

# Notilus Travel Management for Expert

Expenses Module 3

## How to record expenses retrieving receipts from Mobility

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For: **BIZ FA/ STF experts**

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- General information : how to retrieve an existing report and add expenses to it
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  1. Invoices attached to a claim
  2. Submit the expense report
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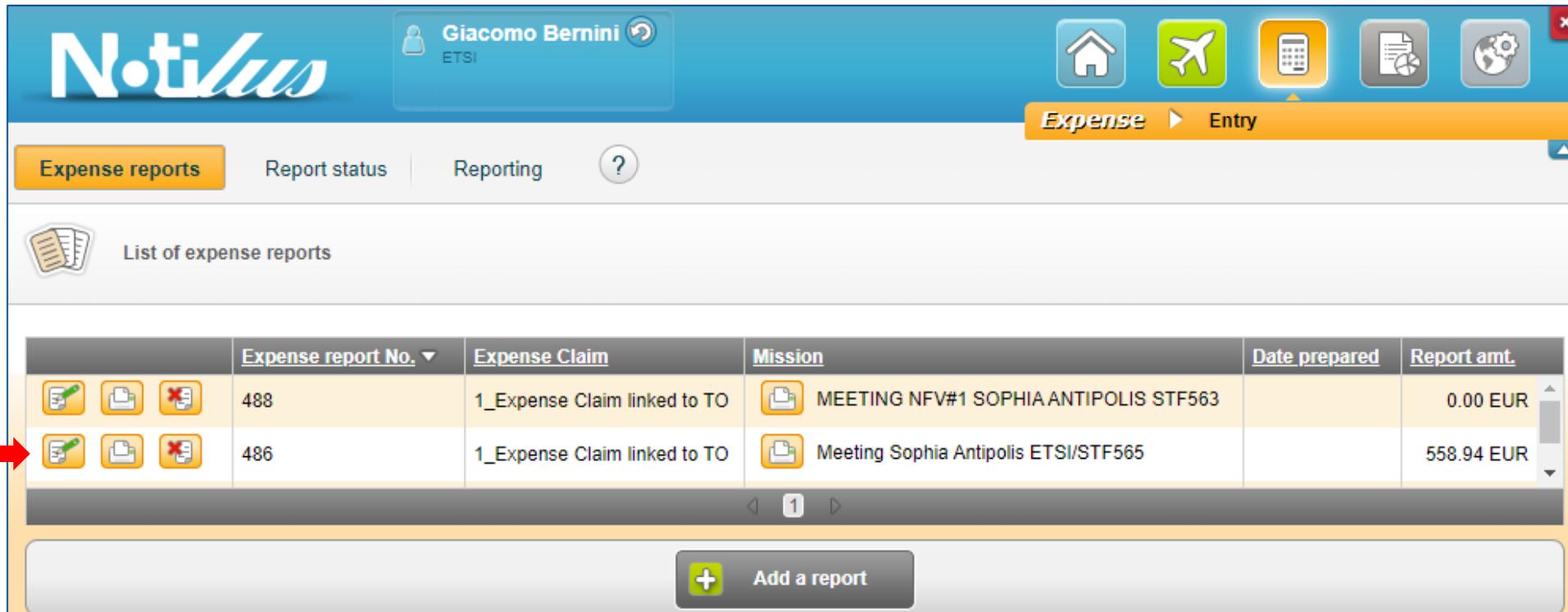


# General information :

## How to retrieve an existing report and add expenses

Go to the Section **Expense reports**

The list of all expense reports created (from the PC or from Mobility) but not yet submitted will be displayed.



The screenshot shows the Notisus web application interface. At the top, there is a navigation bar with the Notisus logo, a user profile for Giacomo Bernini (ETSI), and several icons (home, airplane, calculator, document, gear). Below the navigation bar, there is a breadcrumb trail: **Expense** > Entry. The main content area is titled "List of expense reports" and contains a table with the following data:

	Expense report No. ▾	Expense Claim	Mission	Date prepared	Report amt.
  	488	1_Expense Claim linked to TO	 MEETING NFV#1 SOPHIA.ANTIPOLIS STF563		0.00 EUR
  	486	1_Expense Claim linked to TO	 Meeting Sophia Antipolis ETSI/STF565		558.94 EUR

At the bottom of the table, there is a pagination control showing "1" and navigation arrows. Below the table, there is a button labeled "+ Add a report". A red arrow points to the pencil icon in the first row of the table.

Click on the pencil icon of the relevant report line to open it.

In this example: Expense report # 486

# General information :

## How to add expenses from a Mobility receipt



Display of the Expense report #486 with the details of all previous invoices recorded

The screenshot displays the 'Expense reports' interface. At the top, there are tabs for 'Expenses', 'Card expenses', 'Refused expenses', 'Report status', and 'Reporting'. Below the tabs, the report details are shown: Doc No.: 486, Mission No.: 1257, Surname: Bernini Giacomo (58887), Report Amt.: 558.94 EUR, Amt. to pay: 558.94 EUR, Advance payment Outstanding: 0.00 EUR, and Balance: 558.94 EUR. An 'Expense Claim' dropdown is set to '1\_Expense Claim linked to TO'. The main part of the interface is a table with the following columns: Type, Date, Receipt No., Type, No., Tot. Curr. Amt., Tot. Local Amt., Local tax amount, Country, Project, and Comment. The table contains five rows of expense entries. At the bottom, there are three buttons: 'Add an expense from a Mobility receipt', 'Add an expense', and 'Submit Expense Report'. A red arrow points to the first button.

