University of the Philippines
Diliman, Quezon City

QUICK GUIDE

Print Approved Local Travel

1. Log in to https://uis.up.edu.ph
    - Enter UIS credentials (username and password) > Login button

2. UIS Home Page > Main Menu
    - UP Employee Self Service > Employee Submissions/Requests > Request for Travel > Print Local Travel

3. Print Approved Local Travel
    - Fill up text fields (Note: * - Required field)
      -Position
        - Click the magnifying glass and click Go button Select Position.

      Note: If the end-user has multiple positions. He/she should select the necessary combination to generate an accurate report.

      -Start Date of Travel
    - Click Continue button

4. Schedule Request: Review
    - Click Submit button

   Confirmation
   Note: Your request for UP HR Travel Order has been scheduled. The Request ID is 5XXXXX

    - Click Ok button

5. Requests

   Requests Summary Table
    - Click the Refresh button until the Phase becomes Completed and the Status becomes Normal.
    - Click Output icon to view the report