



The Standards People

# Notilus Travel Management for Expert

Expenses Module 2

## How to record expenses with receipts stored on the Desktop

Presented by: **Jacqueline Leca Nano**

For: **BIZ FA/ STF experts**

February 2021

- General information
- How to record expenses from your PC with receipts stored on the Desktop
  1. Expenses in € paid cash or by credit card
  2. Expenses in foreign currency paid by credit card
  3. Expenses in foreign currency paid cash
- Particular cases:
  1. Recording a hotel bill
  2. How to attach a bank statement and/or boarding pass stored on the Desktop



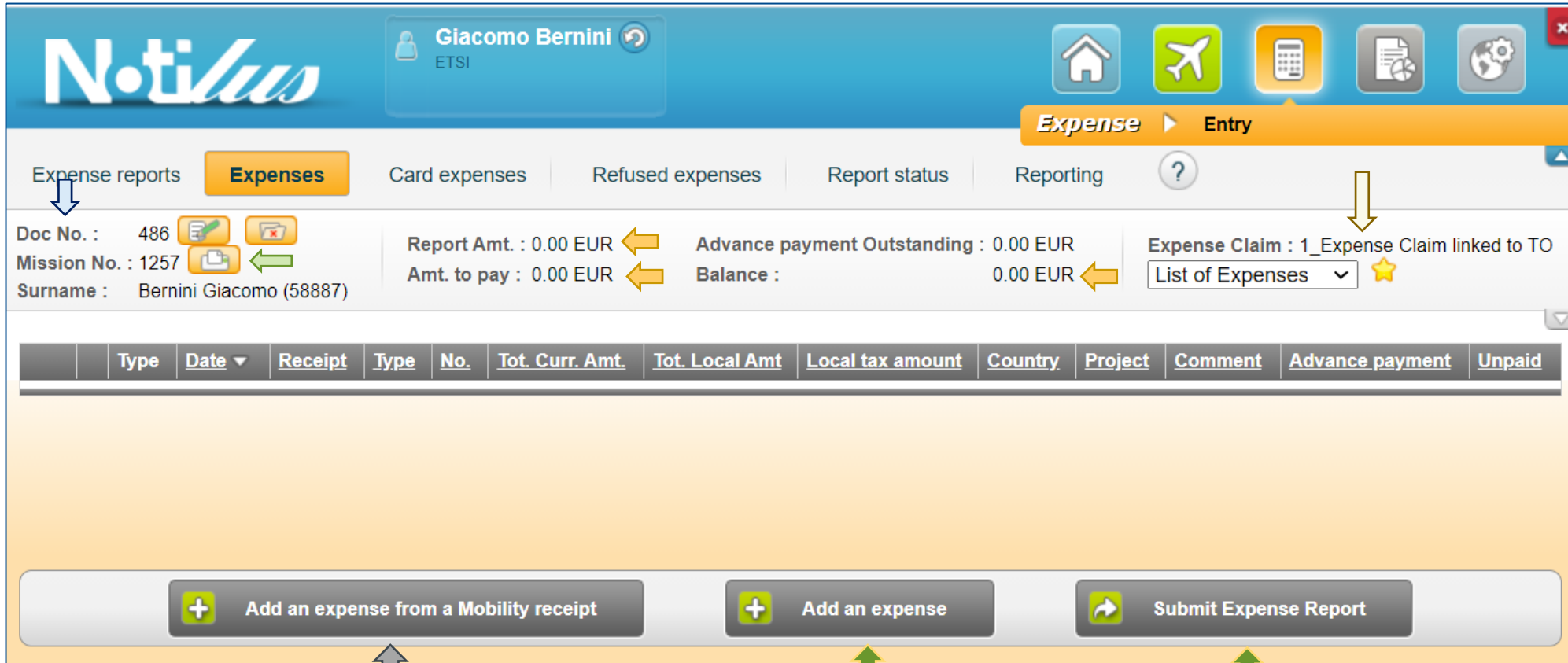
# Adding expenses with receipts stored on the Desktop

Expense claim N° (differs from TO/ Mission N° )