Type	Date	Receipt No.	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.	Local tax amount	Country	Project	Comment
+	15 February 2021	1	Meals/Drinks	1	32.00 EUR	32.00 EUR	0.00 EUR	FR	85	lunch
+	11 February 2021	2	Expense for plane ticket	1	325.00 EUR	325.00 EUR	0.00 EUR		85	Amount debited for a Return ticket LHR NICE LHR @278.77€
+	14 February 2021	3	Local Transport/ Bus/ Metro/ Taxi	1	52.00 GBP	61.94 EUR	0.00 EUR	GB	85	Paid the equivalent of 61.94€/ exchange receipt attached to th
+	15 February 2021	4	Hotel (nights)	1	140.00 EUR	140.00 EUR	0.00 EUR	FR	85	Breakfast included
+	15 February 2021	5	Bank statement and/or exch. receipt	1	0	0.00 EUR	0 EUR		85	

To record an expense using a receipt stored in Mobility, click on



With this option, most information retrieved from the picture of the invoice taken via Notilus Mobility (OCR technology) will be automatically inserted when the traveller records the expense and the copy of the invoice will be attached at the same time.

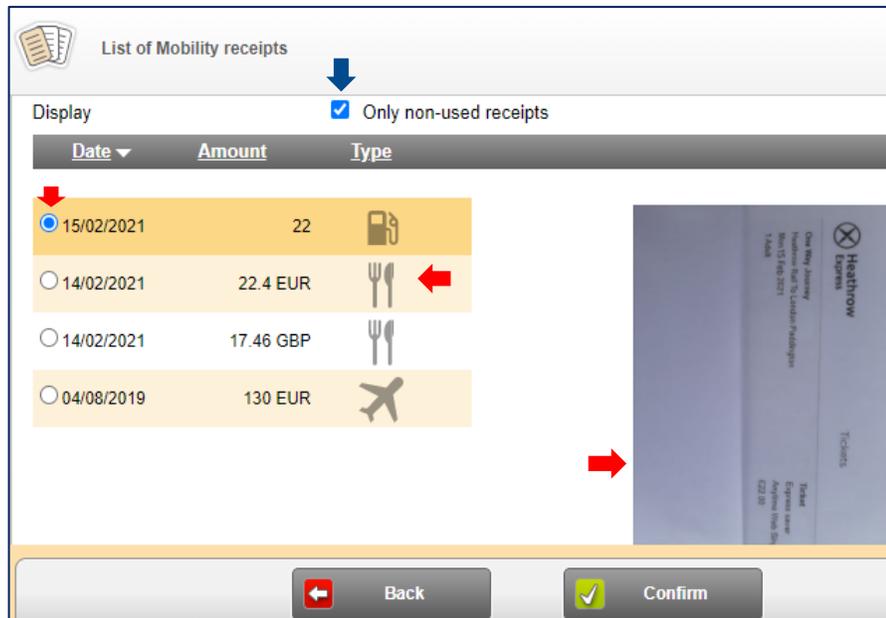
# General information :

## How to add expenses from a Mobility receipt

Once the traveller clicks on Add an expense from a Mobility receipt

A new window is displayed with the list of all receipts stored in Notilus Mobility and not yet recorded in an expense report.

It is recommended to always keep the box **Only non-used receipts** ticked.

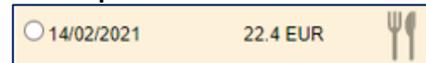


To select an invoice, simply click on the box next to the date.

Picture of the selected invoice: it will be inserted automatically by Notilus when the expense is recorded by the traveller.

When the quality of the picture is good, all the details of the invoice will be correctly reflected ( date, amount, currency, type of expense).

Example: meal invoice for 22,40€ incurred on February 14th, 2021



However in some cases the OCR (Optical Character Recognition) is unable to identify some details from the picture stored

Example here : no currency indicated



The traveller will still be able to use the picture stored but will have to check every field when recording the expense and shall amend if required.

Same when Notilus is displaying a receipt picture with the mention **Not defined** in one or several fields.

Here: no date nor currency indicated

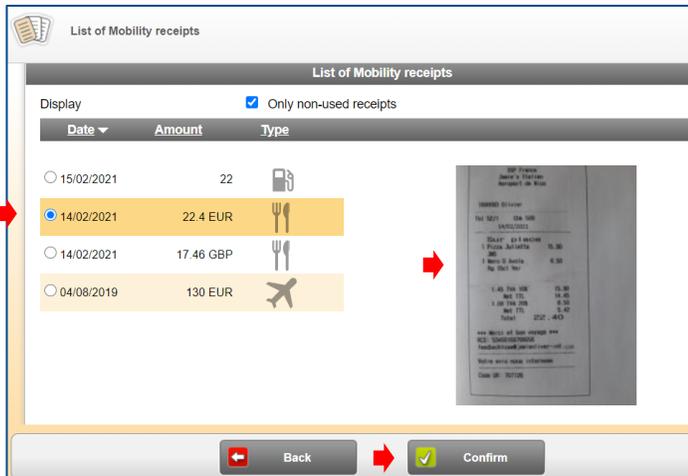


# 1. How to record expenses in € paid Cash or by Credit card with a receipt retrieved from Mobility

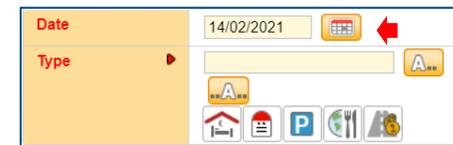
First example: a meal bill in the amount of 22,40€ spent in France on February 14th, 2021

