

Notilus Travel Management for Expert

Expenses Module 1

How to create an expense report

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For: **BIZ FA/ STF experts**

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How to create an Expense report from your PC

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- How to create an expense report

The Expense report: general information

General information

Expense reports can be filed from the traveller's PC after logging in Notilus **or** from his/her mobile phone using Notilus Mobility. An expense report created from the PC is displayed in Mobility and vice versa.

One of the many advantages of **Mobility** : the traveller will be able to take a photo of each invoice that could be stored by Notilus and inserted in the claim filed from your PC later on (recommended for expenses in foreign currency) or recorded directly to the claim created with Notilus Mobility (suggested for most expenses incurred in €).

An expense claim can be filed only after the Travel order has been approved. Expenses can be added at any time during the travel or after from the PC and/or with Mobility.

Once a claim is submitted, it cannot be modified by the traveller.

If the traveller forgot an expense for a specific mission, he will be able to create another expense claim linked to the same Travel Order/mission.

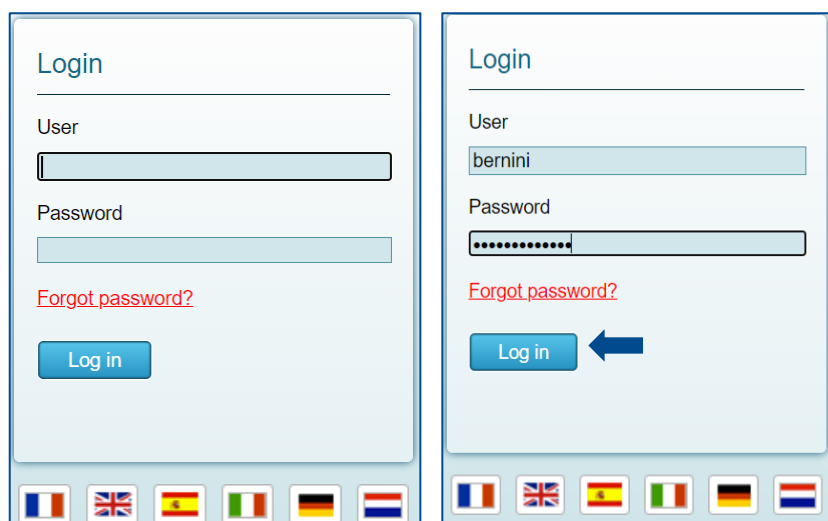
When an expense is rejected, the traveller will be able to submit it again using the option "Refused Expenses" as long as the proper justification is provided.



