



The Standards People

Notilus Travel Management for Expert

Expenses Module 4

How to deal with refused expenses

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For: **BIZ FA/ STF experts**

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Notilus Travel Management for Expert Module 4 : How to deal with refused expenses



- General information : refused expenses and notifications
- How to deal with refused expenses from your PC
 1. Record the Invoices without making any change
 - 1.1 a single rejected invoice
 - 1.2 several rejected invoices from the same claim
 2. Record the invoice with an amendment
 3. Delete refused expenses



How to deal with refused expenses: General information



- When an expense is not acceptable, it will be rejected by the FA Administrator or the FA Director
- It is mandatory to indicate the reason of any expense refusal
- The traveller will always receive a notification of refusal on his/her Notilus homepage and via an e-mail
- Rejected expenses can be retrieved by the traveller in the Section Expenses, subdivision Refused Expenses but only once a new expense report is created.
- The traveller is allowed to claim again a refused expense (amended or not) but he/she shall provide a proper justification
- If the traveller cannot justify a cost which has been rejected, he/she can delete it in Notilus



How to deal with refused expenses from your PC:

1. Record rejected invoices without making any change



First example: The traveller is notified on his homepage that one expense has been rejected

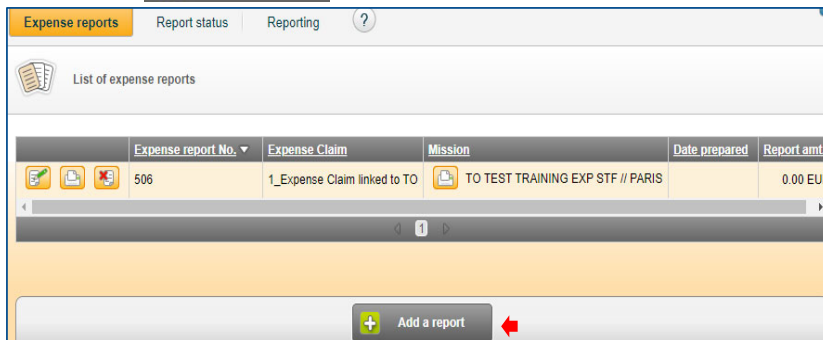


To have access to the refused expense, the traveller must first create a new Expense report

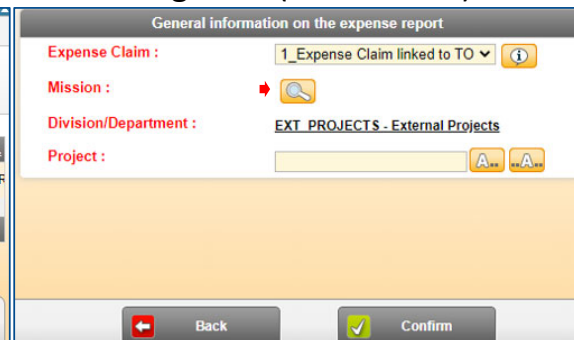
Go to the section **Expense** then **Entry**