To view and/or print the TO/ Mission related to this expense report

Fields updated by Notilus each time an expense is recorded in the report

Type of Expense report/claim



Notilus

Giacomo Bernini  
ETSI

Expense Entry

Expense reports Expenses Card expenses Refused expenses Report status Reporting

Doc No. : 486  
Mission No. : 1257  
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

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

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

Details provided in Module 3

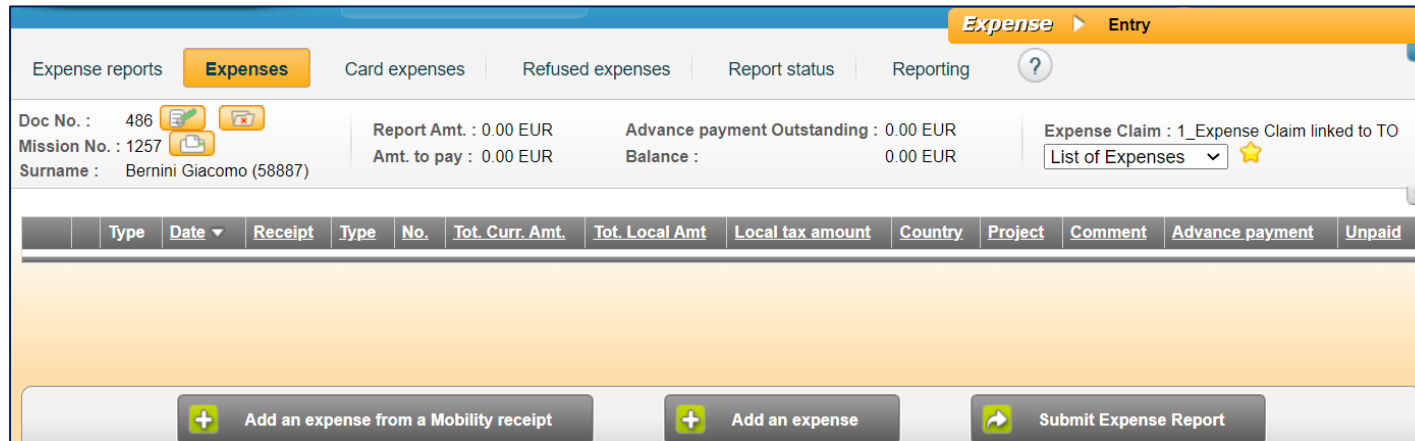
To add an expense when the receipt is stored on the desktop

To submit the report once all invoices have been recorded

# 1.How to record expenses in € paid Cash or by Credit card

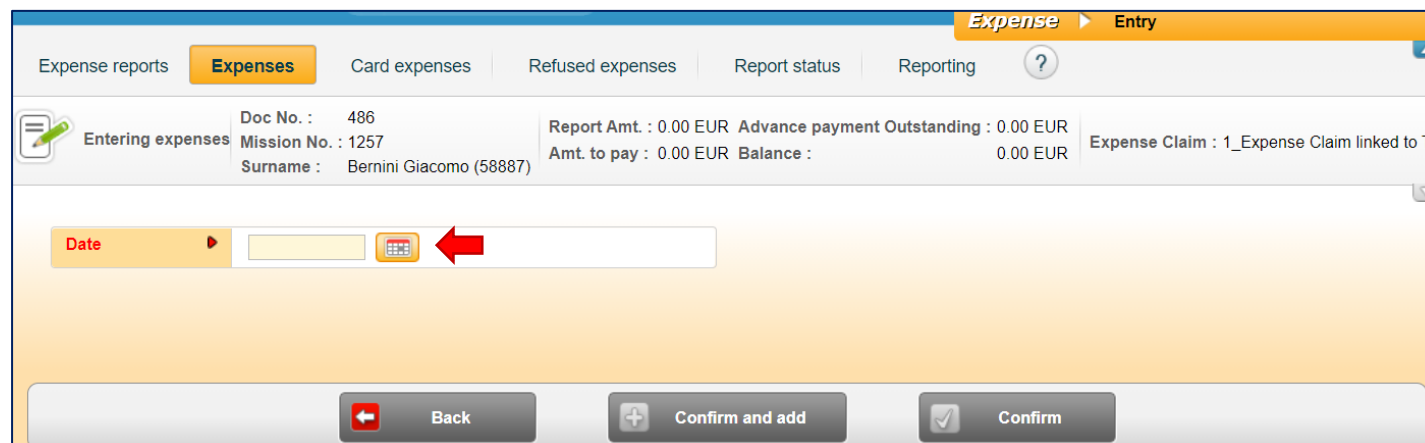
First example: a meal bill in the amount of 32€ spent on February 15th, 2021 in France