Select from the list displayed, the relevant invoice Its picture is displayed

Click on Confirm



A new window appears with the date automatically inserted, being the date correctly identified on the invoice



Then select the type of expense: here subsistence

A new screen is displayed : most fields are filled out automatically by Notilus with the information retrieved from the invoice and its picture is attached.

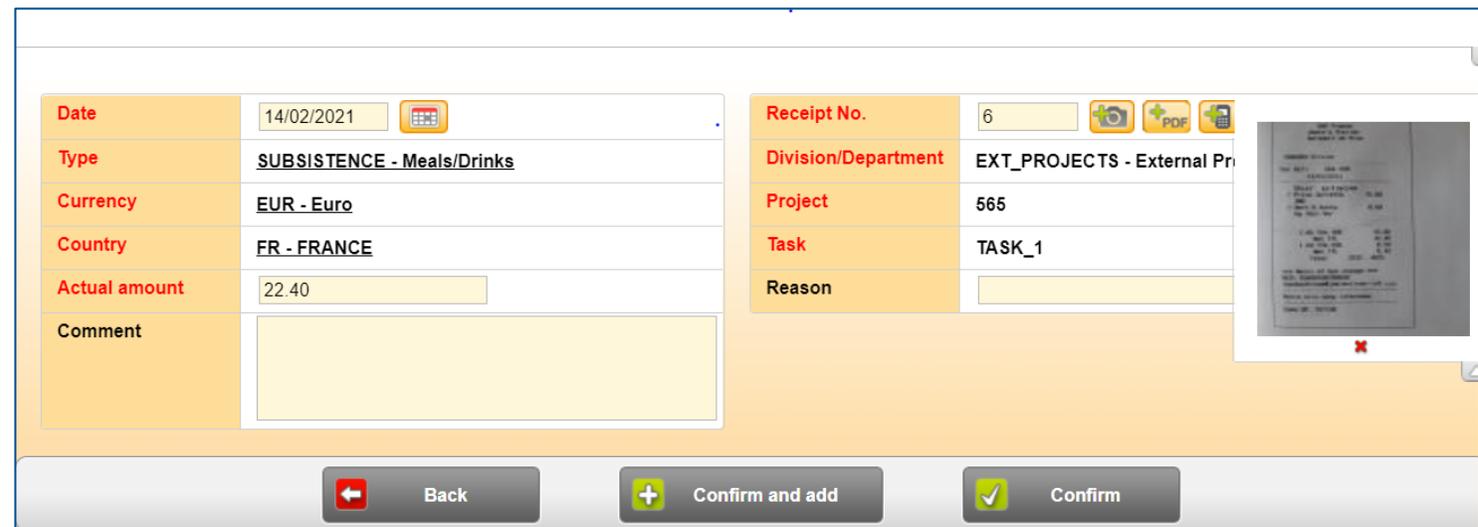
Check everything is correct: **currency, country, amount**. This is the case here [If not amend accordingly]

To add another expense for which the receipt is stored in Mobility, click on

Confirm

to be able to get the option

Add an expense from a Mobility receipt



# 1. How to record expenses in € paid Cash or by Credit card with a receipt retrieved from Mobility



The expense is recorded (receipt #6) and the expense report amounts updated accordingly

The screenshot shows the Notilus web application interface. At the top, the user is identified as Giacomo Bernini from ETSI. The main navigation bar includes 'Expense reports', 'Expenses', 'Card expenses', 'Refused expenses', 'Report status', and 'Reporting'. A summary section displays key financial data:

- Doc No.: 486
- Mission No.: 1257
- Surname: Bernini Giacomo (58887)
- Report Amt.: 581.34 EUR
- Advance payment Outstanding: 0.00 EUR
- Amt. to pay: 581.34 EUR
- Balance: 581.34 EUR
- Expense Claim: 1\_Expense Claim linked to TO

The main table lists individual expense entries with the following columns: Type, Date, Receipt No., Type, No., Tot. Curr. Amt., Tot. Local Amt., Local tax amount, Country, Project, and Comment. The entry for receipt #6 is highlighted with a red arrow, indicating it is the focus of the current step.