How to create an expense report from your PC : Log in

Log in with your User name and password

Link: <https://secure.mynotilus.com/etsi>

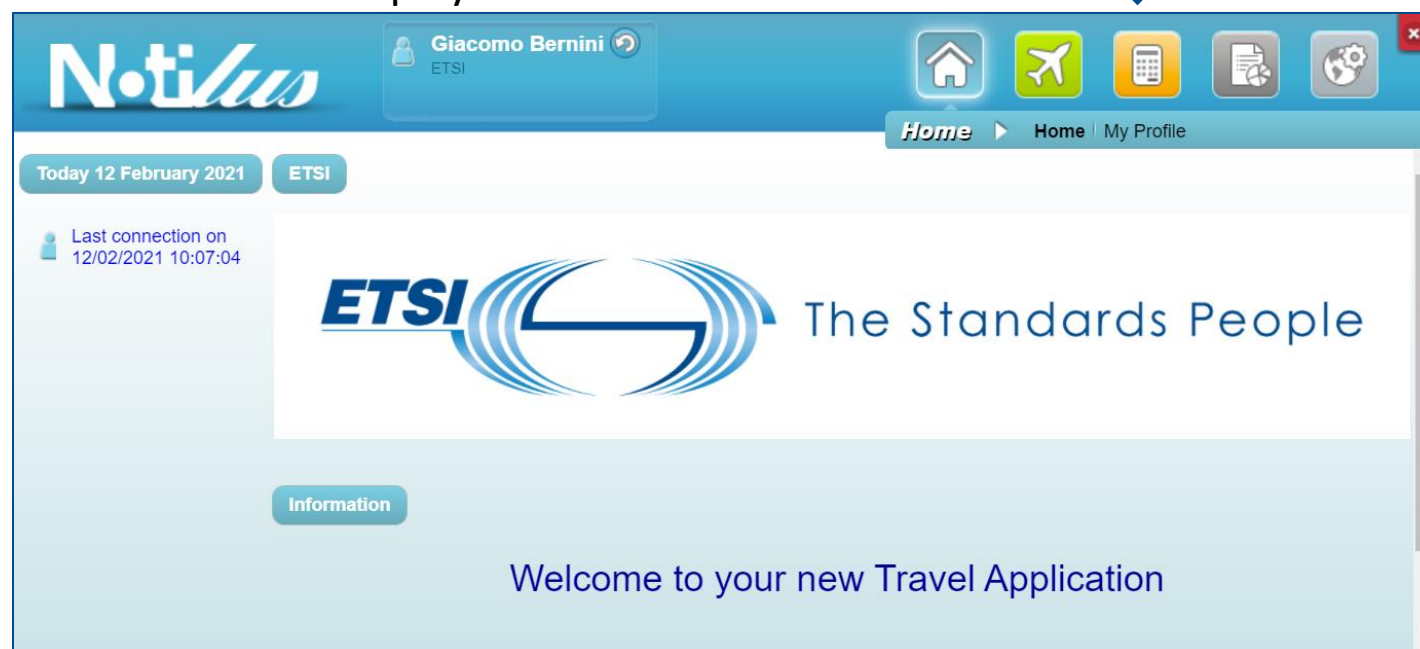


Click on

To access the Expense module,
click on the Calculator icon at
the top



A new screen is displayed



The Expense section

Screen displayed

Expense reports

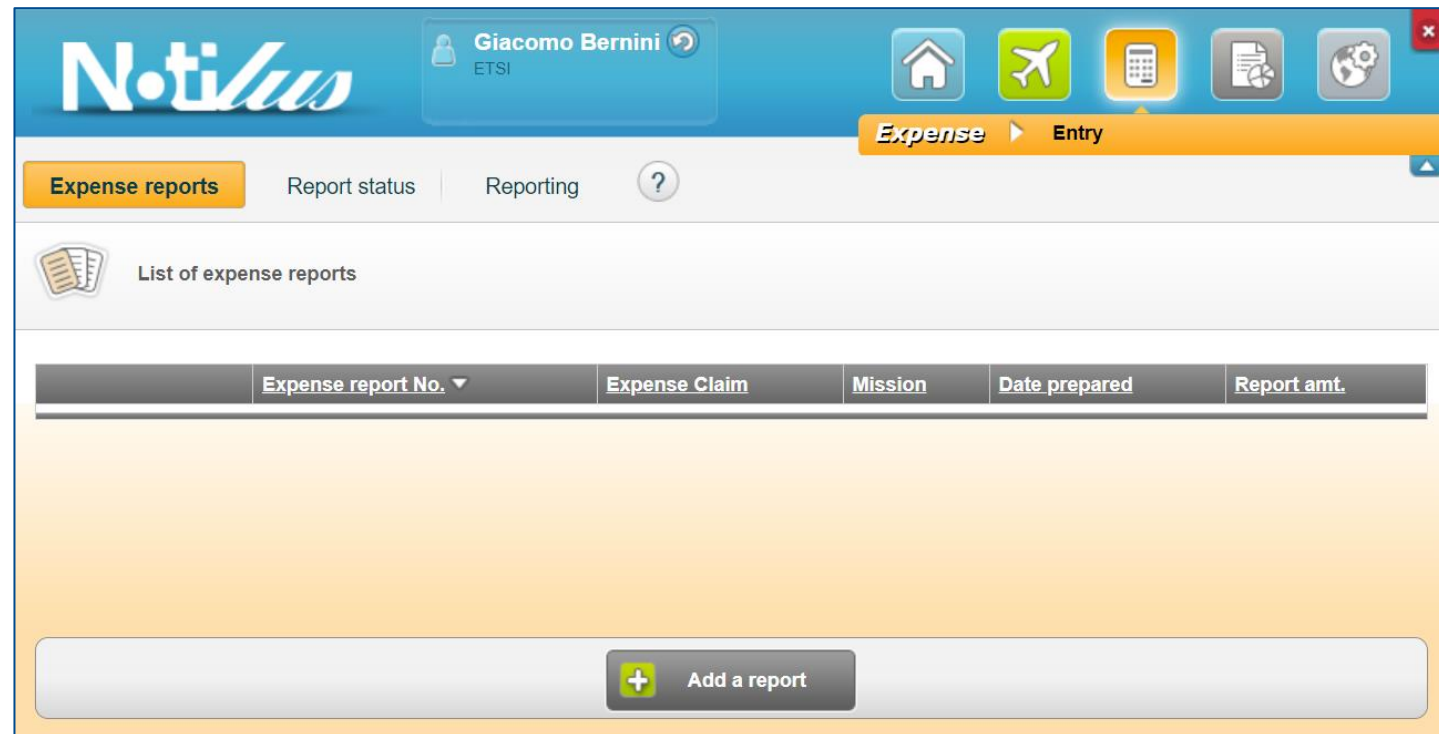
New expense report shall be created from this section; any expense report already created / filed but not yet submitted will be displayed here.