Click on 




The screenshot shows the 'Expense Entry' screen. At the top, there are tabs for 'Expense reports', 'Expenses', 'Card expenses', 'Refused expenses', 'Report status', and 'Reporting'. Below these, there is a section for 'Doc No. : 486', 'Mission No. : 1257', and 'Surname : Bernini Giacomo (58887)'. To the right, there are fields for 'Report Amt. : 0.00 EUR', 'Advance payment Outstanding : 0.00 EUR', 'Amt. to pay : 0.00 EUR', and 'Balance : 0.00 EUR'. Further right, there is a dropdown for 'Expense Claim : 1\_Expense Claim linked to TO' and a 'List of Expenses' button. Below this is a table with columns: Type, Date, Receipt, Type, No., Tot. Curr. Amt., Tot. Local Amt., Local tax amount, Country, Project, Comment, Advance payment, and Unpaid. At the bottom, there are three buttons: 'Add an expense from a Mobility receipt', 'Add an expense' (highlighted with a green arrow), and 'Submit Expense Report'.

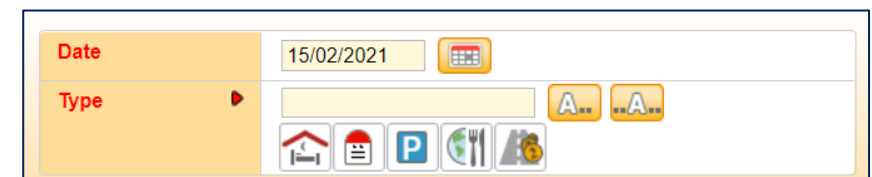
A new window is displayed



The screenshot shows the 'Entering expenses' screen. It has the same top navigation and header information as the previous screen. Below the header, there is a 'Date' field with a calendar icon and a red arrow pointing to it. At the bottom, there are three buttons: 'Back', 'Confirm and add' (highlighted with a green arrow), and 'Confirm'.

Enter the date of the expense : 15/02/2021 using the calendar 

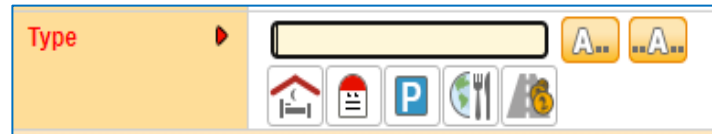
Once done, the field **Type** of expense appears



The screenshot shows a close-up of the 'Date' and 'Type' fields. The 'Date' field is set to '15/02/2021' and has a calendar icon. The 'Type' field is empty and has a dropdown arrow. Below the 'Type' field, there are several icons representing different expense categories: a house, a shopping cart, a parking 'P' sign, a fork and knife, and a dollar sign.

# How to record expenses in € paid cash or by credit card


The Expenses type can be selected from the logos displayed for Hotel, Mileage, Parking fees, Subsistence and Toll

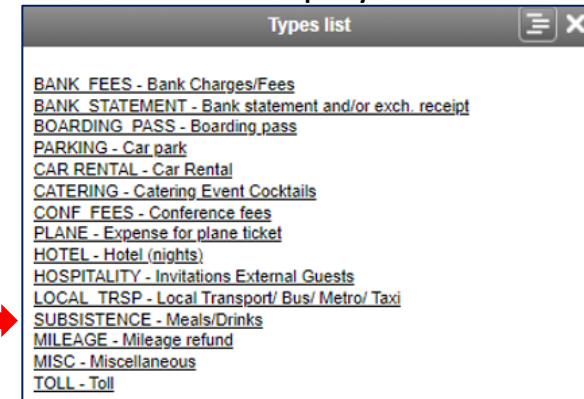


The interface shows a 'Type' dropdown menu with a search bar and two 'A' icons. Below the search bar are five icons representing different expense types: Hotel (bed), Mileage (car), Parking (P), Subsistence (fork and knife), and Toll (road sign). A red arrow points to the Subsistence icon.

