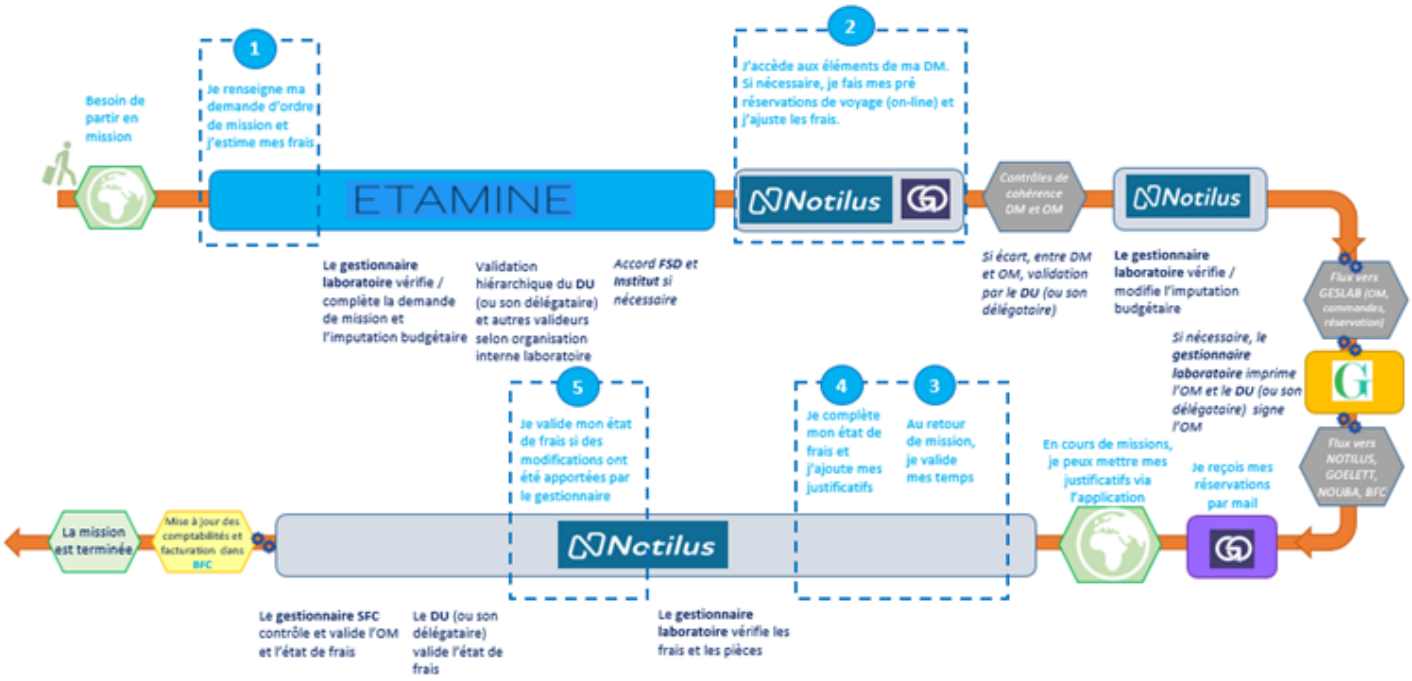
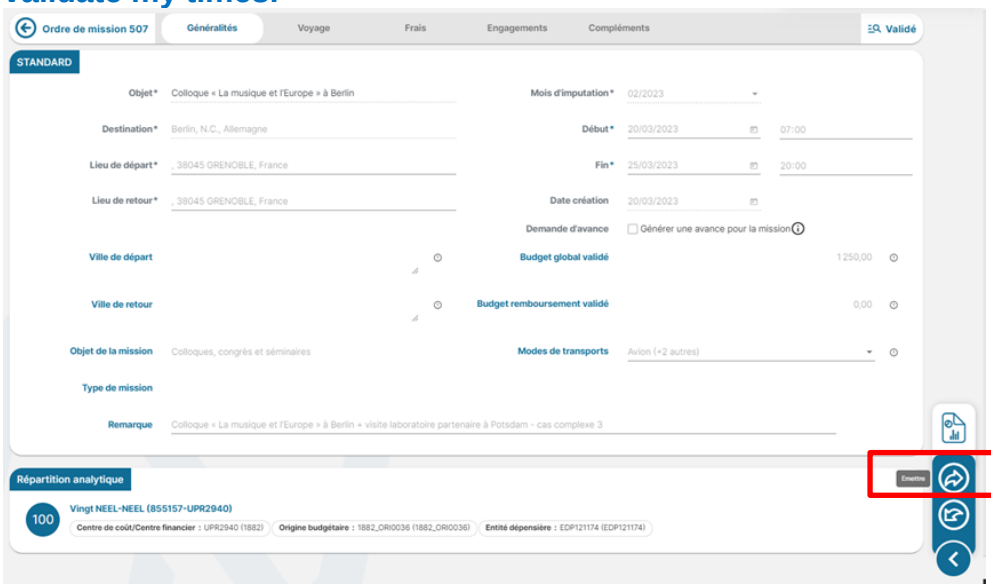
Mission progression: traveller stages
from mission request to expense report



STEP 1 : I validate my schedule and initiate my expense report

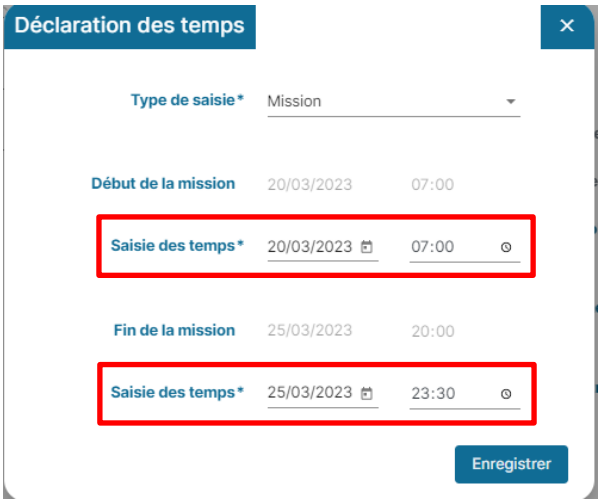
When you return from a mission, you must validate your schedule in order to generate the expense report: you alone hold this information.