Report status

All expense reports filed will be displayed in this section with their actual status for each level of the approval process

Reporting

This function helps to track history of expense reports and/or meal vouchers



The screenshot shows the 'Notilus' web application interface. At the top, there's a header with the 'Notilus' logo, a user profile for 'Giacomo Bernini' from 'ETSI', and several navigation icons (home, airplane, calculator, document, settings). Below the header, there's a navigation bar with 'Expense reports' (highlighted), 'Report status', and 'Reporting'. A sub-navigation bar shows 'Expense' and 'Entry'. The main content area is titled 'List of expense reports' and contains a table with the following columns: 'Expense report No.', 'Expense Claim', 'Mission', 'Date prepared', and 'Report amt.'. The table is currently empty. At the bottom of the main content area, there is a button labeled '+ Add a report'.

To create a new expense report click on




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Screen displayed, once the traveller clicked on 

Expense Claim and **Division/Department**: fields automatically completed by the application

Mission: the traveller shall select the Travel Order /mission to which the claim is related.

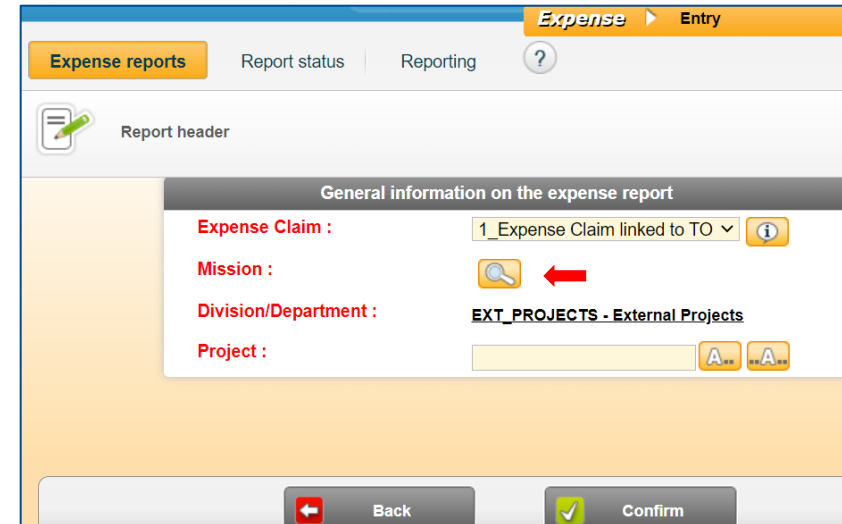
To do so , click on the magnifier icon 

The list of all travel orders approved will be displayed

| List of your missions | | | | |
|-----------------------|---|-------------------------|------------------|------------------|
| No. | Objective | Destination city | Start date | End date |
| <u>1287</u> | MEETING NFV#1 SOPHIA ANTIPOLIS STF563 | Sophia Antipolis, FR | 08/03/2021 09:00 | 10/03/2021 12:00 |
| <u>1257</u> ← | Meeting Sophia Antipolis ETSI/STF565 ← | Sophia Antipolis, FR | 15/02/2021 09:00 | 15/02/2021 17:00 |
| <u>881</u> | NFV#45 | Nice (06), FR | 10/09/2020 08:00 | 12/09/2020 18:00 |

