University of the Philippines
Diliman, Quezon City

QUICK GUIDE

Submit Local Travel

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

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

3. Local Travel
   o Click Add button
   o Fill up text fields (Note: * - Required field)
     - Assignment Position
       o Click the magnifying glass and click go button then select Quick Select Assignment Position
     -Start Date
     -End Date
     -Destination
     -Purpose of Travel
     -Estimated Expenses
     -Funding Source
     -Local Travel Transportation
       o Click the magnifying glass and click go button then select Quick Select Local Travel Transportation
     -Entitlement
     -Remarks
   o Click Apply button
   o Click Next button

4. Review
   o Click Submit button

Confirmation
   Note: Your Local Travel is submitted for supervisor's approval