I log on to NOTILUS: https://esr-cnrs.notilus-inone.fr/ and access my mission order to validate my times.



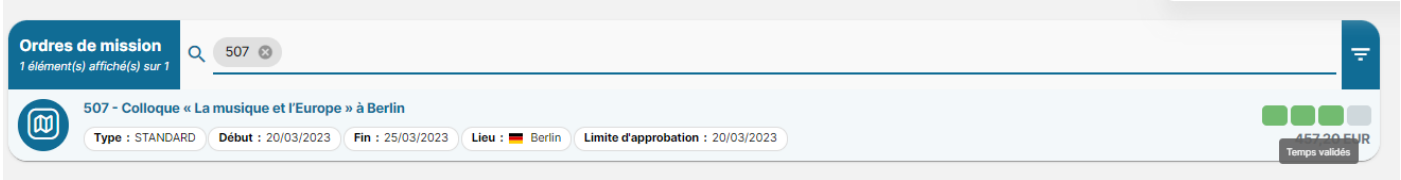
In the mission order, from the *Généralités* tab.
I click on ***Emettre*** (emit)

I declare the exact dates and hours of my trip



Please note: once the time entry has been validated, it is no longer possible to go back to it.

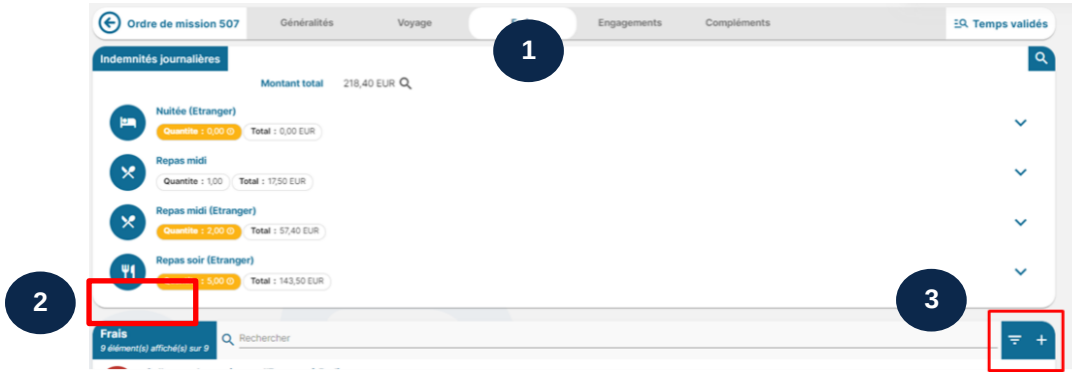
The OM changes status to *Temps validés* (validated times).



STEP 1 : I validate my schedule and initiate my expense report

After validating the times, I can initiate my expense report in one of two ways:

1- From the mission



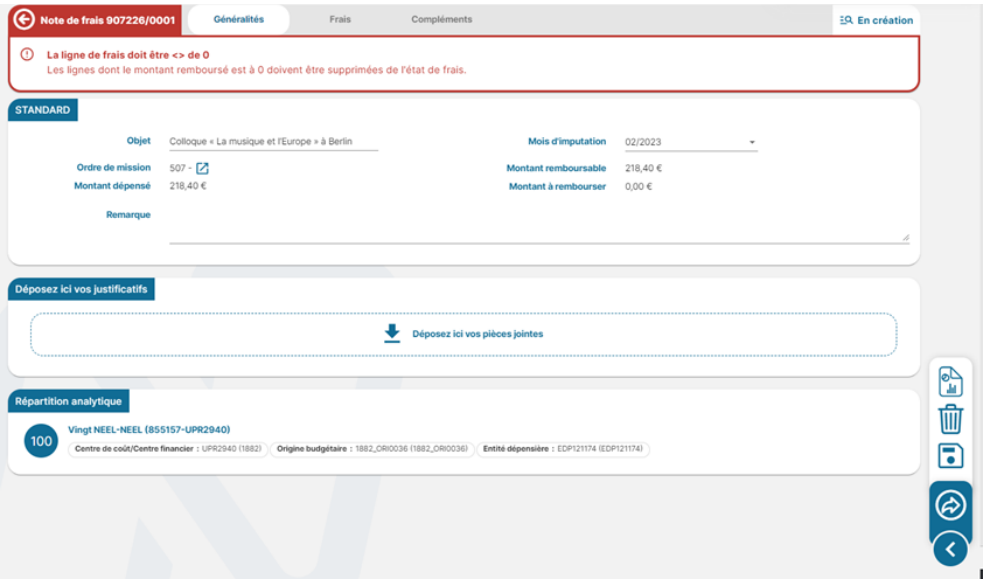
In the tab *Frais* (expenses), the section *Frais*
I click on « + »

2- From the home screen, via the *Etats de Frais* (expense report) section or the menu