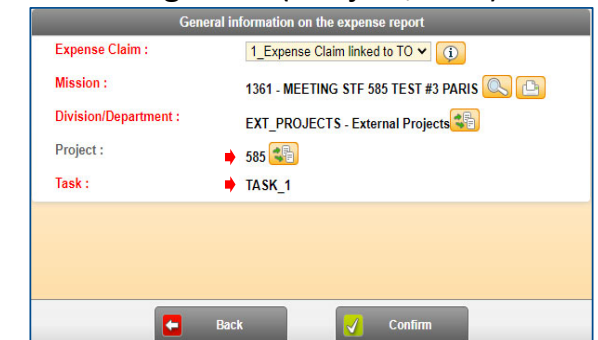
Click on **+ Add a report**



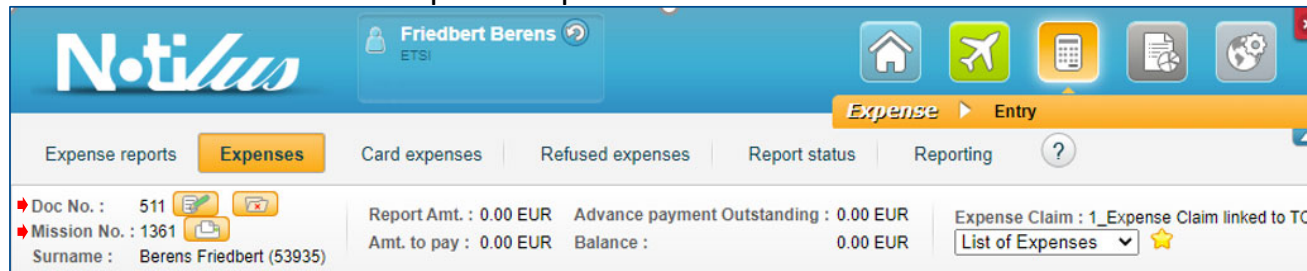
Select the relevant mission by clicking on the magnifier (here #1361)



Notilus will fill out automatically all remaining fields (Project, Task)



Then confirm The new expense report is created # 511



Important: the new Expense report must be linked to the same Travel order/mission as the one of refused expense

How to deal with refused expenses from your PC:

1.1 Record a single rejected invoice without making any change



Leave the section **Expenses** and go to **Refused expenses**

A new screen is displayed

Expense reports | **Expenses** | Card expenses | Refused expenses | Report status | Reporting

Doc No.: 511 | Mission No.: 1361 | Surname: Berens Friedbert (53935)

Report Amt.: 0.00 EUR | Amt. to pay: 0.00 EUR | Advance payment Outstanding: 0.00 EUR | Balance: 0.00 EUR

Expense Claim: 1 Expense Claim linked to TO [List of Expenses]

Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.	Local tax amount	Country	Project	Comment	Advance payment
------	------	---------	------	-----	-----------------	-----------------	------------------	---------	---------	---------	-----------------

+ Add an expense from a Mobility receipt | + Add an expense | Submit Expense Report

Expense reports | Expenses | Card expenses | **Refused expenses** | Report status | Reporting

Refused expenses | List of refused expenses

Expense report	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.
508	Local Transport/ Bus/ Metro/ Taxi	21 March 2021		1	70.00 EUR	70.00 EUR	

Enter the refused expense(s) | Enter-Modify the refused expense | Delete selected expenses

The refused expense is displayed with some details: original expense report N°, date and type of expense, amount

The traveller may view more details related to the refusal by selecting the expense line

Refused expenses | List of refused expenses

Expense report...	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.
508	Local Transport/ Bus/ Metro/ Taxi	21 March 2021		1	70.00 EUR	70.00 EUR	

Local Transport/ Bus/ Metro/ Taxi

Refused expense By Validation Director - Sakho Youssouf (52836)
On 23 March 2021
Message No invoice provided

Receipt No receipt

No. 1

Actual amount 70.00 EUR

Cost accounting External Projects

Country FRANCE (FR)

Project 105 - 585

Task 919 - TASK_1

Enter the refused expense(s) | Enter-Modify the refused expense | Delete selected expenses

No receipt was provided when the taxi cost was recorded in report #508, so it was not accepted

The traveller later found the missing invoice

To record again the expense, the traveller shall select it

and click on

Expense report...	Type	Date	Receipt
508	Local Transport/ Bus/ Metro/ Taxi	21 March 2021	

Enter the refused expense(s)

How to deal with refused expenses from your PC:

1.1 Record a single rejected invoice without making any change



The expense disappears from the refused expense list

Next steps, go back to the section

Expenses

The expense is recorded again



this logo indicates that the expense was initially refused and is recorded again

Edit the expense by clicking on



Untick the box ☒ No receipt

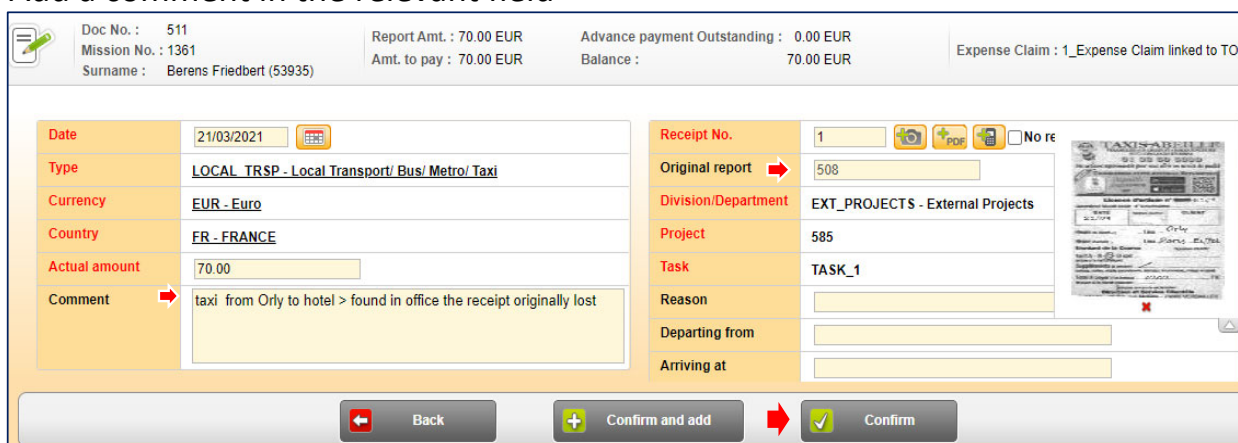
New display of the field

Attach the copy of the receipt by selecting the relevant option as shown previously

How to deal with refused expenses from your PC:

1. 1 Record a single rejected invoice without making any change

Add a comment in the relevant field



Doc No. : 511
Mission No. : 1361
Surname : Berens Friedbert (53935)

Report Amt. : 70.00 EUR
Amt. to pay : 70.00 EUR

Advance payment Outstanding : 0.00 EUR
Balance : 70.00 EUR

Expense Claim : 1_Expense Claim linked to TO

Date: 21/03/2021

Type: LOCAL TRSP - Local Transport/ Bus/ Metro/ Taxi

Currency: EUR - Euro

Country: FR - FRANCE

Actual amount: 70.00

Comment: taxi from Orly to hotel > found in office the receipt originally lost

Receipt No.: 1

Original report: 508

Division/Department: EXT_PROJECTS - External Projects

Project: 585

Task: TASK_1

Reason:

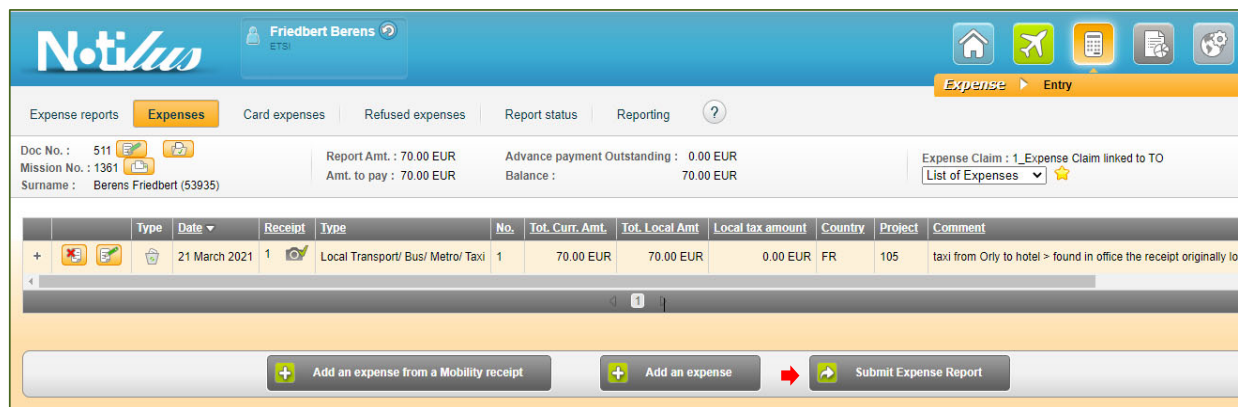
Departing from:

Arriving at:

Buttons: Back, Confirm and add, Confirm

Note: the **Original report** of the refused invoice (report #508) is shown in the new expense report, below the field Receipt N° when all done, confirm

View when done



Notiwin ETSI

Expense reports | Expenses | Card expenses | Refused expenses | Report status | Reporting

Doc No. : 511
Mission No. : 1361
Surname : Berens Friedbert (53935)

