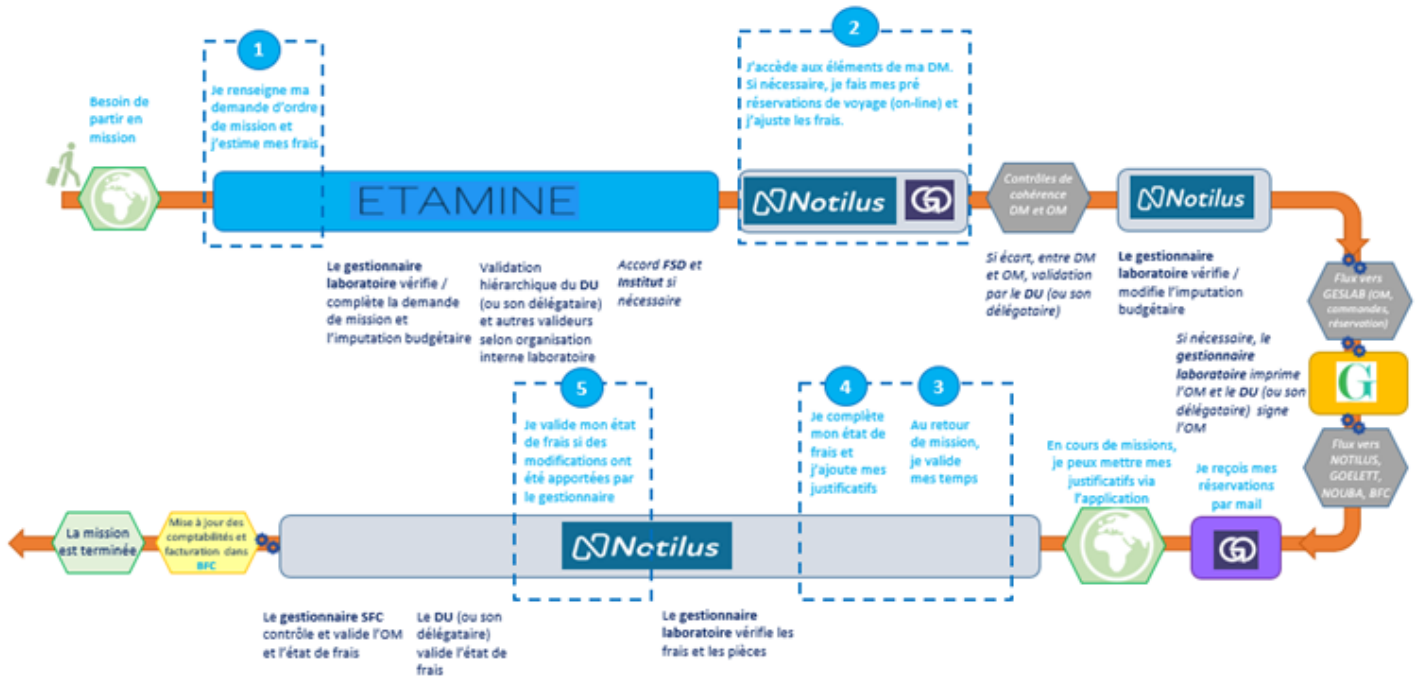


### Mission progression: traveller stages from mission request to expense report



# 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

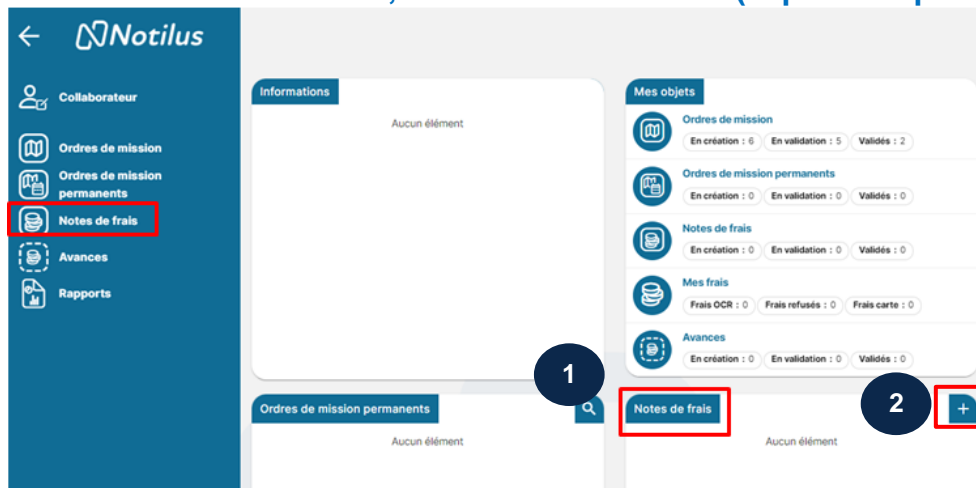
After validating the times, I can initiate my expense report in one of two ways:

## 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

**Note de frais 907226/0001** | Généralités | Frais | Compléments | En création

⚠ La ligne de frais doit être <= de 0  
Les lignes dont le montant remboursé est à 0 doivent être supprimées de l'état de frais.

**STANDARD**

Objet: Colloque « La musique et l'Europe » à Berlin | Mois d'imputation: 02/2023

Ordre de mission: 507 - [🔗] | Montant remboursable: 218,40 €

Montant dépensé: 218,40 € | Montant à rembourser: 0,00 €

Remarque: [📝]

Déposez ici vos justificatifs

↓ Déposez ici vos pièces jointes

Répartition analytique

100 | Vingt NEEL-NEEL (855157-UPR2940)

Centre de coût/Centre financier: UPR2940 (1882) | Origine budgétaire: 1882\_OR0036 (1882\_OR0036) | Entité dépensière: EDP121174 (EDP121174)

#### 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.

**Note de frais 907226/0001** | Généralités | **Frais** | Compléments | En création

⚠ La ligne de frais doit être <= de 0  