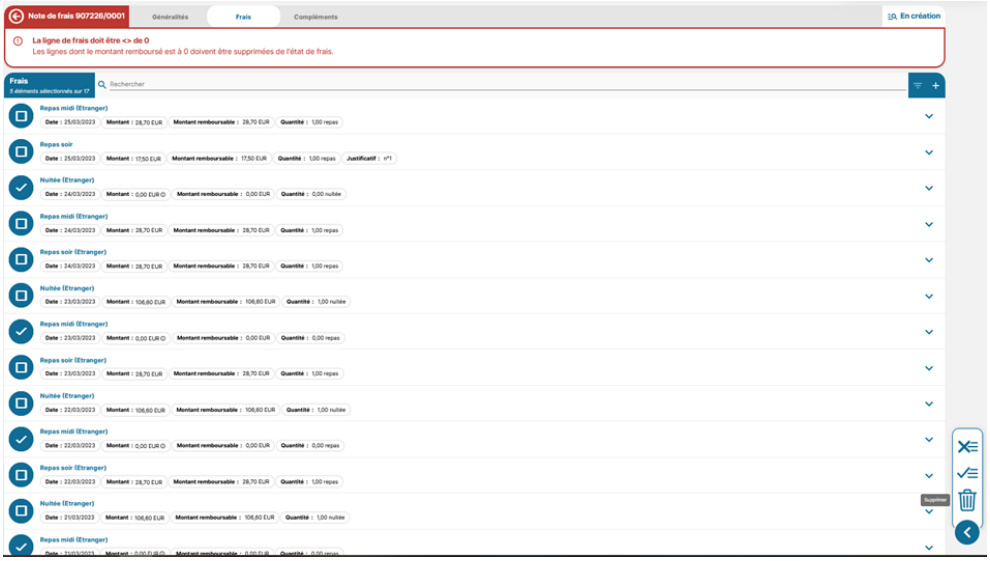
I select the mission order corresponding to the expense report to be initiated

STEP 2 : I complete my expense report

The expense report: the different tabs



Tab *Généralités* (overview)
- Summarize general information about my mission (purpose, estimated budget...)
- Allows me to access the mission order directly
- Allows me to add expense receipts
- I can modify all the information in this tab.



Tab *Frais* (costs)
- When the expense report is initialized, this tab shows all the per diem lines covered by my mission (meals and overnight stays).
- Allows me to add per diem receipts
- Allows me to repatriate a planned expense via +.
- Allows me to add an unforeseen expense via +.

Tab *Compléments*
Allows me to add an attachment (program, invitation...).

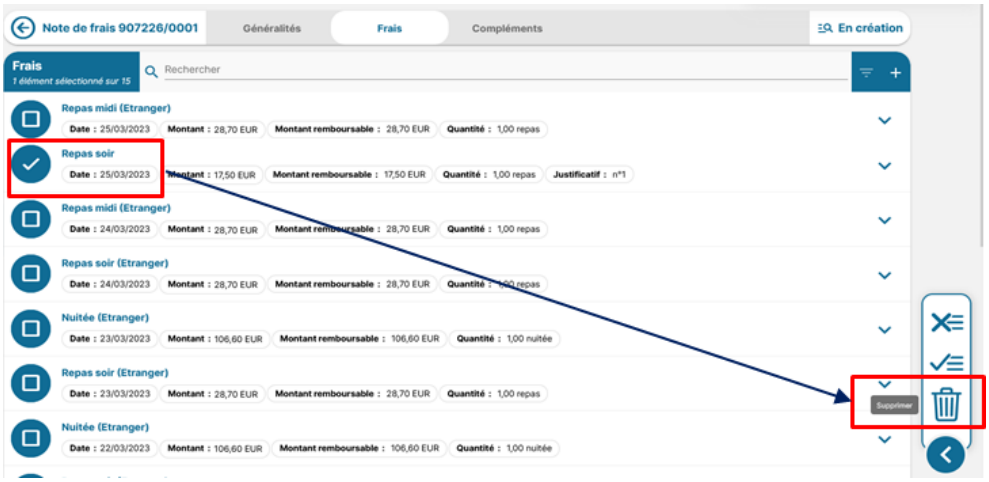
Please note: receipts for expenses to be reimbursed must be submitted via the general tab or directly in the expense claim.

STEP 2 : I complete my expense report

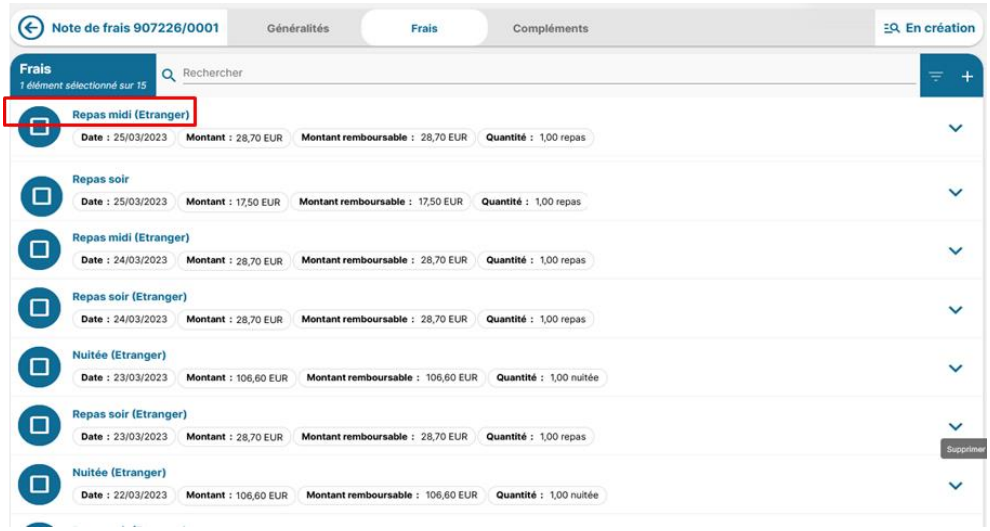
REGULATION REMINDER

No reimbursement can be made without supporting document(s).