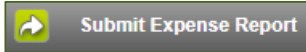
Report Amt. : 70.00 EUR
Amt. to pay : 70.00 EUR

Advance payment Outstanding : 0.00 EUR
Balance : 70.00 EUR

Expense Claim : 1_Expense Claim linked to TO

Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.	Local tax amount	Country	Project	Comment
Local Transport/ Bus/ Metro/ Taxi	21 March 2021	1	Local Transport/ Bus/ Metro/ Taxi	1	70.00 EUR	70.00 EUR	0.00 EUR	FR	105	taxi from Orly to hotel > found in office the receipt originally lost

Buttons: Add an expense from a Mobility receipt, Add an expense, Submit Expense Report

The traveller can submit the new expense report by clicking on  and follow the same steps as explained previously.

How to deal with refused expenses from your PC

1.2 Record several rejected invoices without making any change

In this example, the traveller submitted the Expense report # 505 linked to Mission # 1349 for 537.47€

Expense reports

Report Details

List of Advance payments

Reporting

?

Doc No. : 505

Mission No. : 1349

Surname : Bernini Giacomo (58887)

Report Amt. : 537.47 EUR

Amt. to pay : 537.47 EUR

Advance payment Outstanding : 0.00 EUR

Balance : 537.47 EUR

		Type	Date ▲	Receipt	Type	No.	Local tax amount	Tot. Local Amt
	<input type="checkbox"/>		05/03/2021	1	Expense for plane ticket	1	0.00 EUR	230.05 EUR
	<input type="checkbox"/>		11/03/2021	2	Meals/Drinks	1	0.00 EUR	33.80 EUR
	<input type="checkbox"/>		11/03/2021	4	Local Transport/ Bus/ Metro/ Taxi	1	0.00 EUR	35.86 EUR
	<input type="checkbox"/>		11/03/2021	6	Local Transport/ Bus/ Metro/ Taxi	1	0.00 EUR	37.00 EUR
	<input type="checkbox"/>		12/03/2021	5	Local Transport/ Bus/ Metro/ Taxi	1	0.00 EUR	37.00 EUR
	<input type="checkbox"/>		12/03/2021	3	Hotel (nights)	1	0.00 EUR	163.76 EUR

The FA Administrator later rejected the whole expense report as it was linked to the wrong mission number (should have been Mission #1358)



The rejected report is displayed as such in the section Report Status

Expense reports								
Report status								
My last 20 reports								
Doc No.	Saved as draft	Submitted for review	Sent to accounting	Sent for payment	Workflow	EDM	Comment	
505		✗						
503							Amt. to pay: 814.24 EUR	
502							Amt. to pay: 0.00 EUR	

All six rejected expenses are stored in the section **Refused expenses**

To retrieve them the traveller must first create a new expense report as shown previously

How to deal with refused expenses from your PC

1.2 Record several rejected invoices without making any change

Creation of the new Expense report (as shown previously, selecting the correct Mission Number, here #1358)

General information on the expense report

Expense Claim : 1_Expense Claim linked to TO

Mission :

Division/Department : EXT_PROJECTS - External Projects

Project :

General information on the expense report

Expense Claim : 1_Expense Claim linked to TO

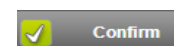
Mission : 1358 - Meeting #2 STF565 in Paris

Division/Department : EXT_PROJECTS - External Projects

Project : 565

Task : TASK_1

and



The expense report #510 is created

Go to the section: **Refused expenses**

Select from the list all the refused expenses to be claimed again (all linked to the original report #505 in this example)

Notilus ETSI

Expense reports Expenses Card expenses Refused expenses Report status Reporting

Doc No. : 510 Mission No. : 1358 Surname : Bernini Giacomo (58887)

Report Amt. : 0.00 EUR Amt. to pay : 0.00 EUR Advance payment Outstanding : 0.00 EUR Balance : 0.00 EUR