Les lignes dont le montant remboursé est à 0 doivent être supprimées de l'état de frais.

**Frais** | 7 éléments affectés sur 17 | Rechercher

📄	Date	Montant	Montant remboursable	Quantité	Justificatif
Repas midi (Etranger)	24/03/2023	28,70 EUR	28,70 EUR	1,00 repas	
Repas soir	25/03/2023	17,50 EUR	17,50 EUR	1,00 repas	sp1
Nuitée (Etranger)	24/03/2023	0,00 EUR	0,00 EUR	0,00 nuitée	
Repas midi (Etranger)	24/03/2023	28,70 EUR	28,70 EUR	1,00 repas	
Repas soir (Etranger)	24/03/2023	28,70 EUR	28,70 EUR	1,00 repas	
Nuitée (Etranger)	23/03/2023	106,80 EUR	106,80 EUR	1,00 nuitée	
Repas midi (Etranger)	23/03/2023	0,00 EUR	0,00 EUR	0,00 repas	
Repas soir (Etranger)	23/03/2023	28,70 EUR	28,70 EUR	1,00 repas	
Nuitée (Etranger)	23/03/2023	106,80 EUR	106,80 EUR	1,00 nuitée	
Repas midi (Etranger)	23/03/2023	0,00 EUR	0,00 EUR	0,00 repas	
Repas soir (Etranger)	23/03/2023	28,70 EUR	28,70 EUR	1,00 repas	
Nuitée (Etranger)	21/03/2023	106,80 EUR	106,80 EUR	1,00 nuitée	
Repas midi (Etranger)	21/03/2023	0,00 EUR	0,00 EUR	0,00 repas	

#### 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 +.

**Note de frais 907226/0001** | Frais | **Compléments** | En création

⚠ L'Etat de frais doit être <= de 0  
Rappel : Le montant de l'état de frais doit être supérieur à 0.