I access the list of per diem allowances (meals and overnight stays): I delete the lines that are not due to me (overnight stay at the market, meals, free accommodation, etc.) and for which I have no supporting documents.



I select a per diem to add the corresponding supporting document voucher (invoice, receipt).

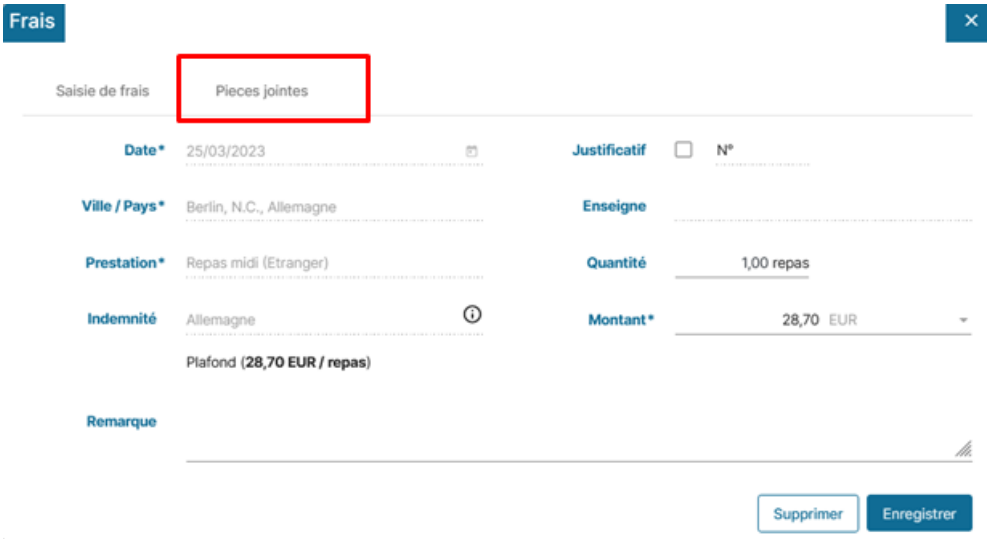


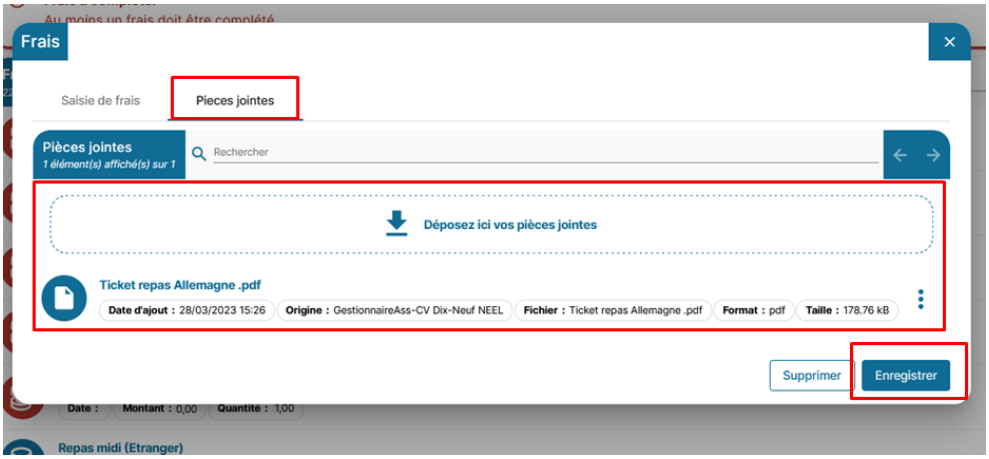
Per diem allowances cover

- <u>Abroad</u>: Flat-rate allowance including accommodation (65% of the allowance), meals (17.50% per meal) and miscellaneous expenses.
The amount is set by the decree of July the 3rd, 2006, as amended, for each country. It cannot be reduced.
To claim this allowance, one must produce a hotel bill (or other proof of paid accommodation) and proof of meal expenses, attesting to the costs incurred.

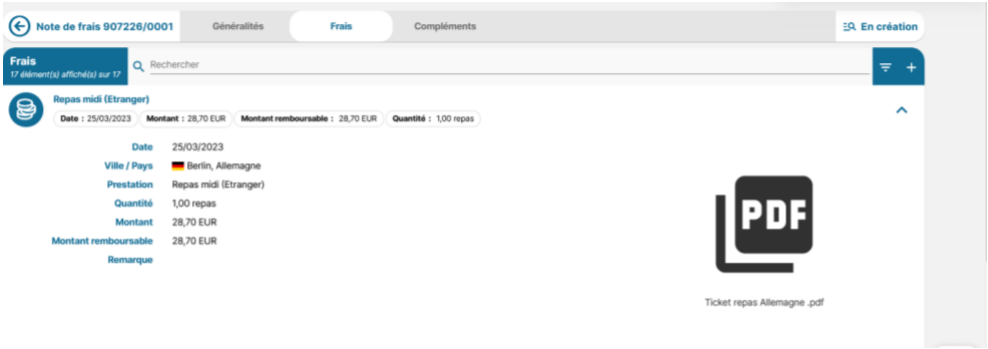
<u>- for France:</u>
<u>Nights:</u> agents are required to use the accommodation services offered by the national contract holder. No daily allowance is to be paid in this respect. If the agent on mission has not used the contract when he or she should have, they will be compensated, on production of proof, on the basis of the maximum flat rate laid down in the decree of July the 3rd, 2006.
<u>Meals</u>: flat-rate allowance set at €17.50 by the decree of July the 3rd, 2006, amended by the decree of October the 11th, 2019.
The amount per meal is paid to the employee on presentation of supporting documents.
The lump-sum meal allowance is reduced by 50% when the employee goes to an administrative or similar restaurant.