Select the relevant mission by clicking either on the N° or the objective field (in this example TO N°1257)

Then, the other fields: **Project** and **Task** will be automatically filled out by the application with the information retrieved from the travel order



Expense reports | Report status | Reporting ?

Report header

General information on the expense report

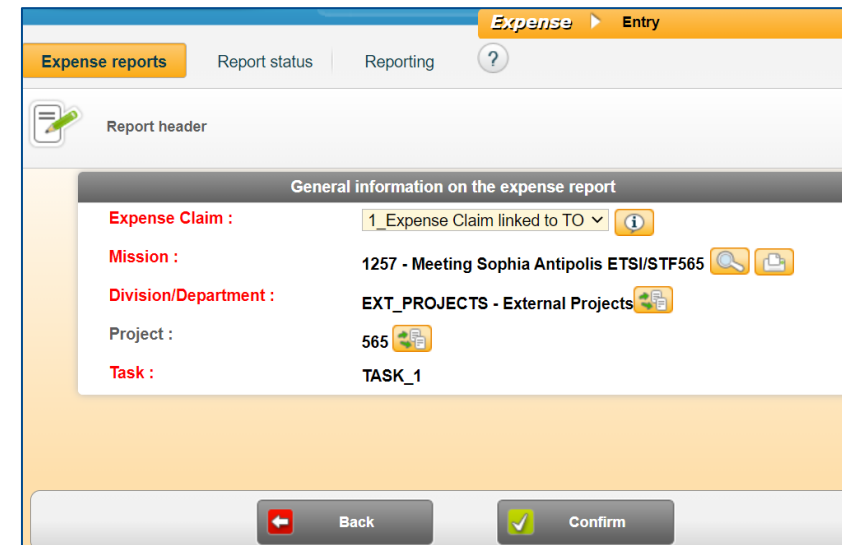
Expense Claim : 1_Expense Claim linked to TO ⓘ

Mission : ⓘ ←

Division/Department : EXT_PROJECTS - External Projects

Project : ⓘ ⓘ

Back Confirm



Expense reports | Report status | Reporting ?

Report header

General information on the expense report

Expense Claim : 1_Expense Claim linked to TO ⓘ

Mission : 1257 - Meeting Sophia Antipolis ETSI/STF565 ⓘ ⓘ

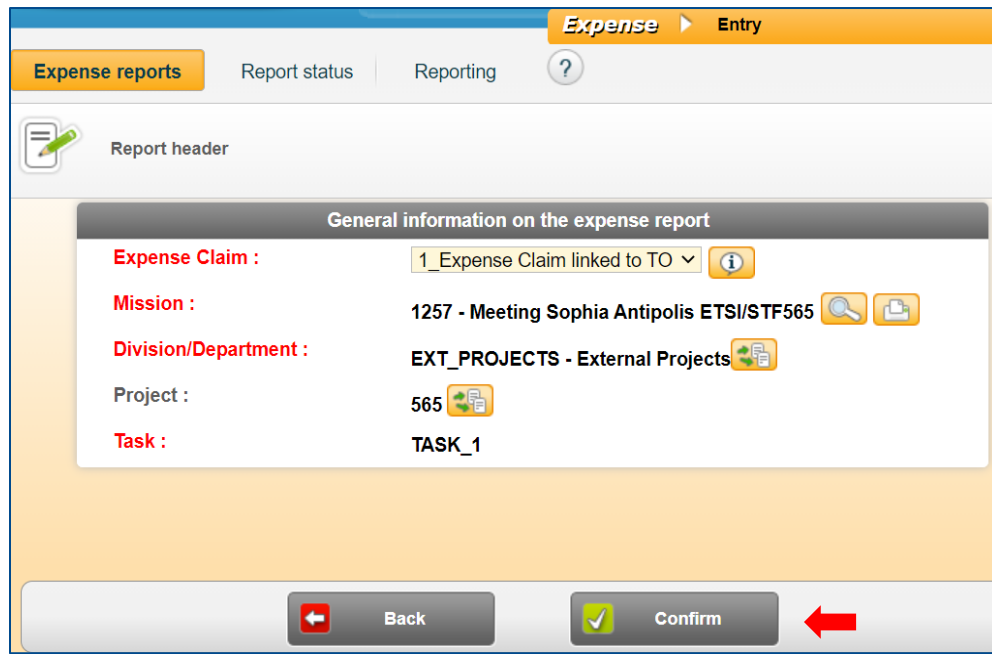
Division/Department : EXT_PROJECTS - External Projects ⓘ