Type	Date	Receipt No.	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.	Local tax amount	Country	Project	Comment
Meals/Drinks	15 February 2021	1	Meals/Drinks	1	32.00 EUR	32.00 EUR	0.00 EUR	FR	85	lunch
Expense for plane ticket	11 February 2021	2	Expense for plane ticket	1	325.00 EUR	325.00 EUR	0.00 EUR		85	Amount debited for a Return tick
Local Transport/ Bus/ Metro/ Taxi	14 February 2021	3	Local Transport/ Bus/ Metro/ Taxi	1	52.00 GBP	61.94 EUR	0.00 EUR	GB	85	Paid the equivalent of 61.94€/ ex
Hotel (nights)	15 February 2021	4	Hotel (nights)	1	140.00 EUR	140.00 EUR	0.00 EUR	FR	85	Breakfast included
Bank statement and/or exch. receipt	15 February 2021	5	Bank statement and/or exch. receipt	1	0	0.00 EUR	0 EUR		85	
Meals/Drinks	14 February 2021	6	Meals/Drinks	1	22.40 EUR	22.40 EUR	0.00 EUR	FR	85	

At the bottom of the interface, there are three main action buttons: 'Add an expense from a Mobility receipt', 'Add an expense', and 'Submit Expense Report'.



## 2. How to record expenses in foreign currency paid by Credit card with a receipt retrieved from Mobility

In this example : Heathrow Express ticket for 22GBP paid by credit card on February 11th, 2021 (amount debited from the traveller's bank account: 25,88€ )

Same first steps: click on Add an expense from a Mobility receipt

Notilus will display the list of all remaining receipts stored in Mobility and not yet recorded in a claim.



Select from the list of receipts the relevant one: Here: Heathrow Express ticket for 22GBP

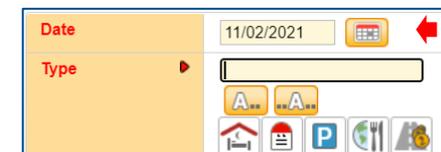
In this example, the amount indicated for the bill (22) is correct but some other information are missing (currency) or incorrect ( type).

Click on

A new window appears with the date automatically inserted by Notilus: February 15th, 2021 (date of travel ) when the expense was incurred on February 11th,2021



The field must be amended to reflect the date of purchase using the calendar



Then confirm the type of expense using the boxes



Here select:

LOCAL TRSP - Local Transport/ Bus/ Metro/ Taxi

## 2. How to record expenses in foreign currency paid by Credit card with a receipt retrieved from Mobility

A new screen is displayed

Doc No. : 486	Report Amt. : 581.34 EUR	Advance payment Outstanding : 0.00 EUR	Expense Claim : 1_Expense Claim linked to TO
Mission No. : 1257	Amt. to pay : 581.34 EUR	Balance : 581.34 EUR	
Surname : Bernini Giacomo (58887)			

Date	11/02/2021
Type	LOCAL TRSP - Local Transport/ Bus/ Metro/ Taxi
Currency	EUR - Euro
Country	FR - FRANCE
Actual amount	22.00
Comment	

Receipt No.	7
Division/Department	EXT_PROJECTS - External Projects
Project	565
Task	TASK_1
Reason	
Departing from	
Arriving at	

As said before , most fields automatically completed by Notilus with the information retrieved from the invoice picture shall be checked carefully and amended if incorrect.

**Currency:** the expense was incurred in £ (22GBP) but paid by credit card and debited in € from the traveller's bank account for 25,88€.

**EUR-Euro** is the correct currency to be selected.

**Country:** the expense was incurred in the UK. This field must therefore be amended.

To do so, click on **FR - FRANCE** New display of the field:

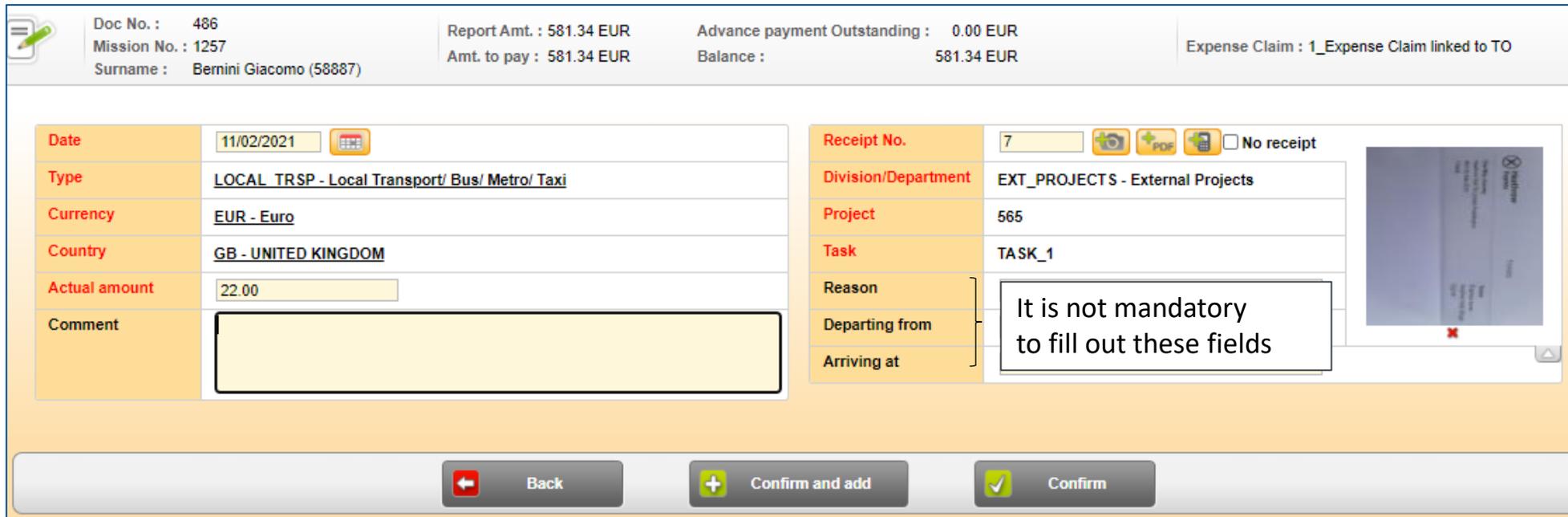
Select the correct country with the relevant flag