STEP 2 : I complete my expense report



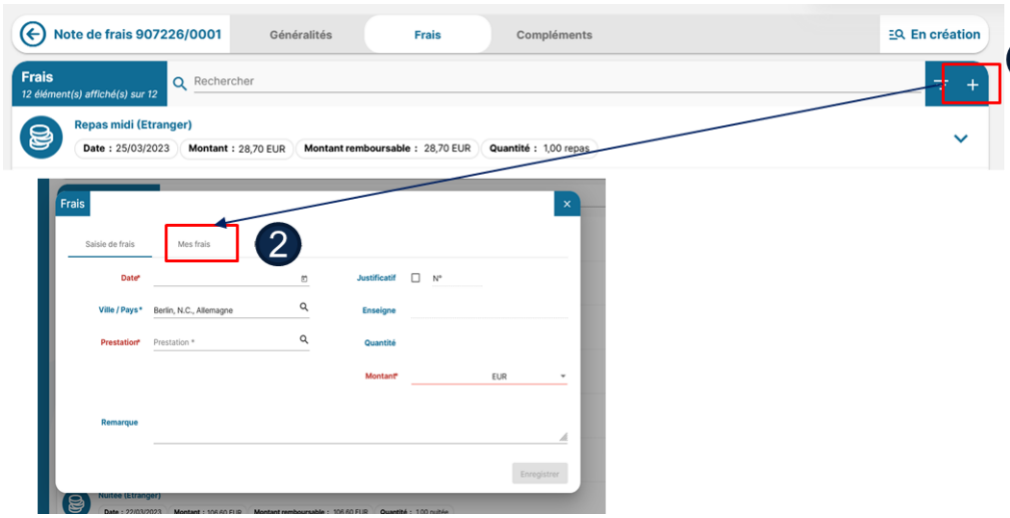


I can view the receipt in the expense line

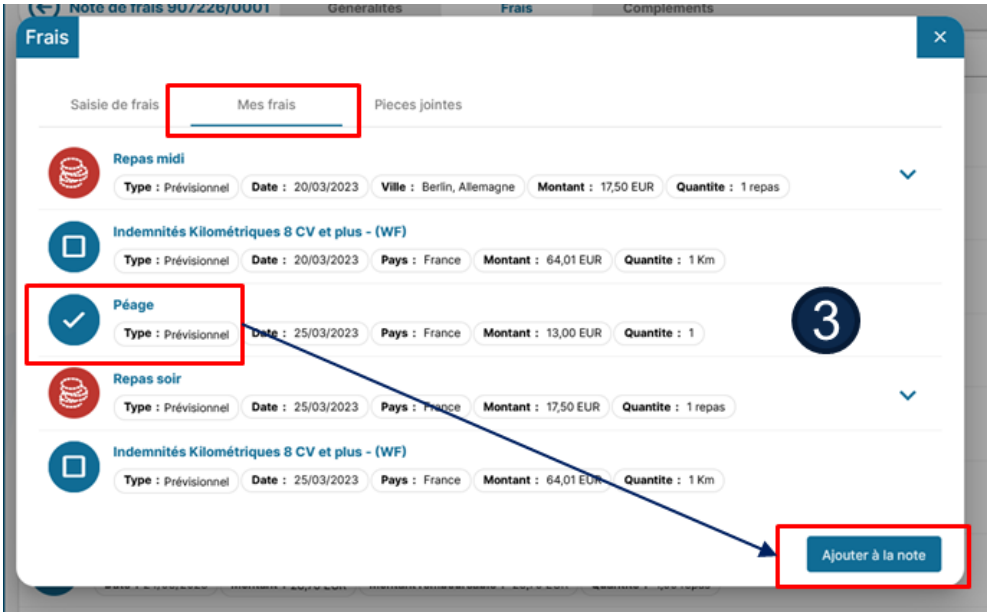


STEP 2 : I complete my expense report

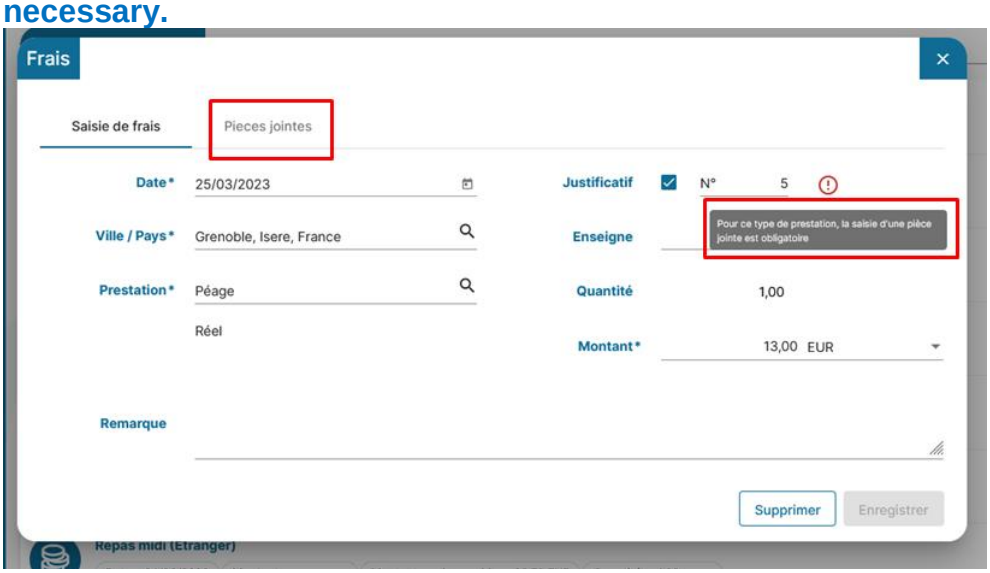
I remind a projected cost



By default, projected expenses are not listed in the expenses list: I need to repatriate my projected expenses to the expenses list (*Frais*).