Expense Claim : 1_Expense Claim linked to TO

List of Expenses

Refused expenses

List of refused expenses

Expense report	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.
<input type="checkbox"/> 505		05 March 2021	1	Expense for plane ticket	1	230.05 EUR	230.05 EUR
<input type="checkbox"/> 505		11 March 2021	2	Meals/Drinks	1	33.80 EUR	33.80 EUR
<input type="checkbox"/> 505		11 March 2021	4	Local Transport/ Bus/ Metro/ Taxi	1	35.86 EUR	35.86 EUR
<input type="checkbox"/> 505		11 March 2021	6	Local Transport/ Bus/ Metro/ Taxi	1	37.00 EUR	37.00 EUR
<input type="checkbox"/> 505		12 March 2021	3	Hotel (nights)	1	163.76 EUR	163.76 EUR
<input type="checkbox"/> 505		12 March 2021	5	Local Transport/ Bus/ Metro/ Taxi	1	37.00 EUR	37.00 EUR

Enter the refused expense(s) Enter-Modify the refused expense Delete selected expenses

Refused expenses

List of refused expenses

Expense report	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.
<input checked="" type="checkbox"/> 505		05 March 2021	1	Expense for plane ticket	1	230.05 EUR	230.05 EUR
<input checked="" type="checkbox"/> 505		11 March 2021	2	Meals/Drinks	1	33.80 EUR	33.80 EUR
<input checked="" type="checkbox"/> 505		11 March 2021	4	Local Transport/ Bus/ Metro/ Taxi	1	35.86 EUR	35.86 EUR
<input checked="" type="checkbox"/> 505		11 March 2021	6	Local Transport/ Bus/ Metro/ Taxi	1	37.00 EUR	37.00 EUR
<input checked="" type="checkbox"/> 505		12 March 2021	3	Hotel (nights)	1	163.76 EUR	163.76 EUR
<input checked="" type="checkbox"/> 505		12 March 2021	5	Local Transport/ Bus/ Metro/ Taxi	1	37.00 EUR	37.00 EUR

and click on **Enter the refused expense(s)**

How to deal with refused expenses from your PC

1.2 Record several rejected invoices without making any change



The selected expenses disappear from the list of refused expenses

When clicking on the + of an expense line (here plane ticket), the details of the relevant expense are displayed together with:
the original report number
the copy of the invoice also retrieved
the information related to the refusal

	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.	Local tax amount	Country	Project	Com.
+	✖	🗑️	📄	📄	1	230.05 EUR	230.05 EUR	0.00 EUR	FR	85	

Date	05 March 2021	Receipt	1
Type	PLANE-Expense for plane ticket	Original report	505
No.	1	Division/Department	EXT_PROJECT S-External Projects
Actual amount	230.05 EUR	Project	85-565
		Task	919-TASK_1

Refused expense	On 15 March 2021 By Comont Thierry (51354) Message Expenses linked to the wrong Mission Number:: Should be MISSION #1358
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They are recorded in the new Expense report #510

If there is nothing else to add, the traveller can submit his expense report

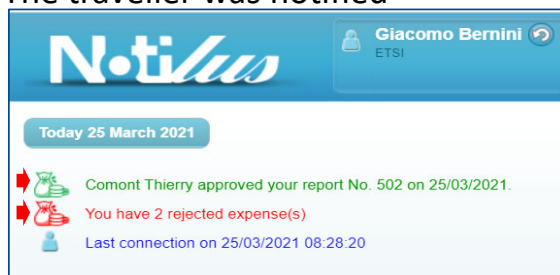
How to deal with refused expenses from your PC:

2. Record the invoice with an amendment



In this example, The FA Administrator has rejected 2 expenses from report #502 (meal for 74€ and drinks for 7,80€) and then approved the remaining expenses

The traveller was notified



The traveller decides to record again the refused meal expense (74€ for 2 people) but after amending it to claim only his share .

The first steps are the same:

Create a new expense claim/report linked to the original Mission (#1355 in this example)

Confirm

The new expense report #512 is created

How to deal with refused expenses from your PC:

2. Record the invoice with an amendment



Go to the section **Refused expenses** Both refused expenses from report #502 are displayed

Refused expenses

List of refused expenses

Expense report	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.
502		21 March 2021	⚠	Meals/Drinks	1	7.80 EUR	7.80 EUR
502		23 March 2021	8	Meals/Drinks	1	74.00 EUR	74.00 EUR

Enter the refused expense(s) Enter-Modify the refused expense Delete selected expenses

