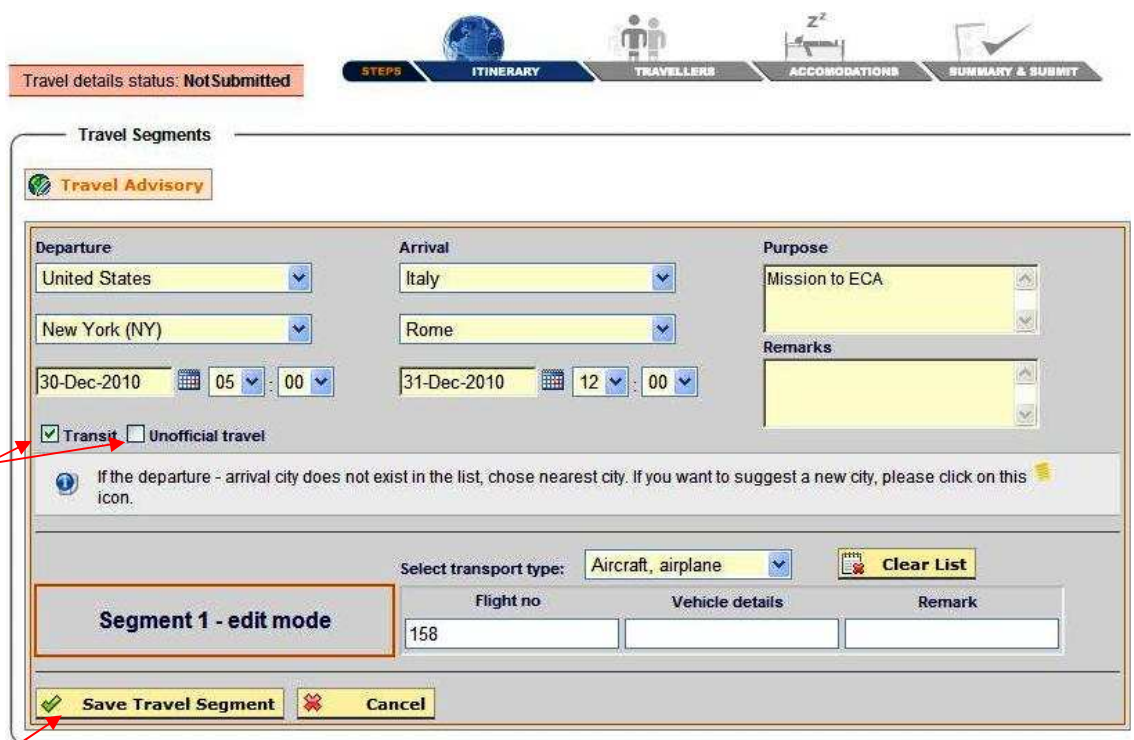**Click on Add travel segment**

+ **Add travel segment**

5 **Begin** filling out your travel information.

If in transit, please make sure you check the **transit checkbox** Likewise for **unofficial checkbox.**

When done click on the "**Save Travel Segment**"

Travel details status: **NotSubmitted**

STEPS | ITINERARY | TRAVELLERS | ACCOMODATIONS | SUMMARY & SUBMIT

Travel Segments

Travel Advisory

Departure	Arrival	Purpose
United States	Italy	Mission to ECA
New York (NY)	Rome	**Remarks**
30-Dec-2010 05 : 00	31-Dec-2010 12 : 00	

☑ Transit ☐ Unofficial travel

ⓘ If the departure - arrival city does not exist in the list, chose nearest city. If you want to suggest a new city, please click on this icon.

Select transport type: Aircraft, airplane | Clear List

Segment 1 - edit mode	Flight no	Vehicle details	Remark
	158		

✔ Save Travel Segment   ✖ Cancel

6 Click on **add travel segment** to add an additional travel segment.

Travel details status: **NotSubmitted**

STEPS | ITINERARY | TRAVELLERS | ACCOMODATIONS | SUMMARY & SUBMIT

Travel Segments

Travel Advisory

	Departure	Departure Date	Destination	Arrival Date	TR	UT	Status	
1	New York, USA	30-Dec-10 05:00	Rome, ITA	31-Dec-10 12:00	☑	☐	NotSubmitted ⚠ 🗑 💲	