Project : 565 ⓘ

Task : TASK_1

Back Confirm

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 To display Information :
Expense report to use for expenses incurred as part of your travel order

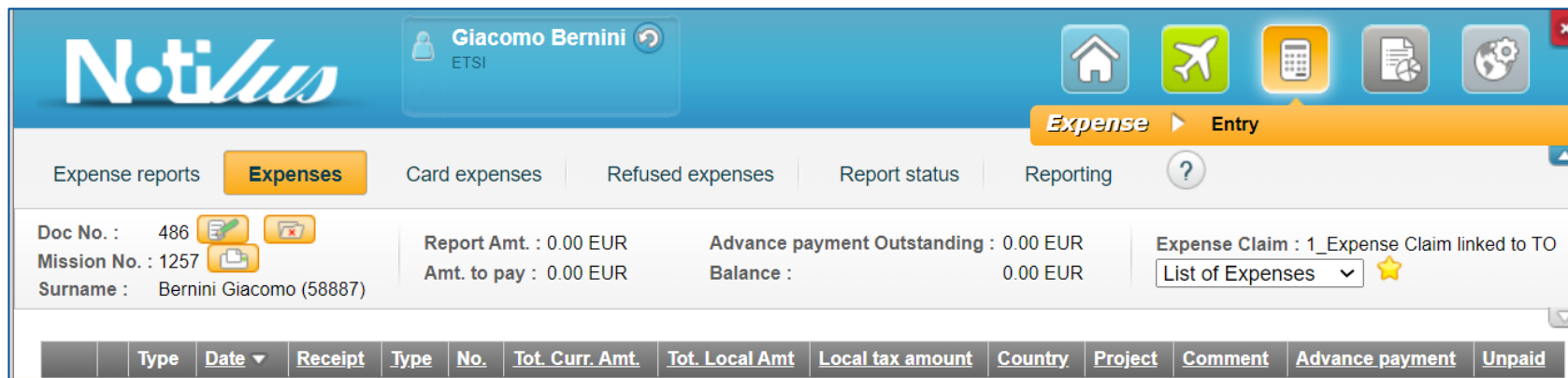
 to view the list of all approved missions

 to view and print the selected mission

 to view additional information on the selected field
Project or **Division/Department**

Click on 

The expense report is created
(Doc N° 486 linked to Mission # 1257
in this example)

