

# DTTA FAQ

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**What is the Duty Travel and Training Allowance (DTTA)?**

The DTTA is an amount which is provided to all JPOs in order to strengthen and further develop the JPO's knowledge and skills relevant to the JPO assignment, and thus to enhance JPOs' performance during their assignment. The amount varies by donor country.

**What can the DTTA be used for?**

The DTTA can be used for external training courses at different institutions or universities, whether those have to be attended in person or on-line, as well as to participate in official missions related to the tasks performed by JPO during his/her assignment. The JPO Programme Office will not entertain requests for courses that are unrelated to the tasks performed by the JPO.

As a general rule, the DTTA should not be used for language and computer training in view of the fact that these types of training are a prerequisite for selection prior to the JPO assignment. However, in specific circumstances when the use of the language is required by the Terms of Reference, and with approval of their supervisor, the use of DTTA for language and computer courses can be exceptionally authorized if deemed necessary for the performance of their duties and if language training cannot otherwise be provided free of charge.

**The DTTA cannot be used to obtain a Degree.**

**Can I use the DTTA funds to go on a longer mission?**

The DTTA can also be used for a period of Temporary Duty Assignment (TDY) for a maximum of 90 days.

As for every day of official business travel staff members are entitled to DSA, depending on how many days the TDY will be for, the DTTA funds might or might not be sufficient. In case they do not, you can either negotiate with the receiving office to fund part of the travel, or you will have to bear the exceeding costs.

If the mission is expected to last longer than two weeks, it is necessary to provide detailed terms of reference indicating the tasks to be performed during the mission.

**When can JPOs use the DTTA?**

The DTTA is to be utilized throughout the assignment and no later than 1 month before the end of the contract (COB). Applications have to be submitted to the JPO Programme at least 21 days before the date of the travel and in any case no later than 3 months before the end of the JPO's contract.

The unspent amount from each year of contract can be carried over to the following year.

**JPOs cannot use in advance the DTTA funds that they are expected to receive the following year.**

**How to request to avail of the DTTA?**

The use of the DTTA funds must be requested each time for each training course or mission through the submission of the **P.138 form** in consultation with the JPO's direct supervisor and the director of the Division or the Head of the Office where the JPO is serving. The form will have to be signed by both the JPO supervisor and the director of the division and forwarded to our office for review and approval.

If the DTTA is used for a mission longer than two weeks, in addition to the P.138 form, it is required to provide the JPO Programme office with a detailed Terms of Reference indicating the activities to be conducted during the mission.

JPOs are required to indicate in the P.138 form the specific amounts that are requested. The DSA rates are available on the ICSC website <http://icsc.un.org/rootindex.asp>.

**What do the DTTA funds cover?**

The DTTA can be used to cover, when applicable

- 1) Training fees
- 2) Transportation expenses (air/rail/bus tickets)
- 3) Daily subsistence allowance (DSA)
- 4) Terminal Expenses
- 5) Other miscellaneous expenses (visa/training material).

**Note that you are not entitled to DSA for a night that is spent on board of a plane!!**

**Where can I find the training forms?**

Training forms can be found in the Unite Connection Community for JPOs at

<https://connections.unite.un.org/homepage/login/>

**Please log in using your UMOJA credentials**

**What happens if the training course is more expensive than the available budget?**

If your available budget does not allow the payments in full of the expenses related to the training, and you still want to attend the course, you will have to bear the difference at your own expenses.

At the end of a travel request and an expense report UMOJA will display the total amount required for the trip. The amount will have to be within your available training budget.

Please note that while the system will not block the approval of the travel request, the amount will have to be either manually modified before the approval, or manually recovered if approved.

**Do I need a Laissez-Passer?**

Every UN staff member travelling on official business to a country different then the staff member's duty station, therefore including travels for training purposes, regardless the destination and the nationality, requires a UN Laissez-Passer. You can apply to obtain one by filling the necessary form

[https://iseek-newyork.un.org/webpgdept593\\_52](https://iseek-newyork.un.org/webpgdept593_52)

TTS requires 5 business days from the date a duly completed and certified application form is submitted to process the issuance of a UN travel document.

For express processing of Laissez-Passer in less than five business days a fee of US\$30 will be charged to the traveller's department.

In case this is applicable, the amount will also be deducted from your training budget.

**How do I proceed?**

Once the approval for a specific training course with the relevant signed P.138 form is received, JPOs are authorized to use the DTTA amount as indicated in the form.

- 1) If attending the training course does not require travelling, JPOs can proceed with the payment of the training fees, if applicable, and attend the training.
- 2) If the training course requires travel, JPOs can contact the UN authorized travel agencies (AMEX or OTHERS) to pre-book a travel. Please enquire with the colleagues in your office which is the actual practice or check with the JPO Programme office.

Once the UN provider indicates an estimate of the travel, an official business travel request has to be raised in Umoja.

THE TRAVEL REQUEST IN UMOJA HAS TO BE APPROVED BEFORE TRAVELLING, REGARDLESS WHO PURCHASES THE TICKET

Please note that even if the training course takes place in the same city but at a different institution, a Travel request will have to be raised for insurance purposes.

The only time when the travel authorization is not needed is for online courses.

**Can I purchase my own ticket on-line and ask for a reimbursement later (self-ticket)?**

- 1) Self tickets are allowed for travels below 1000 USD;
- 2) Different duty stations developed different procedures.  
The common line is that a maximum reimbursable amount of the ticket has to be determined by the local travel section. This is done only through the approval of the Travel request.  
**For tickets issued in New York, a screenshot or a pdf document of the travel searching engine with the price of the ticket has to be attached in the UMOJA.**  
If the ticket is issued in other duty stations, you will have to enquire with your office about the local procedure. Very likely, you will be requested to contact the local travel agency provider and ask for a quotation. The quotation will determine the maximum reimbursable amount, which will be uploaded in the travel request in UMOJA.
- 3) A request for self-ticket cannot be done retroactively.;
- 4) Self tickets are not possible on the routes New York-Boston and New York-Washington DC;
- 5) **DO NOT PURCHASE YOUR TICKETS BEFORE THE TRAVEL REQUEST IS APPROVED.**

**Where can I find the Daily Subsistence Allowance (DSA) rates?**

DSA rates are public and can be viewed on the International Civil Service Commission (ICSC) website

<https://icsc.un.org/>

**Note that the UN does not reimburse hotels based on receipts. DSA are supposed to cover for any expense which you will undertake for official business**

**What are terminal expenses?**

Terminal expenditures are all expenditures for transportation between the closest airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges. For New York, the amounts to be reimbursed for each such trip are \$78. For all other duty stations, the amounts to be reimbursed for each trip are \$47 unless transportation is provided for free.

**What about training fees?**

**TRAINING FEES WILL ONLY BE REIMBURSED AFTER THE TRAINING IS COMPLETED.**

**This means that you will have to cover all trainings costs in advance.**

If the training requires travelling, you will be required to indicate in the travel request the total amount of the training fees under “other costs” in the actual currency.

### **Can I take online courses?**

Yes, courses can also be taken online. If the training does not require travelling, you will still have to submit the P.138 **BEFORE TAKING THE COURSE**. If the training does not require travelling, you will be required to pay in advance the training and submit, together with the rest of the documents, an F10 with the actual receipts of the payments upon completion of the course.

**The reimbursement of this kind of claims normally takes between 2 to 4 months. It depends on the Claims Section’s workload.**

### **How do I raise a travel request in UMOJA?**

The job aid is available at [https://umoja.un.org/sites/umoja.un.org/files/ess\\_-\\_create\\_official\\_travel\\_including\\_self-ticket\\_2018-09-12.pdf](https://umoja.un.org/sites/umoja.un.org/files/ess_-_create_official_travel_including_self-ticket_2018-09-12.pdf)

### **What else is required in order to travel?**

There are two types of additional clearances that **ARE COMPULSORY** to obtain before leaving **REGARDLESS YOUR DESTINATION**:

- Medical Clearance
- Security Clearance

**a) Medical Clearance** – It is issued by Medical Divisions. You will receive a notification via e-mail as soon as you submit your travel request. You will be requested to complete a Travel Health Questionnaire (Form MS.4); Go to the Medical Portal (<https://medical.un.org>) and login with your UnitelID. In the My Work section, complete the form "MS.4 Travel Health Questionnaire" that will appear in green. Accurate and detailed completion of the MS.4 will assist in rapid turnaround of your clearance.

**For official travel in some countries you might be required to take specific vaccinations**

**b) Security Clearance** – It is issued by DSS. If you do not submit the request, you will receive a notification that says that your request has failed. In order to obtain the security clearance, go to the DSS website and fill the required information.  
<https://trip.dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>

**Obtaining both clearances has also insurance-related consequences!!**

## Few tips

### Work start date/time

Indicate the date and time when the course or the mission starts and ends **AT THE DESTINATION!!!!!!**.

If there is a difference between these dates and the travelling dates, the system will give you an error message.

Work Start Date/Time: *	19.06.2016	08:00
Work End Date/Time: *	02.07.2016	18:00

## Attachments

Any travel request has to include as an attachment the P.138 form, signed by the JPO Programme. If you are travelling at no expenses of the Organization (0 cost) you will have to add the approval from your supervisor and some documentations indicating the work date of the seminar, conference, course that you are going to attend.

Calendar of Trips Attachments (1)

Delete Attachment

Title	Added By	Added On
P.138	Matteo SASSO	07.11.2019

Add Attachment

Type: ☐ Link ☐ Note ☒ Business Document

Document Type: Travel document

File Path: Browse

Description:

Upload

## Itinerary details

Comments/Special Instructions:

This travel request is submitted for Security Purpose only. I will pay the ticket by myself and will not require any DSA.

### Itinerary Details

Please specify **ONLY** the official itinerary here. Connecting points or stopover(s), if any, should not be included except when a forced overnight is required to reach the destination or there is a change in mode of transportation. Personal deviation details, if any, should be clearly indicated in screen #6.

Additional itinerary lines can be created by clicking icons on the far right.

Itinerary Details: Mr. Giorgio NEIDHARDT 19 Aug 1983, 00071266

Departure Date/Time	Departure City/Country	Mode of Travel	Arrival Date/Time	Arrival City/Country	Applicable Subsistence	Subsistence Country	Subsistence Region
18.06.2016 09:55	GENEVA,GE,SWITZERLAND	01 Commercial Aircraft	18.06.2016 11:10	FLORENCE,ITALY	1 DSA	Italy	Florence
03.07.2016 11:40	FLORENCE,ITALY	01 Commercial Aircraft	03.07.2016 12:55	GENEVA,GE,SWITZERLAND	2 DSA/MSA Not Payable	United Nations	Subsistence Not Applicable

- a) Make sure that in this part you only indicate the **OFFICIAL ITINERARY**. The official itinerary is the shortest time that enables you to arrive before the work start-date and time. It

normally means to arrive the day before, and to leave the day after, unless the first day or the last day are not worked in full.

- b) Further to that in Comment Section, you will be requested to indicate the personal deviation (if applicable) and what the details of the deviation are going to be. indicate the date when you leave and when you return
- c) Make sure you indicate both legs of the travel (e.g. Geneva-Florence and Florence-Geneva)
- d) If you are claiming DSA, make sure you indicate it in the first leg of the itinerary in the drop-down menu under Applicable Subsistence. In the second leg you will have to select “DSA not payable”

### Entering Deductions

Make sure you double check the deductions in DSA that are applicable to this specific trip. You will have to option to select No DSA only clicking on “Allow the system in calculate the Subsistence Allowance”. If accommodation or meals are provided, make sure you enter the applicable deductions. Make sure the total amount remains within your available budget.

The screenshot shows a form titled "Subsistence Allowance/Deductions". It includes a checkbox labeled "Allow the system to calculate the Subsistence Allowance" which is checked. Below this, there is a label "Number of Deductions:" followed by a text input field containing the number "16". To the right of the input field is a yellow button labeled "Enter Deductions". At the bottom left, there is a "User Settings" button with a right-pointing arrow.

### Advance payment mode

**MAKE SURE YOU CLICK ON TRAVEL ADVANCE REQUESTED**

The screenshot shows a form for "Advance payment mode". It includes several fields: "Travel advance requested:" with a red asterisk, "Advances:", "Advance Payment Mode:" with a red asterisk, and "Bank Account Selection:" with a red asterisk. To the right of these fields is a "User Settings" button with a right-pointing arrow. Below the "Travel advance requested:" field are two radio buttons: "Yes" (selected) and "No". Below the "Advances:" field is a text input field containing "638.00 United States Dollar". Below the "Advance Payment Mode:" field are five radio buttons: "EFT" (selected), "UNDP", "Cheque", "Cash", and "Other". Below the "Bank Account Selection:" field is a text input field containing "UBS AG-\*\*\*\*\*440B-USD". To the right of the "Advances:" field is a yellow button labeled "Enter Advances".

**SELECT “EFT” FOR ALL YOUR DTTA RELATED TRAVEL REQUESTS!!!!**

This is a close-up of the "Advance Payment Mode" section of the form. It shows five radio buttons: "EFT", "UNDP", "Cheque", "Cash", and "Other". The "EFT" radio button is selected and highlighted with a yellow circle.



## Ticket to be provided by

Indicate **commercial provider**!!! Self-tickets are only authorized when the amount of the ticket is below 1000 USD.

## Estimated costs

Estimated costs						
<input type="button" value="Calculate"/> <input type="button" value="Add New"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>						
	Expense Type	Calculate	Currency	Estimated Costs	Equivalent...	Currency
	Travel Service Management Fee	<input type="button" value="Calculate"/>	USD-United States Dollar	252.00	252.00	USD
	Airfare Ticket Cost	<input type="button" value="Calculate"/>	USD-United States Dollar	5,600.00	5,600.00	USD
	Subsistence Allowance-Stf Mbr	<input type="button" value="Calculate"/>	USD-United States Dollar	1,866.00	1,866.00	USD
	Terminal Expenses	<input type="button" value="Calculate"/>	USD-United States Dollar	202.00	202.00	USD
	<b>Sum</b>				<b>7,920.00</b>	<b>USD</b>

Make sure you click on the estimated cost and indicate the price of the ticket!!!!