+ Add travel segment

• Place your cursor/mouse over text or icons for additional info

Symbol legend: ✎ Edit travel segment ⚠ Show segment status
🗑 Delete travel segment 💲 Add travel segment
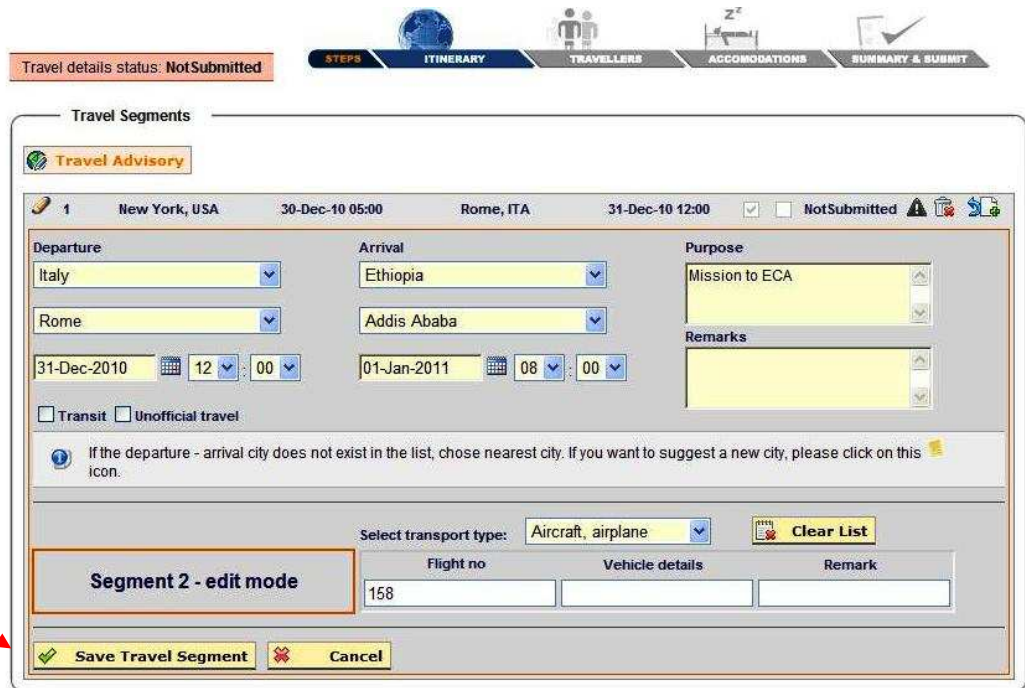
📦 1 travel segment(s)

☐ TR Transit ☐ UT Unofficial travel

➡ Next step

7

Begin filling out your travel information as indicated in **step 5**.

Repeat **steps 5 and 6 for each** of your travel segment of your planned travel.

When done click on the "**Save Travel Segment**"

8

Click on **"Next step"** to proceed to the next section to add travellers

9

If you are submitting the request for yourself, select the button that **reads your name**.

If you are submitting a request for another traveller always search for travellers first **"Search for traveller"**

If you cannot find the person select **"Create New Staff"**

Like wise, click on "**Create New Dependant**" if you are submitting a request for a Dependant.

Travel details status: **NotSubmitted**

STEPS   ITINERARY   TRAVELLERS   ACCOMODATIONS   SUMMARY & SUBMIT

Travelers

No travellers in the list.

✔ Add Ms. Mehret Abebe as traveler	Click button to add Ms. Mehret Abebe as traveler and mission leader.
✔ Search for traveler	Search for traveler in TRIP database.
Create New Staff	If user doesn't exist create NEW one.
Create New Dependant	If dependatnt doesn't exist create NEW one.

10

You will see your name will be added to the list of travellers.

Travel details status: **NotSubmitted**

STEPS | ITINERARY | TRAVELLERS | ACCOMODATIONS | SUMMARY & SUBMIT

Travelers

	Name	Email (UN Official)	Agency	Nationality	Duty station	ML	Driver		
🖊	**Ms. Mehret Abebe**	abebe13@un.org	DSS	ETH	New York/USA	Yes	No	💬 🗑 ⚠

● Place your cursor/mouse over text or icons for additional info   **Symbol legend:** 🖊 Edit traveller details   💬 Traveller remarks

📇 1 traveller(s)   🗑 Delete traveller   ⚠ Traveller warning

Select the **Next step** to proceed to the next section.

✓	Add Ms. Mehret Abebe as traveler	Click button to add Ms. Mehret Abebe as traveler and mission leader.
✓	Search for traveler	Search for traveler in TRIP database.
👤	Create New Staff	If user doesn't exist create NEW one.
👤	Create New Dependant	If dependatnt doesn't exist create NEW one.

⬅ Previous step   ➡ Next step

11

Enter your accommodation details

Travel details status: **NotSubmitted**

STEPS | ITINERARY | TRAVELLERS | ACCOMODATIONS | SUMMARY & SUBMIT

Accommodation details

Please note: Make sure that all mandatory **(*)** fields are filled out.

❌ Cancel

Select stopover city

Bamian, AFG (Arrival date: 14-Jan-2011) ▼

Select traveler(s)

Travelers
☑ Ms. Mehret Abebe

⬅ Back

Enter accommodation details

Hotel name or name of the contact person:

[   ] (*)

From: [14-Jan-2011] 📅 (*)   To: [   ] 📅

Email: [   ]

Country: [Afghanistan ▼] (*)   City: [Bamian ▼] (*)

Address: [   ] (*)

Remarks: [   ]

Phone	Type	Remarks
[ ]	—Not Set— ▼	[ ]
[ ]	—Not Set— ▼	[ ]
[ ]	—Not Set— ▼	[ ]

When finished click on the **save button**

✓ Save

12 You will see a **summary** of your travel details for review.

Please note: If some of the information is incorrect you can go back to edit as required.

Click on **Submit travel details**.

Please note: Once you have submitted your travel details, a new window will appear that displays the status of your request. ***You will also receive an automatic email message regarding your travel request.**