or using the box



## 2. How to record expenses in foreign currency paid by Credit card with a receipt retrieved from Mobility

View of the screen once the **Country** field has been amended



The screenshot shows an expense claim form with the following details:

- Doc No.: 486
- Mission No.: 1257
- Surname: Bernini Giacomo (58887)
- Report Amt.: 581.34 EUR
- Amt. to pay: 581.34 EUR
- Advance payment Outstanding: 0.00 EUR
- Balance: 581.34 EUR
- Expense Claim: 1\_Expense Claim linked to TO

The form fields are as follows:

Date	11/02/2021
Type	LOCAL TRSP - Local Transport/ Bus/ Metro/ Taxi
Currency	EUR - Euro
Country	GB - UNITED KINGDOM
Actual amount	22.00
Comment	
Receipt No.	7
Division/Department	EXT_PROJECTS - External Projects
Project	565
Task	TASK_1
Reason	It is not mandatory to fill out these fields
Departing from	
Arriving at	

At the bottom of the form, there are three buttons: Back, Confirm and add, and Confirm.

**Actual amount:** Notilus has inserted 22.00 which corresponds to the GBP amount shown on the invoice picture. It should be amended to reflect the € amount debited from the traveller's bank account (including bank fees) being here: **25,88€**.

Actual amount	25.88
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**Comment:** the traveller must add any relevant details such as:  
Heathrow Express Saver ticket 22 £. Equiv. amount debited to bank account 25.88€/ Bank statement attached to the expense report

## 2. How to record expenses in foreign currency paid by Credit card with a receipt retrieved from Mobility

View once done

<b>Date</b>	11/02/2021	<b>Receipt No.</b>	7
<b>Type</b>	LOCAL TRSP - Local Transport/ Bus/ Metro/ Taxi	<b>Division/Department</b>	EXT_PROJECTS - External Proj
<b>Currency</b>	EUR - Euro	<b>Project</b>	565
<b>Country</b>	GB - UNITED KINGDOM	<b>Task</b>	TASK_1
<b>Actual amount</b>	25.88	<b>Reason</b>	
<b>Comment</b>	Heathrow Express Saver ticket 22 GBP. Equivalent amount debited to bank account 25.88€ / Bank statement attached to the expense report		
		<b>Departing from</b>	
		<b>Arriving at</b>	

Then click on 

View of the expense report at that stage

		Type	Date	Receipt No.	Type	No.	Tot. Curr. Amt.	Tot. Local Amt	Local tax amount	Country	Project	Comment
+	 		15 February 2021	1	Meals/Drinks	1	32.00 EUR	32.00 EUR	0.00 EUR	FR	85	lunch
+	 		11 February 2021	2	Expense for plane ticket	1	325.00 EUR	325.00 EUR	0.00 EUR		85	Amount debited for a Return ticket LHR NICE LHR @278.77€ . Be
+	 		14 February 2021	3	Local Transport/ Bus/ Metro/ Taxi	1	52.00 GBP	61.94 EUR	0.00 EUR	GB	85	Paid the equivalent of 61.94€/ exchange receipt attached to the re
+	 		15 February 2021	4	Hotel (nights)	1	140.00 EUR	140.00 EUR	0.00 EUR	FR	85	Breakfast included
+	 		15 February 2021	5	Bank statement and/or exch. receipt	1	0	0.00 EUR	0 EUR		85	
+	 		14 February 2021	6	Meals/Drinks	1	22.40 EUR	22.40 EUR	0.00 EUR	FR	85	
+	 		11 February 2021	7	Local Transport/ Bus/ Metro/ Taxi	1	25.88 EUR	25.88 EUR	0.00 EUR	GB	85	Heathrow Express Saver ticket 22 GBP. Equivalent amount debite

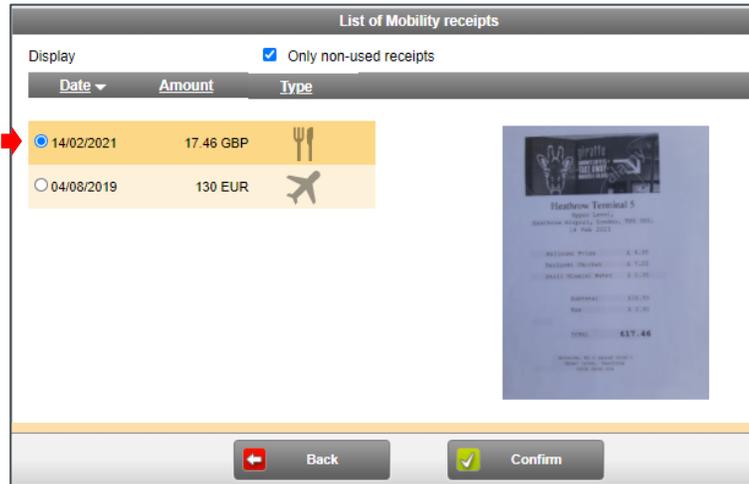


### 3. How to record expenses in foreign currency paid cash with a receipt retrieved from Mobility

In this example : Meal at Heathrow Airport for 17,46 GBP paid cash on February 14th, 2021

Same first steps: click on

Notilus will display the list of all remaining receipts stored in Mobility and not yet recorded in a claim.