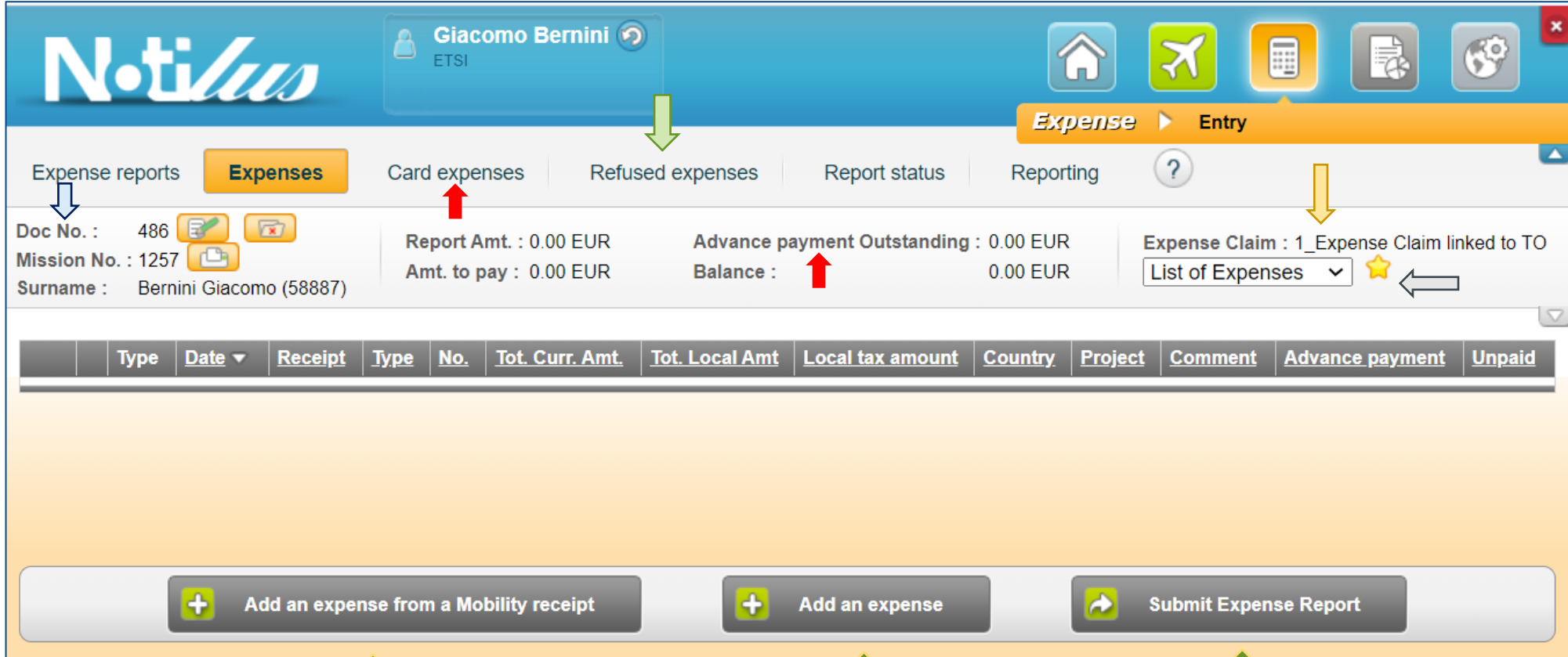


The expense report : more information

Expense claim N° (differs from TO N°)

To retrieve refused expenses

Type of report/claim



The screenshot shows the Notisus web interface for Giacomo Bernini (ETSI). The top navigation bar includes 'Expense reports', 'Expenses' (highlighted), 'Card expenses', 'Refused expenses', 'Report status', and 'Reporting'. Below this, a summary section displays 'Doc No. : 486', 'Mission No. : 1257', and 'Surname : Bernini Giacomo (58887)'. It also shows 'Report Amt. : 0.00 EUR', 'Amt. to pay : 0.00 EUR', and 'Advance payment Outstanding : 0.00 EUR'. A dropdown menu for 'Expense Claim : 1' is open, showing options like 'List of Expenses', 'Expenses by Date', and 'Per diem calendar'. At the bottom, there are three buttons: 'Add an expense from a Mobility receipt', 'Add an expense', and 'Submit Expense Report'. Annotations with arrows point to various elements: a blue arrow points to 'Expense reports'; a green arrow points to the user profile; a red arrow points to 'Card expenses'; a yellow arrow points to the 'Expense Claim' dropdown; a red arrow points to the 'Balance' field; a grey arrow points to the 'List of Expenses' dropdown; a green arrow points to the 'Add an expense from a Mobility receipt' button; a green arrow points to the 'Add an expense' button; and a green arrow points to the 'Submit Expense Report' button.

List of Expenses :
can be filtered as
follows using the
arrow

List of Expenses ▼

Expenses by Date

List of Expenses

Per diem calendar

Not applicable
to STF