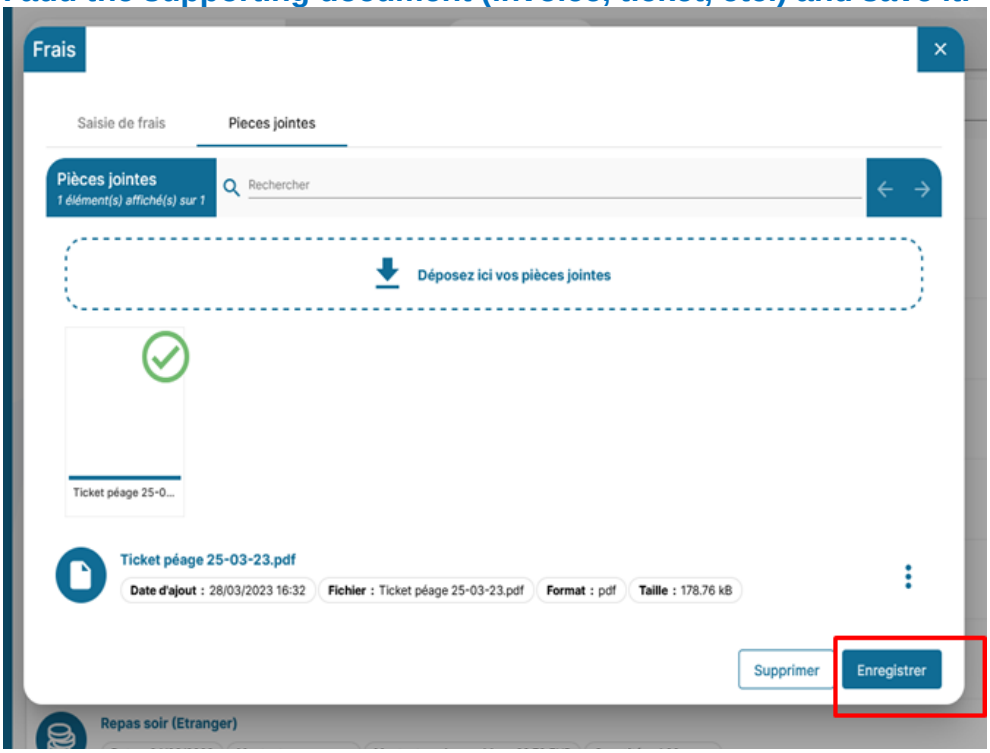
I select the expense from the list, fill in the information and modify it in the form if necessary.



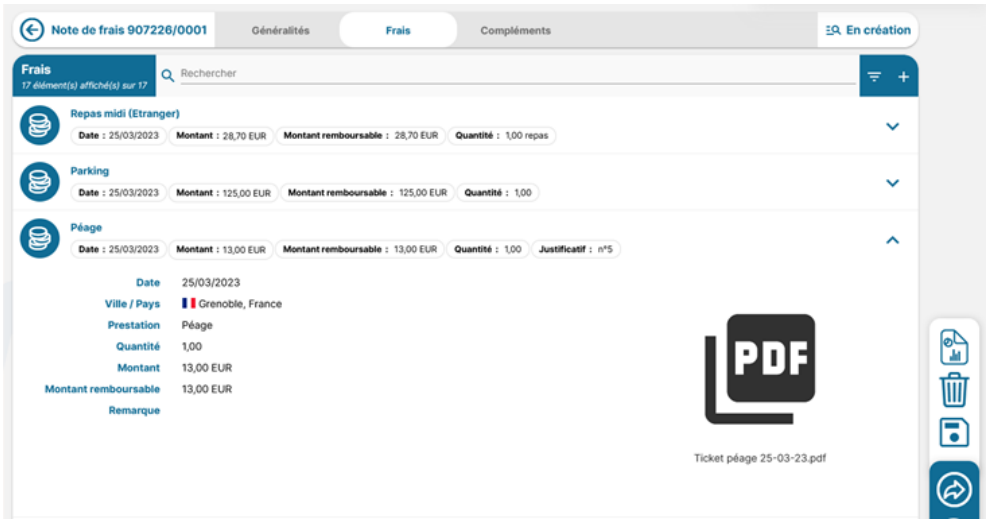
Please note: the city and country must be checked/corrected/completed in order to register the expense.

STEP 2 : I complete my expense report

I add the supporting document (invoice, ticket, etc.) and save it.