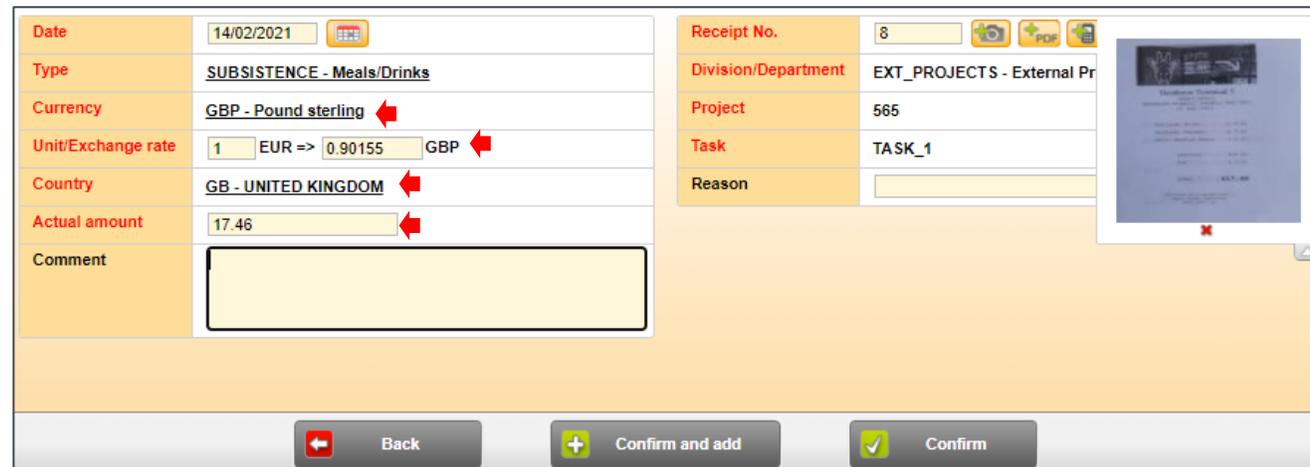
Select from the list of receipts the relevant one : meal for 17,46 GBP and click on

A new window is displayed with the date inserted automatically by Notilus



The date is correctly retrieved from the invoice: February 14th, 2021

Then select the type of expense: Subsistence – Meals/Drinks



A new screen is displayed: again most fields are automatically filled out by Notilus with the information retrieved from the invoice

**Currency Country Actual amount**

In this example all fields are correct.

Notilus also inserts the BCE rate of exchange applicable on the day of the expense

1 € = 0,90155 GBP

### 3. How to record expenses in foreign currency paid cash with a receipt retrieved from Mobility

Date	14/02/2021	Receipt No.	8
Type	SUBSISTENCE - Meals/Drinks	Division/Department	EXT_PROJECTS - External Pr
Currency	GBP - Pound sterling	Project	565
Unit/Exchange rate	1 EUR => 0.90155 GBP	Task	TASK_1
Country	GB - UNITED KINGDOM	Reason	
Actual amount	17.46		
Comment			

Back Confirm and add Confirm

However, in this example, the BCE rate of exchange automatically inserted by Notilus (1 € = 0,90155 GBP) is different from the one applied to the expense when it was incurred (1 € = 0,8395 GBP).

The traveller shall amend it to reflect the rate of exchange effectively applicable.

Unit/Exchange rate	1	EUR =>	0.8395	GBP
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Important: when the traveller modifies the BCE exchange rate, he must always attach the cash exchange receipt or any bank document in support of the exchange rate applied and insert all relevant information in the field **Comment**.

Comment	paid the equivalent of 20.80 €/ exchange receipt provided
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### 3. How to record expenses in foreign currency paid cash with a receipt retrieved from Mobility

#### View when updated

Date	14/02/2021	Receipt No.	8
Type	SUBSISTENCE - Meals/Drinks	Division/Department	EXT_PROJECTS - External Project
Currency	GBP - Pound sterling	Project	565
Unit/Exchange rate	1 EUR => 0.8395 GBP	Task	TASK_1
Country	GB - UNITED KINGDOM	Reason	
Actual amount	17.46		
Comment	paid the equivalent of 20.80 €/ exchange receipt provided		

Buttons: Back, Confirm and add, Confirm

Click on Confirm  
The expense is recorded

#### View of the expense report

Doc No. : 486    Report Amt. : 628.02 EUR    Advance payment Outstanding : 0.00 EUR    Expense Claim : 1\_Expense Claim linked to TO  
 Mission No. : 1257    Amt. to pay : 628.02 EUR    Balance : 628.02 EUR    List of Expenses

Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt	Local tax amount	Country	Project	Comment
+	15 February 2021	1	Meals/Drinks	1	32.00 EUR	32.00 EUR	0.00 EUR	FR	85	lunch
+	11 February 2021	2	Expense for plane ticket	1	325.00 EUR	325.00 EUR	0.00 EUR		85	Amount debited for a Return ticket LHR NICE LHR @278.77€
+	14 February 2021	3	Local Transport/ Bus/ Metro/ Taxi	1	52.00 GBP	61.94 EUR	0.00 EUR	GB	85	Paid the equivalent of 61.94€/ exchange receipt attached to t
+	15 February 2021	4	Hotel (nights)	1	140.00 EUR	140.00 EUR	0.00 EUR	FR	85	Breakfast included
+	15 February 2021	5	Bank statement and/or exch. receipt	1	0	0.00 EUR	0 EUR		85	
+	14 February 2021	6	Meals/Drinks	1	22.40 EUR	22.40 EUR	0.00 EUR	FR	85	
+	11 February 2021	7	Local Transport/ Bus/ Metro/ Taxi	1	25.88 EUR	25.88 EUR	0.00 EUR	GB	85	Heathrow Express Saver ticket 22 GBP. Equivalent amount d
+	14 February 2021	8	Meals/Drinks	1	17.46 GBP	20.80 EUR	0.00 EUR	GB	85	paid the equivalent of 20.80 €/ exchange receipt provided

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

Note: for expenses in foreign currency paid **cash**, Notilus is displaying both amounts in the local currency and in €.

All invoices attached to the expense report can be viewed by clicking on the icon at the top on the left next to the report N°.

# More information : invoices attached to a claim

Notilus will display the list of all documents attached to the expense report

Report No. 486

Documents archived on the report

Images archived on the expense

	Date	Type	Tot. Curr. Amt.	Receipt	
	15/02/2021	SUBSISTENCE	32.00 EUR	1	16/02/2021 09:53 (INVOICE Meal 32€ 15FEB.pdf)
	11/02/2021	PLANE	325.00 EUR	2	16/02/2021 15:50 (INVOICE TKT 278£.pdf)
	14/02/2021	LOCAL_TRSP	52.00 GBP	3	18/02/2021 10:02 (INVOICE TAXI LON 52£.pdf)
	15/02/2021	HOTEL	140.00 EUR	4	19/02/2021 14:57 (INVOICE HOTEL MERCURE 140€.pdf)
	15/02/2021	BANK_STATEMENT	0	5	22/02/2021 10:00 (BANK STATEMENT BERNINI.pdf)
	14/02/2021	SUBSISTENCE	22.40 EUR	6	19/02/2021 11:40 (JustifMobility20210219_114009.jpg)
	11/02/2021	LOCAL_TRSP	25.88 EUR	7	19/02/2021 09:47 (JustifMobility20210219_094705.jpg)
	14/02/2021	SUBSISTENCE	17.46 GBP	8	19/02/2021 09:46 (JustifMobility20210219_094618.jpg)

with

Their respective date

Their respective type of expenses and amount

Their respective receipt number

Their respective types of document : pdf, gif, scan , receipt retrieved from Mobility etc.

To view any invoice, click on the relevant link.

Example ([JustifMobility20210219\\_114009.jpg](#))



To delete a receipt associated to an expense



To add - if required - another document linked to an expense recorded with its invoice Click on  
A new window pops up

**Add documents** ✕

For the expense 2 - 11/02/2021 - PLANE - 325 EUR ▼

Via HTTP:  Browse

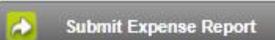
(The selected file size cannot exceed 3 Mo)

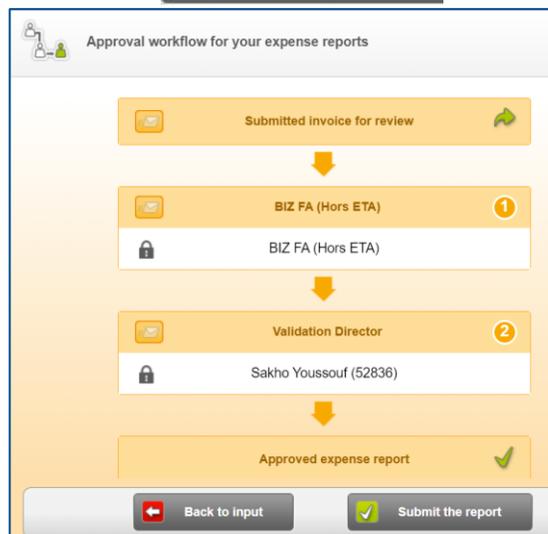
Click on Browse

and select the document from the list displayed as shown previously.

# More information: submit the expense report

When all expenses for this mission have been recorded, the traveller can submit his claim.