Select the expense to be amended : meal expense of 74€ for 2 people

Notilus Web

s71.mynotilus.com/etsi_qualif/portail/Portail.aspx

Notilus

Giacomo Bernini

Expense reports Expenses Card expenses **Refused expenses** Report status Reporting

Refused expenses

List of refused expenses

Expense report	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.
502		21 March 2021	⚠	Meals/Drinks	1	7.80 EUR	7.80 EUR
502		23 March 2021	8	Meals/Drinks	1	74.00 EUR	74.00 EUR

Meals/Drinks

Refused expense By BIZ FA (Hors ETA) - BIZ FA (Hors ETA)
On 25 March 2021
Message invoice for 2 people / test refused expenses

Receipt 8
No. 1
Actual amount 74.00 EUR

Enter the refused expense(s) Enter-Modify the refused expense Delete selected expenses

Notilus will display the rejected expense details

Click on **Enter-Modify the refused expense**

A new screen is displayed with the original details of the invoice (date, amount, currency etc.)

The traveller is now claiming only his meal reimbursement (amount 40.60€)

He must modify the field **Actual amount** accordingly

Actual amount	40.60
Comment	Total bill for 2 people : 74.40€/ refund for my share :40.60€

Date 23/03/2021

Type SUBSISTENCE - Meals/Drinks

Currency EUR - Euro

Country FR - FRANCE

Actual amount 74.00

Comment

Receipt No. 1

Original report 502

Division/Department EXT_PROJECTS - External Projects

Project 563

Task TASK_1

Reason

Back Confirm

How to deal with refused expenses from your PC:

2. Record the invoice with an amendment



Add a comment in the relevant field

View when all done

Then



The expense disappears from the section **Refused expenses**

Refused expenses							
List of refused expenses							
<input type="checkbox"/>	Expense report	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.
<input type="checkbox"/>	502		21 March 2021	⚠	Meals/Drinks	1	7.80 EUR
							Tot. Local Amt
							7.80 EUR

It is now shown in the expense report #512 with the amended amount and the appropriate information in the field comment.

Note: if required, the traveller can also change the date, the currency, the type of expense, the country where the expense was incurred

If there is nothing else to add, the traveller can submit his expense report



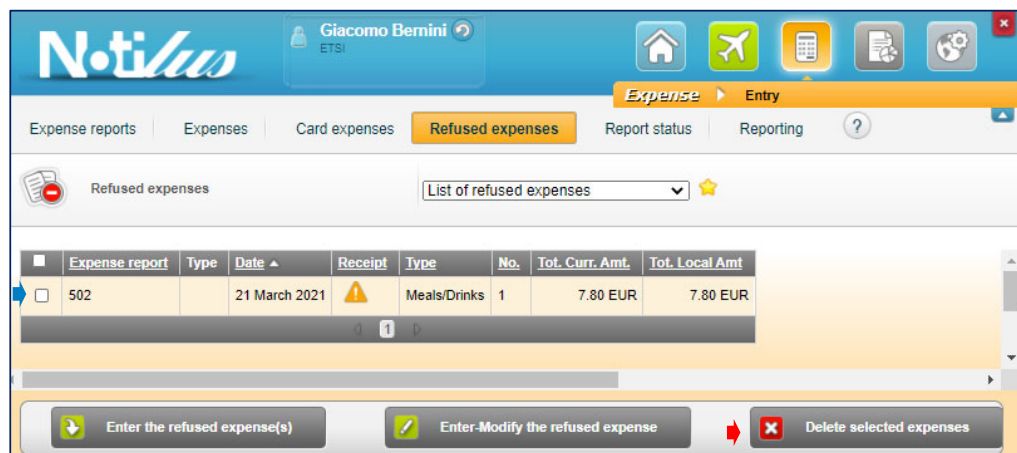
How to deal with refused expenses from your PC:

3. Delete a refused expense

The traveller may decide not to claim again a refused expense.

In this example, the drink expense of 7.80€ (recorded in the report #502 without receipt) has been rejected

The traveller cannot locate the related invoice and will no longer claim the refund.



Steps:

Select the relevant expense listed in the section **Refused expenses**

<input type="checkbox"/>	Expense report	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.
<input checked="" type="checkbox"/>	502		21 March 2021	!	Meals/Drinks	1	7.80 EUR

Click on **Delete selected expenses**

The expense is permanently deleted