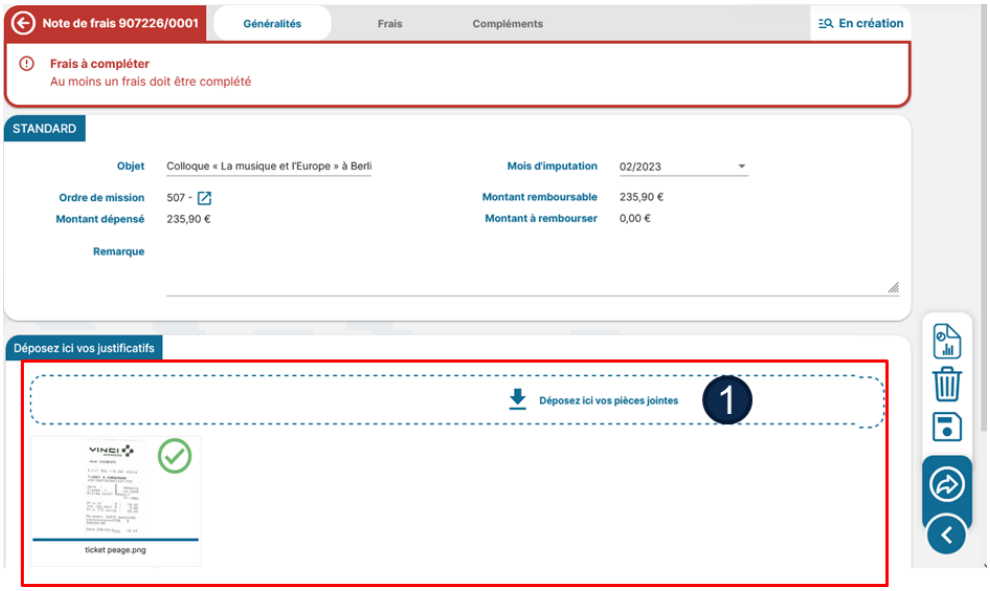
I can view the receipt in the expense line



STEP 2 : I complete my expense report

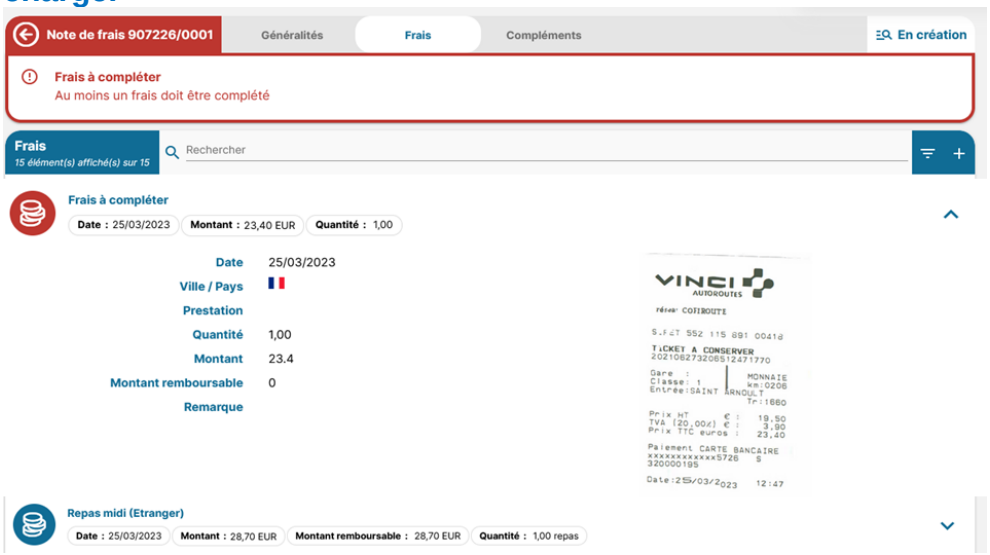
I'm adding an unforeseen expense: there are two ways to do this

1- From the "*Generalités*" tab, by adding a receipt (here is an example of a toll ticket to illustrate how Optical Character Recognition (OCR) can be used to retrieve information).



Credentials added via the general tab are processed by OCR: they automatically generate an expense line to be completed if the recognition of elements is incomplete.

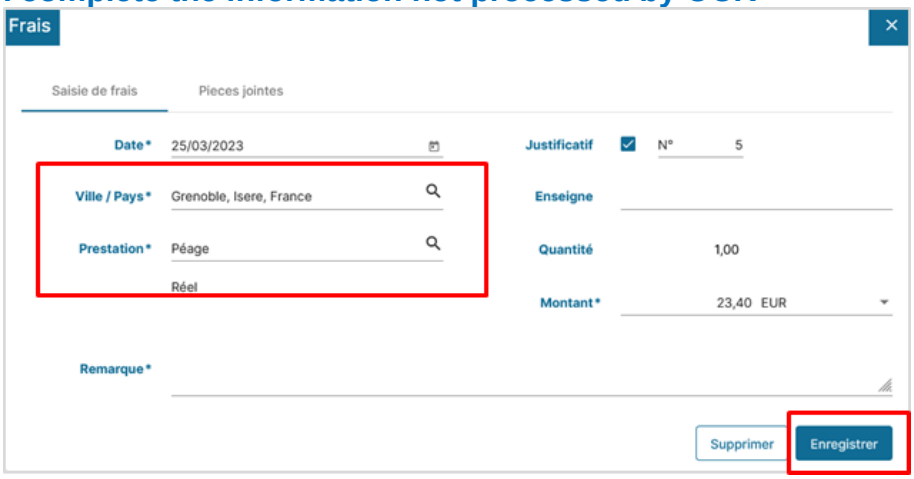
After adding the receipt in the "*Generalités*" tab, I go to the tab "*Frais*" to complete the charge.



Automatic information retrieval through OCR processing: date and amount.
I click on the expense to complete the information.