Click on 

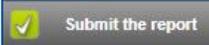


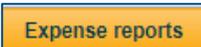
Approval workflow for your expense reports

- Submitted invoice for review
- BIZ FA (Hors ETA) 1
- Validation Director 2 (Sakho Youssouf (52836))
- Approved expense report

Buttons: Back to input, Submit the report

A new window is displayed detailing the steps of the approval

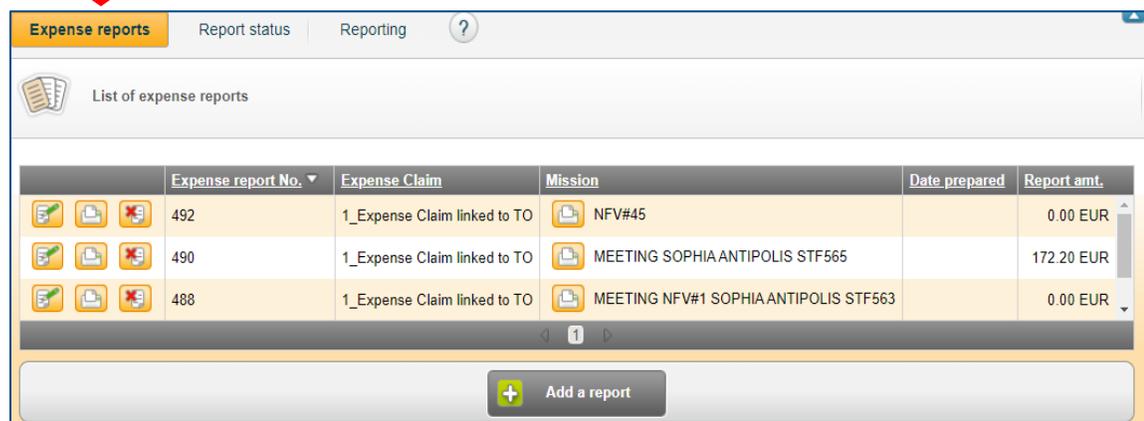
To confirm the submission, click on 

Once done, the expense report will disappear from the section 

It will still be displayed in the section 

with the status: submitted for review

**Important:** once submitted, the expense report cannot be modified by the traveller.

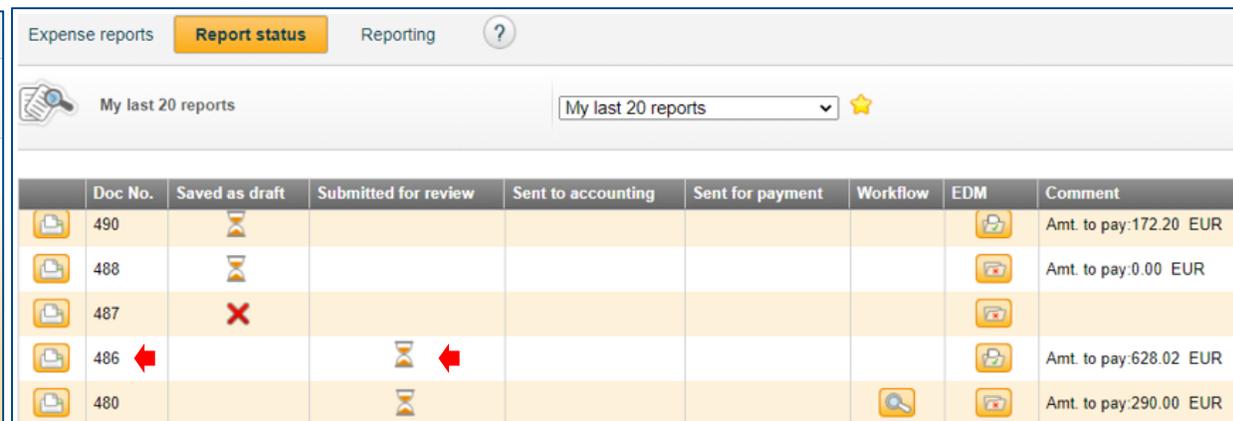


Expense reports | Report status | Reporting

List of expense reports

	Expense report No.	Expense Claim	Mission	Date prepared	Report amt.
	492	1_Expense Claim linked to TO	NFV#45		0.00 EUR
	490	1_Expense Claim linked to TO	MEETING SOPHIA ANTIPOLIS STF565		172.20 EUR
	488	1_Expense Claim linked to TO	MEETING NFV#1 SOPHIA ANTIPOLIS STF563		0.00 EUR

+ Add a report



Expense reports | Report status | Reporting

My last 20 reports

Doc No.	Saved as draft	Submitted for review	Sent to accounting	Sent for payment	Workflow	EDM	Comment
490							Amt. to pay:172.20 EUR
488							Amt. to pay:0.00 EUR
487							
486							Amt. to pay:628.02 EUR
480							Amt. to pay:290.00 EUR

# More information : the Report status

The report status will be displayed:

Here when the expense report is created but not yet submitted

Here when the expense report is submitted but not yet approved

Here when the expense report is approved and sent to Accounting Department

Doc No.	Saved as draft	Submitted for review	Sent to accounting	Sent for payment	Workflow	EDM	Comment
490							Amt. to pay:172.20 EUR
488							Amt. to pay:0.00 EUR
487							
486							Amt. to pay:628.02 EUR
480							Amt. to pay:290.00 EUR
479							
477							Amt. to pay:53.60 EUR
476							
475							Amt. to pay:330.00 EUR

To view and print the expense report

Status pending

In the column **Saved as a draft:**  
Expense report deleted

In the column **Submitted for review:**  
Expense report rejected

To check the workflow

To view all invoices attached to the claim

**Note:**

The display of the reports can be amended by selecting the other option:

