# To: Date:

#  Manager, Travel Services Section

 UNDP/BMS/General Operations

# From: Tel no./Ext:

#

Subject: Request for Issuance/Cancellation of Travel Document(s)/Visas

Staff Member and Index No:

[  ] New LP (red/blue) [ ] Cancellation of LP (red/blue)

[ ] UN certificate [ ] Family Certificate

Attachments:

[  ] UNLP (red/blue) [ ] Photos of SM (#\_\_\_); Dependants (#\_\_\_)

[ ] Form TTS. 2 [ ] Form TTS.7

[ ] Additional documents

Mail documents by: [ ]pouch [ ] Courier (DHL)

 [ ] Authorization for courier service (see below)

Additional Request:

Please urgently courier service red/blue UNLP to:

Name:

Address:

Tel. No.:

GLJE Number\*:

\*As a standard, the UN Travel and Transportation Section (UN TTS) issues a United Nations laissez-passer (UNLP) 5 business days from receipt of the authorized request, assuming the application is complete. UN travel documents are dispatched using the United Nations diplomatic pouch service to offices outside of HQ unless requested via DHL. The UN TTS offers rush processing on a cost recovery basis ($30) when a quicker turn around is needed.

To facilitate the exceptional requests for expedited processing of a UNLP and / or dispatch via DHL the following process is being instituted with immediate effect.

Cost recovery for rush processing and / or dispatch through DHL should be made through the BMS Operations[Tracker](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fintranet.undp.org%2Funit%2Foolts%2Foso%2Fgo%2Fnyh%2FLists%2FServicesBOM%2FNewForm.aspx&data=02%7C01%7Cjillian.kellow%40undp.org%7C26b2eeab9d604ef74c8008d7a5c9666e%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637160156728827405&sdata=T8WY9kk9rDqx0DKKn%2Bha%2F7i7KFuZLoS6qb5nDzZAc08%3D&reserved=0) prior to submitting the UNLP application for certification. The request for exceptional processing can be submitted to the BMS Ops tracker with a **GLJE General Ledger Journal Entry**for cost recovery purposes. General Operations (GO) will no longer be collecting chart of accounts for this purpose. Please Debit your relevant project budget and Credit the GO account as follows:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Service | Bus Unit | Account | OU | Fund | DeptID | PCBU | Project | Activity | Impl Agent | Donor | Amount | Journal Line Description |
| Rush UNLP / Travel Doc | UNDP1 | 54015 | H29 | 16010 | 12401 | UNDP1 | 00099226 | ACTIVITY1 | 001981 | 00012 | $30 | Staff Member Name (UNLP / Travel Doc) |
| DHL Express | UNDP1 | 54015 | H29 | 16010 | 12401 | UNDP1 | 00099226 | DHL | 001981 | 00012 | $25 | Staff Member Name (DHL) |

s a difference between estimated and actual a

Once the GLJE has been approved and posted, the service requester needs to visit BMS Operations tracker at[https://intranet.undp.org/unit/oolts/oso/go/nyh/Lists/ServicesBOM/NewForm.aspx](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fintranet.undp.org%2Funit%2Foolts%2Foso%2Fgo%2Fnyh%2FLists%2FServicesBOM%2FNewForm.aspx&data=02%7C01%7Cjillian.kellow%40undp.org%7C26b2eeab9d604ef74c8008d7a5c9666e%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637160156728827405&sdata=T8WY9kk9rDqx0DKKn%2Bha%2F7i7KFuZLoS6qb5nDzZAc08%3D&reserved=0) and complete the following fields.

1. Under the “short service description”, please include the name and type of services requested of the staff member.
2. Under “service description”, please include the GLJE ID with the USD amount.  For DHL processing please include the dispatch information name, full address and telephone number (PO Box information will not be accepted by DHL).
3. Under “client”, choose non-BMS.
4. Under “service requestor”, please enter the name of the individual who is entering the service request.
5. Under “service area”, select appropriate service area from the drop-down menu: DHL Services, DHL and UNLP Rush, UNLP Rush Service.
6. Click on “save”.  An automatic email will be sent to the requester with BMSOPS case ID.

When submitting the UNLP request for certification please indicate approved and posted GLJE ID and BMSOPS case number along with the supporting documentation.

Thank you.