Also have the system calculating the Terminal expenses for you.

**TRAINING FEES WILL HAVE TO BE INDICATED AS "OTHER COSTS".**

In case any of the elements are not applicable, just do not indicate it.

All expenses will have to be reflected in the currency used for the actual payment.

Please try to indicate the price of the ticket **as accurately as possible**. The Travel request obligates the funds you indicated in the system. If you request to obligate more than what you need, you will not be able to use the funds until the obligation is liquidated, which normally happens when travel claims receive the invoice from the UN authorized travel agency few months after you submit your expense report.

## Cost Assignment

By default, the cost assignment for the training will be your training budget. If your office decides to sponsor the training, you will have to request the finance section of your department to provide you with their own cost centre and manually change it in the travel request.

If your office or another office offers to fund some of the travel expenses, you will have to enter two different cost centres and split the total amount by percentage, like in the example below.

Cost Assign (%)	Company Code	Business Area
58.00	United Nations	United Nations Headq
42.00	United Nations	United Nations Headq

Cost Center:

Order:

WBS Element:  Y2 JPN JPO

Sales Order:

Funds Center:  DESA CDO H

Functional Area:  JPO-00029

Your DTTA cost centre Fund is **32JPO**.

**If you submit your request with only a different cost centre, our office will not be able to see or approve the TA.**

## Final Action

Make sure you click on Save and Send for Approval!!!! Otherwise the submit button will not pop up.

**Final Action**

☐ Save Draft I only want to save my travel request and send it later

☒ Save and Send for Approval I want to save my travel request and send it now for further processing. I confirm that I have entered all required information and I am aware of the consequences of not submitting an expense report on time.

I am aware that, within two calendar weeks after completion of travel. I am required to submit, on line, my expense report. Failure to comply with this requirement will result in automatic recovery of my travel advance(s) through payroll deduction. I also understand that provision of documentary evidence that I undertook this official business travel is required. I will submit a passport bearing customs and/or immigration markings showing the dates of arrivals and departure of five (5) years and produce them upon request by the Executive Office, Accounts Division, Office of Management and Administration.

## Expense report

Once the travel has been completed, an expense report will have to be created in UMOJA within 14 days from the day of the return to reflect the expenses related to your travel (e.g. ticket, DSA, terminal expenses, training fees).

**THE EXPENSE REPORT HAS TO BE CREATED FROM THE SAME TRAVEL AUTHORIZATION WHICH ORIGINATED THE EXPENSE REPORT ITSELF.** If you do not do that, the system will automatically recover what was advanced to you.

Make sure that you highlight your travel, so the line turns into orange, as per below!!

Then you can click on "Create expense report".

If you don't highlight the travel, the system will create a stand-alone expense report delinked from any travel request.



Trip Number	Start Date	End Date	Travel Category/Type	Destination	Travel Purpose	Security Clearance Status	Medical Clearance Status	Workflow Status	Recommended Actions
857032	21.09.2019	05.10.2019	OT- 02. Training	TURN/ITALY	Training	Security Clearance Requested	Medical Clearance Requested	TO Approved	Create and submit Expense Report
849566	02.09.2019	02.09.2019	HR- 03. Appointment Post	NEW YORK,NY,USA	Initial Appointment	Security Clearance Requested	Medical Clearance Requested	Travel Claim Unit Approved	No Action

Make sure to attach in the expense report, if applicable:

- 1) Boarding passes or train ticket (not the itinerary!!!)
- 2) Training completion certificate
- 3) Receipts of training fees payment
- 4) Duly signed P.138 in all parts!!! This include part IV, which has to be filled on the page where all the signatures are, as well as the P.138A (part 2) Evaluation of the Training.
- 5) If you were authorized to purchase your own ticket, the receipt of the payment

#### Part IV: Applicant Certification of Successful Completion

This certified that I have successfully completed the staff development activity described above.

Attached are: ☐ Certificate of successful completion ☐ Participant Evaluation Form ☐ Form F.10 with receipts

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Impact of the training</b> (to be filled when the staff member certifies their completion of training)

Training fees cannot be advanced. They will be reimbursed to you only when Claims Unit approves your expense report.

#### Reimbursement of the Training Fees of online training

Online training courses have to be requested through the submission of the P.138. However, as a travel is not involved, you will not have to create any document in UMOJA.

Upon the completion of your training, you will be required to submit via e-mail to the JPO Programme all the documents listed above in para. 9 (except for the tickets). In addition, you will have to fill and submit an F10 form.

<https://iseek-newyork.un.org/content/f10-claim-form>

THE REIMBURSEMENT OF THE FEES IS PROCESSED BY US AND TRAVEL CLAIMS SECTION AND CAN TAKE UP TO THREE MONTHS