



1/ Access: <https://trip.dss.un.org/dssweb/>

2/ Once in your profile, click on second bottom icon "TRIP SECURITY CLEARANCES"

Welcome, Silvia Cleo

Please make sure the information below is accurate

**My info** | 0 upcoming trips | Destinations

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Training  
AMTF - Advanced Security in the Field  
20 Mar 2017  
BSITF 1x - Basic Security in the Field II  
26 Mar 2017

Attention: All TRIP users are reminded and strongly encouraged to register their full travel itinerary. This includes all stops, lay-overs or transfers with required flight information and updated contact details, not only points of departure and final destinations. UN personnel travelling are also reminded if there are any changes in your flight or travel itinerary, you must resubmit your request.

Updated and detailed contact information during your travels is required to enable UNDGSS and other UNISAMS organizations to locate and assist you in emergency situations in a timely manner, and/or provide you with timely updates on the security situation and incidents affecting your itinerary, including airport transfers. Thank you for your cooperation.

UPDATE YOUR PROFILE  
Keep your personal info up to date

**TRIP SECURITY CLEARANCES**  
Manage your travel requests, request security clearances, etc.

TRAVEL ADVISORY  
Obtain specific security info on the country of your choice

BASIC SECURITY  
Obtain basic security training with this online course

ADVANCED SECURITY  
Improve your knowledge of security with this online course

DIRECTORY SEARCH  
Find UN security professionals all over the world

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About Us  
• Mission Statement  
• History  
• Organizational Structure

Security Policy  
• Introduction to UNDGSS Policy  
• Field Security Handbook  
• Security Policy Manual

3/ In "MY TRAVEL REQUESTS" click on the left bottom "NEW NON-STOP ONE WAY OR ROUND TRIP REQUEST FOR MYSELF ONLY"

Home > TRIP > TRIP: My Travel Requests

TRIP: My Travel Requests

TRIP MYTRIP | MY PROFILE | MY TRAVEL REQUESTS | NEW TRAVEL REQUEST

Travel Requests

Itineraries	ML	Submitted	Status
Paris (FRA) 06-Nov-2017 ... Rome (ITA) 08-Nov-2017	Mr. Keith Sumpson	24-Oct-2017	Cleared
Seoul (ROK) 24-Oct-2017 ... Rome (ITA) 26-Oct-2017	Mr. Keith Sumpson	12-Oct-2017	Approved
Rome (ITA) 02-Sep-2017 ... Seville (SPA) 24-Mar-2018	Ms. Ruth Oliva Abascal	09-Aug-2017	Cleared
Paris (FRA) 29-Aug-2017 ... Rabat (MOR) 31-Mar-2018	Mr. Abdennacer Dakkout	25-Jul-2017	Cleared
Istanbul (TUR) 01-Jul-2017 ... Astana (KAZ) 31-Dec-2017	Ms. Dinara Imanbayeva	26-Jun-2017	Cleared
Rome (ITA) 12-Jun-2017 ... Tel Aviv (WVG) 15-Jun-2017	Eyal Klement	11-Jun-2017	Approved
Rome (ITA) 12-Jun-2017 ... Tel Aviv (WVG) 15-Jun-2017	Eyal Klement	11-Jun-2017	Returned
Rome (ITA) 12-Jun-2017 ... Tel Aviv (WVG) 15-Jun-2017	Eyal Klement	10-Jun-2017	Returned
Rome (ITA) 12-Jun-2017 ... Jersey (JEY) 15-Jun-2017	Mr. THEODORE KNIGHT-JONES	09-Jun-2017	Cleared
Rome (ITA) 12-Jun-2017 ... Tel Aviv (WVG) 15-Jun-2017	Eyal Klement	09-Jun-2017	Returned

Place your cursor/mouse over text or icons for additional info

10 travel detail(s)

Symbol legend:  
Duplicate travel details | Edit travel details  
Export to PDF/Excel | Delete  
Official travel | Transfer  
Pending request | Processed  
Resend email

New multiple stop request for myself or for another traveller | **New non-stop one way or round trip request for myself only**

4/ Fill the form with your flight and hotel information

5/ Once it is cleared / approved. You can download the .pdf and upload it in the registration form.