



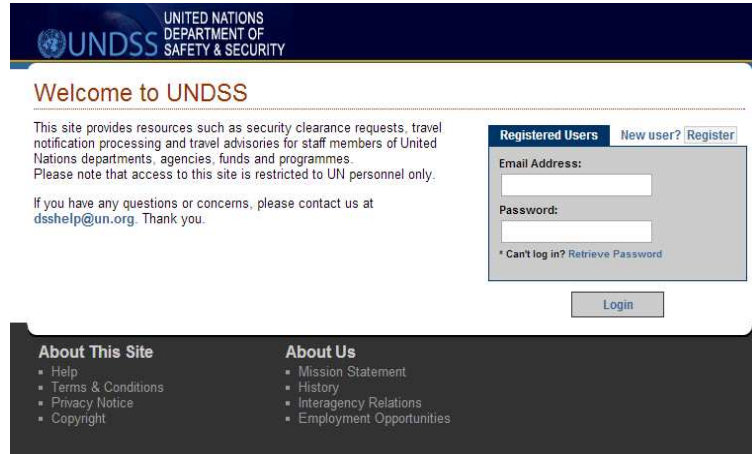
TRIP - TRAVEL REQUEST FOR ONE WAY OR ROUND TRIP (SELF)

UNITED NATIONS DEPARTMENT OF SAFETY & SECURITY

1

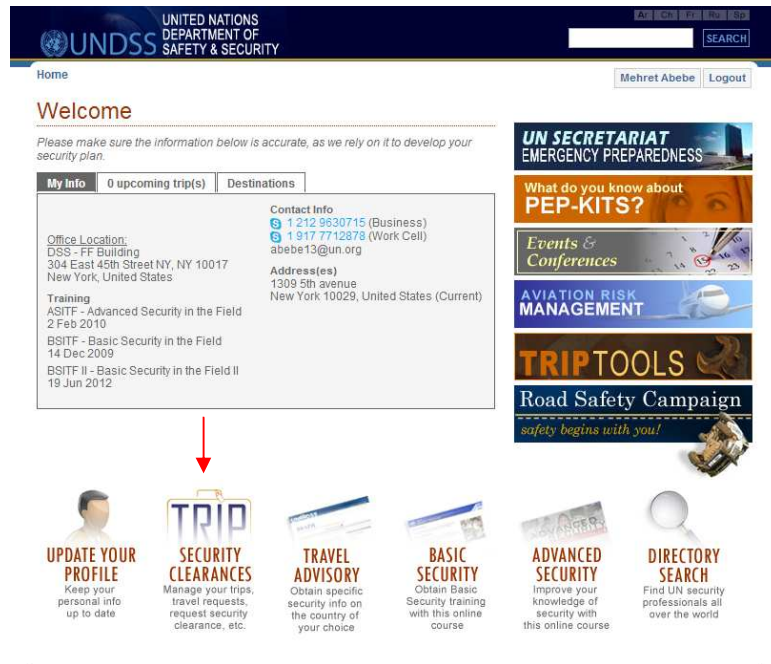
Open a web browser and load the DSS site <https://dss.un.org>.

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



2

Once logged in, select TRIP icon at the bottom of the page





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

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.



Select **Create travel details (one way or round trip)**.

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

4 Begin filling out your travel information.

Select the **checkbox** that indicates your travel type: **One Way, Round Trip** or **Unofficial travel**

Travel segment

Use this form to create simple Security Clearance Request/ Travel Notification, which contains only you (Ms. Mehret Abebe) as traveler and only one travel segment. If you need to create complex request (having more then one traveler and/or more travel segments) please select "Create complex travel details" under TRIP menu.

One way trip
 Round trip
 Unofficial travel

Purpose: Annual UNESCO conference

Remarks:

Traveling from: United States, New York [New York], 11-Mar-2011 08:00
 Traveling to: France, Paris [Paris], 11-Mar-2011 15:00
 Traveling by: Aircraft, airplane
 Flight No.: 756
 Details:
 Remarks:

Traveling from (return segment): France, Paris [Paris], 15-Mar-2011 07:00
 Traveling to (return segment): United States, New York [New York], 15-Mar-2011 14:00
 Traveling by: Aircraft, airplane
 Flight No.: 782
 Details:
 Remarks:

If the departure - arrival city is not in the list, chose nearest city. To add a new city in the list, please click on this icon.

Hotel name or name of the contact person: Le Plaza Athénée
 Country: France
 Address: 25 Avenue Montaigne
 Phone number: 917856325
 Phone remarks:

Email:
 City: Paris [Paris]
 Accommodation remarks:
 Phone type: Work Cell

Save travel segment

Failure to provide contact information may make it impossible to extend in extremis support to UN personnel and eligible family members in the event of an emergency.

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



5 You will see a message that reads
“Your request has been successfully sent.”



Note: You will also receive an automatic email message regarding your travel request.