Pièces jointes | 0 éléments affectés sur 0 | Rechercher

↓ Déposez ici vos pièces jointes

Aucun élément

#### 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.**

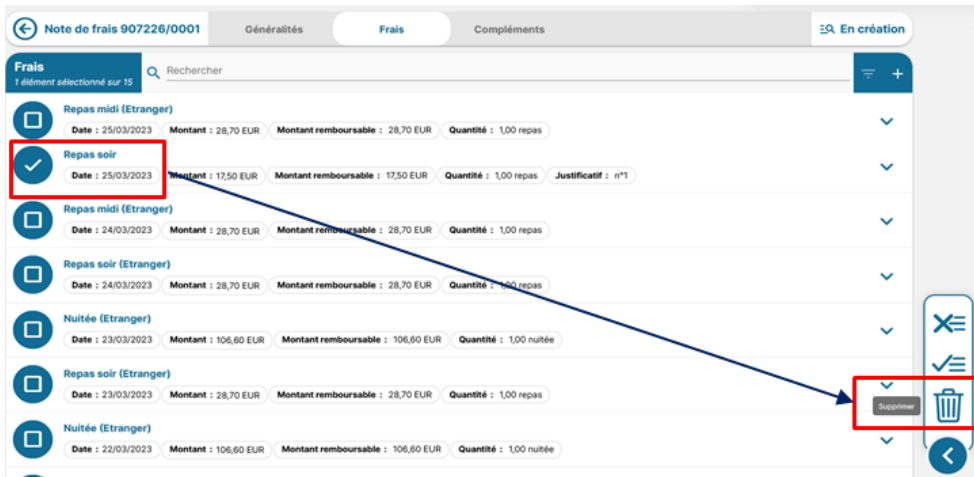
## STEP 2 : I complete my expense report



### REGULATION REMINDER

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

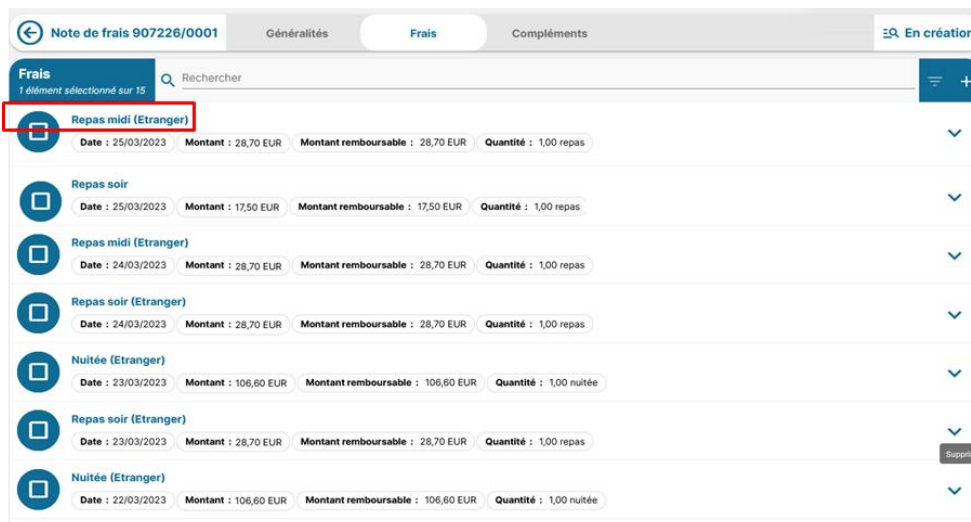
I access the list of per diem allowances (meals and overnight stays): I delete the lines that are not due to me (overnight stay at the market, meals, free accommodation, etc.) and for which I have no supporting documents.



**Per diem allowances cover**  
**- Abroad:** 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 3<sup>rd</sup>, 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.

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



### - for France:

**Nights:** 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 3<sup>rd</sup>, 2006.

**Meals:** flat-rate allowance set at €17.50 by the decree of July the 3<sup>rd</sup>, 2006, amended by the decree of October the 11<sup>th</sup>, 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

**Frais** ✕

Saisie de frais Pièces jointes

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**Date\*** 25/03/2023 **Justificatif**  N°

**Ville / Pays\*** Berlin, N.C., Allemagne **Enseigne**

**Prestation\*** Repas midi (Etranger) **Quantité** 1,00 repas

**Indemnité** Allemagne ⓘ **Montant\*** 28,70 EUR

Plafond (28,70 EUR / repas)

**Remarque**

Supprimer
Enregistrer

**Frais** ✕

Saisie de frais Pièces jointes

**Pièces jointes** Rechercher

1 élément(s) affiché(s) sur 1

↓ Déposez ici vos pièces jointes

**Ticket repas Allemagne .pdf**

Date d'ajout : 28/03/2023 15:26 | Origine : GestionnaireAss-CV Dix-Neuf NEEL | Fichier : Ticket repas Allemagne .pdf | Format : pdf | Taille : 178,76 kB

Supprimer
Enregistrer

Date : Montant : 0,00 Quantité : 1,00

**Repas midi (Etranger)**

### I can view the receipt in the expense line

← Note de frais 907226/0001 En création

Généralités **Frais** Compléments

---

**Frais** Rechercher

17 élément(s) affiché(s) sur 17

**Repas midi (Etranger)**

Date : 25/03/2023 | Montant : 28,70 EUR | Montant remboursable : 28,70 EUR | Quantité : 1,00 repas

Date 25/03/2023

Ville / Pays Berlin, Allemagne

Prestation Repas midi (Etranger)

Quantité 1,00 repas

Montant 28,70 EUR

Montant remboursable 28,70 EUR

Remarque

PDF

Ticket repas Allemagne .pdf

## STEP 2 : I complete my expense report

### I remind a projected cost

The screenshot shows the 'Note de frais 907226/0001' interface. At the top, there are tabs for 'Généralités', 'Frais', and 'Compléments'. A search bar and a '+ En création' button are visible. Below, a list of expenses is shown, with 'Repas midi (Etranger)' selected. A modal window titled 'Frais' is open, showing a form for adding a new expense. The form has fields for 'Date', 'Ville / Pays', 'Prestation', 'Justificatif', 'N°', 'Enseigne', 'Quantité', and 'Montant'. A red box highlights the 'Mes frais' tab in the modal, and another red box highlights the '+ En création' button in the main interface.

1

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

The screenshot shows the 'Note de frais 907226/0001' interface. The 'Frais' tab is active, and a list of expenses is displayed. The 'Péage' expense is selected, and its details are shown in a modal window. The modal has fields for 'Date', 'Pays', 'Montant', and 'Quantité'. A red box highlights the 'Mes frais' tab in the modal, and another red box highlights the 'Ajouter à la note' button at the bottom right of the modal.

3

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

The screenshot shows the 'Frais' modal window for the 'Péage' expense. The form has fields for 'Date', 'Justificatif', 'N°', 'Ville / Pays', 'Enseigne', 'Prestation', 'Quantité', and 'Montant'. A red box highlights the 'Pièces jointes' tab in the modal, and another red box highlights the 'Enseigne' field, which has a warning message: 'Pour ce type de prestation, la saisie d'une pièce jointe est obligatoire'. The 'Ajouter à la note' button is also visible at the bottom right.

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.

The screenshot shows the 'Frais' (Expenses) interface. At the top, there are tabs for 'Saisie de frais' and 'Pièces jointes'. Below the 'Pièces jointes' tab, there is a search bar and a dashed box with a download icon and the text 'Déposez ici vos pièces jointes'. A file named 'Ticket péage 25-03-23.pdf' is shown with its details: 'Date d'ajout : 28/03/2023 16:32', 'Fichier : Ticket péage 25-03-23.pdf', 'Format : pdf', and 'Taille : 178.76 kB'. At the bottom right, there are two buttons: 'Supprimer' and 'Enregistrer', with the latter highlighted by a red box.

I can view the receipt in the expense line

The screenshot shows the 'Note de frais 907226/0001' interface. At the top, there are tabs for 'Généralités', 'Frais', and 'Compléments'. Below the 'Frais' tab, there is a search bar and a list of expense lines. The 'Péage' (Toll) line is selected, and its details are shown: 'Date : 25/03/2023', 'Montant : 13,00 EUR', 'Montant remboursable : 13,00 EUR', 'Quantité : 1,00', and 'Justificatif : n°5'. The receipt details are: 'Date : 25/03/2023', 'Ville / Pays : Grenoble, France', 'Prestation : Péage', 'Quantité : 1,00', 'Montant : 13,00 EUR', and 'Montant remboursable : 13,00 EUR'. A PDF icon is shown next to the receipt details, and the file name 'Ticket péage 25-03-23.pdf' is displayed below it.



## 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.

Date	Montant	Quantité
25/03/2023	23,40 EUR	1,00
25/03/2023	28,70 EUR	1,00 repas

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

The screenshot shows the 'Frais' form with the following fields and values:

- Date\***: 25/03/2023
- Justificatif**:  N° 5
- Ville / Pays\***: Grenoble, Isere, France
- Enseigne**: (empty)
- Prestation\***: Péage
- Quantité**: 1,00
- Montant\***: 23,40 EUR
- Remarque\***: (empty)

Buttons at the bottom: **Supprimer** and **Enregistrer** (highlighted with a red box).

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 +.

The screenshot shows the 'Frais' list view with the following items:

- Repas midi (Etranger)**: Date: 25/03/2023, Montant: 28,70 EUR, Montant remboursable: 28,70 EUR, Quantité: 1,00 repas
- Parking**: Date: 25/03/2023, Montant: 125,00 EUR, Montant remboursable: 125,00 EUR, Quantité: 1,00

A red box highlights the '+' button in the top right corner of the list view.

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

The screenshot shows the 'Frais' form with the 'Pièces jointes' tab selected. The fields are:

- Date\***: 25/03/2023
- Justificatif**:  N° 4
- Ville / Pays\***: Berlin, N.C., Allemagne
- Enseigne**: (empty)
- Prestation\***: Transports en commun
- Quantité**: 1,00 Unité
- Montant\***: 20,00 EUR
- Remarque**: Navette Berlin

Buttons at the bottom: **Supprimer** and **Enregistrer** (highlighted with a red box).

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

The screenshot shows the 'Frais' form with the 'Pièces jointes' tab selected. A red box highlights the 'Pièces jointes' tab. Below the search bar, there is a dashed box with a download icon and the text 'Déposez ici vos pièces jointes'. Below this, a file named 'Ticket Navette Berlin.pdf' is listed with details: Date d'ajout: 28/03/2023 16:08, Origine: GestionnaireAss-CV Dix-Neuf NEEL, Fichier: Ticket Navette Berlin.pdf, Format: pdf, Taille: 178.76 kB. Buttons at the bottom: **Supprimer** and **Enregistrer** (highlighted with a red box).

## STEP 3: I issue my expense report

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

Note de frais 907226/0001

STANDARD

Objet Colloque « La musique et l'Europe » à Berlin

Mois d'imputation 02/2023

Ordre de mission 507

Montant remboursable 915,60 €

Montant dépensé 915,60 €

Montant à rembourser 0,00 €

Déposez ici vos justificatifs

Déposez ici vos pièces jointes

Répartition analytique

Vingt NEEL-NEEL (855157-UPR2940)

Centre de coût/Centre financier : UPR2940 (1882) | Origine budgétaire : 1882\_OR0036 (1882\_OR0036) | Entité dépensière : EDP121174 (EDP121174)

Emis

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

Notes de frais

1 élément(s) affiché(s) sur 1

907226/0001 - Colloque « La musique et l'Europe » à Berlin

Ordre de mission : 507 | Type : STANDARD | Mise à jour : 29/03/2023

Emis budgétaire



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

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.**