STEP 2 : I complete my expense report

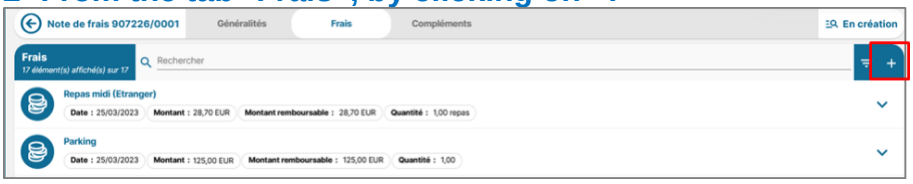
I complete the information not processed by OCR



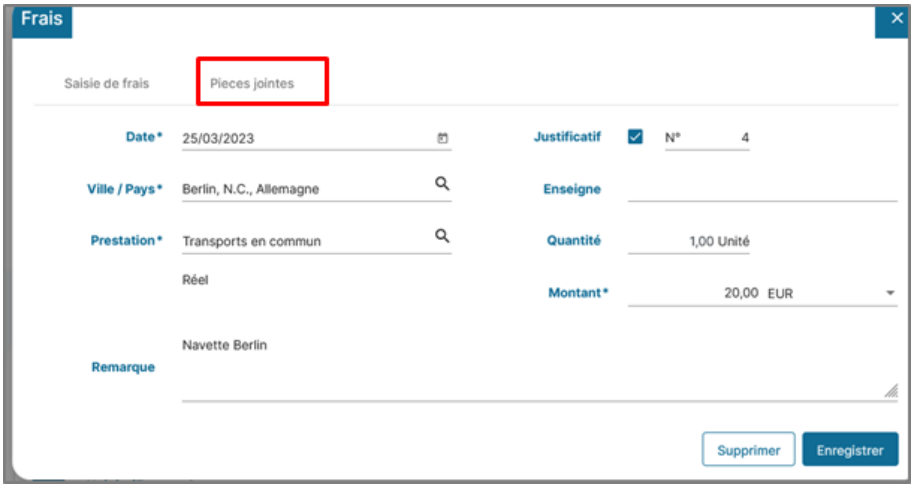
I fill in the city to register the charge.

I'm adding an unforeseen expense: there are two ways to do this

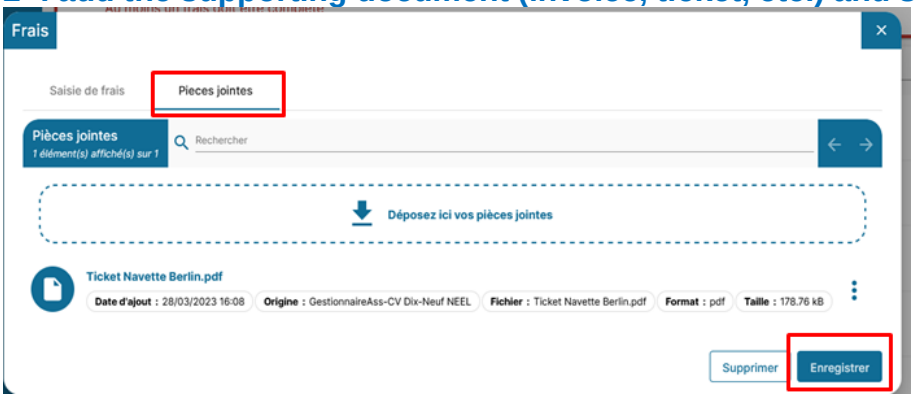
2- From the tab "*Frais*", by clicking on +.



I complete / modify all mandatory information (date, city, service, amount...)

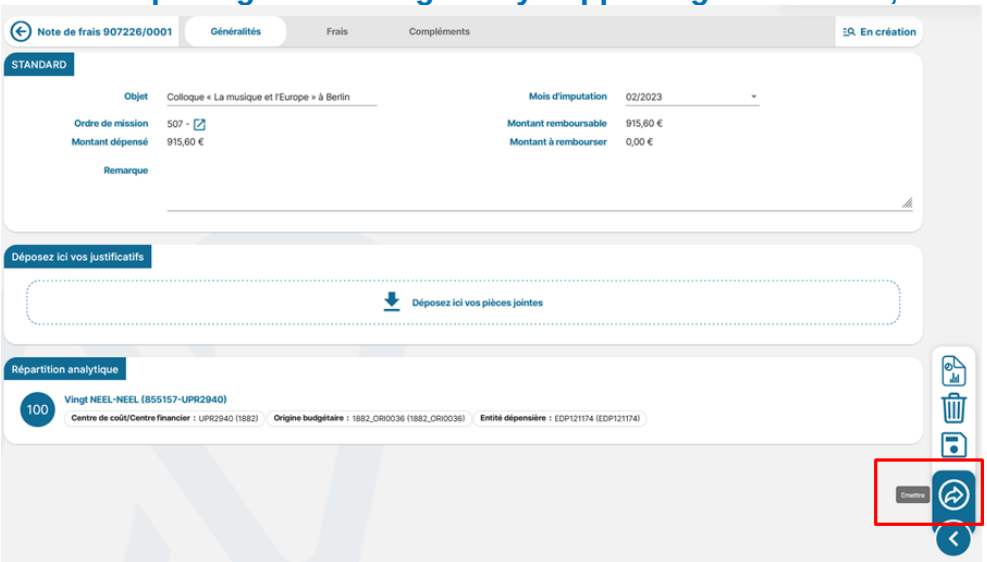


2- I add the supporting document (invoice, ticket, etc.) and save it.

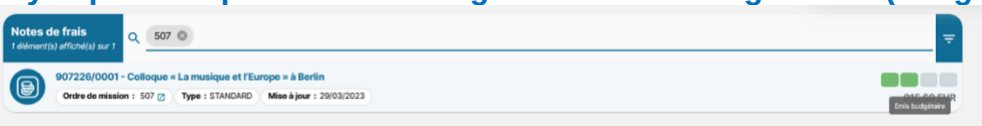


STEP 3: I issue my expense report

After completing and adding all my supporting documents, I issue my expense report



My expense report status changes to « Emis budgétaire » (budgetary issued).



The expense claim will be checked by the laboratory administrator, who may reject it in the event of non-compliance.

It will then be validated by the laboratory's direction or administration before being forwarded to the Finance and Accounting Department.

After checking by the accounting department, if everything is in order, **I am reimbursed.**

If any changes/corrections are made to my report, it will always be rejected so that I can accept and validate the changes.