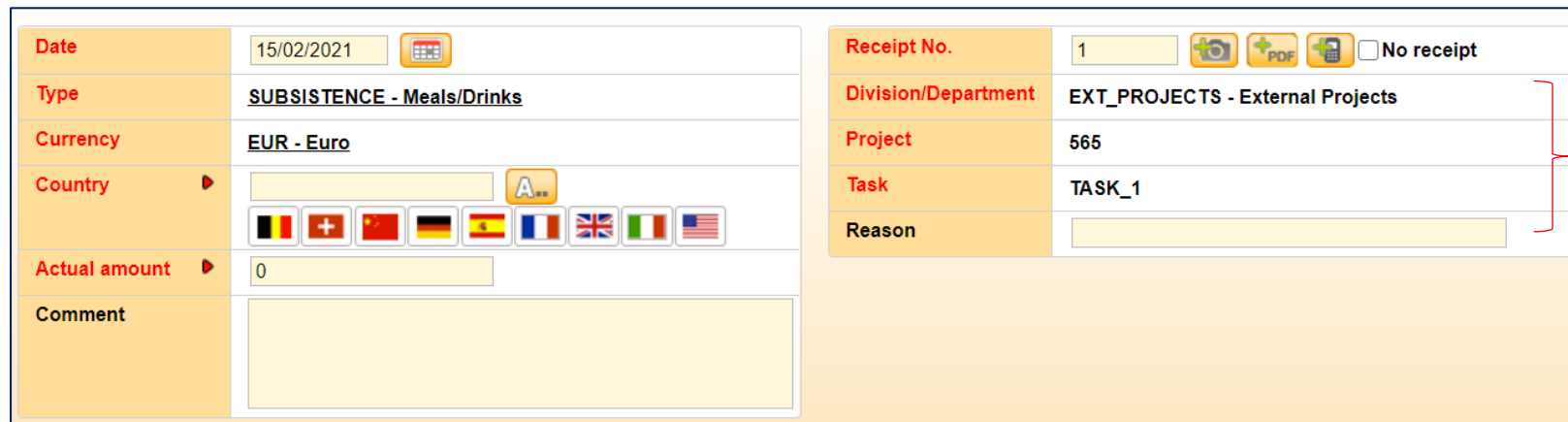
In this example:  
Select subsistence

Once done, more fields to be completed are displayed

or from the list displayed when clicking on the boxes  



A dialog box titled 'Types list' showing a list of expense types with their descriptions: BANK FEES - Bank Charges/Fees, BANK STATEMENT - Bank statement and/or exch. receipt, BOARDING PASS - Boarding pass, PARKING - Car park, CAR RENTAL - Car Rental, CATERING - Catering Event Cocktails, CONF. FEES - Conference fees, PLANE - Expense for plane ticket, HOTEL - Hotel (nights), HOSPITALITY - Invitations External Guests, LOCAL TRSP - Local Transport/ Bus/ Metro/ Taxi, SUBSISTENCE - Meals/Drinks, MILEAGE - Mileage refund, MISC - Miscellaneous, and TOLL - Toll. A red arrow points to the SUBSISTENCE - Meals/Drinks entry.





The expense form is divided into two main sections. The left section contains fields for Date (15/02/2021), Type (SUBSISTENCE - Meals/Drinks), Currency (EUR - Euro), Country (selected as Germany), Actual amount (0), and a Comment field. The right section contains fields for Receipt No. (1), Division/Department (EXT\_PROJECTS - External Projects), Project (565), Task (TASK\_1), and Reason. A red bracket on the right side of the form groups the Division/Department, Project, Task, and Reason fields, indicating they are information retrieved from the Travel Order and inserted automatically by Notilus.

Information retrieved from the Travel Order and inserted automatically by Notilus

**Currency:** select the currency in which the expense is incurred (€ is displayed by default, to amend when required)

**Actual amount:** insert the amount paid and claimed: 32€

**Country:** being the place where the expense is incurred; it can be selected from flags shown or by clicking on the boxes  



**Comment:** this field is not mandatory, the traveller may add any information deemed relevant

# How to attach the copy of the invoice stored on the Desktop

View once all fields have been completed

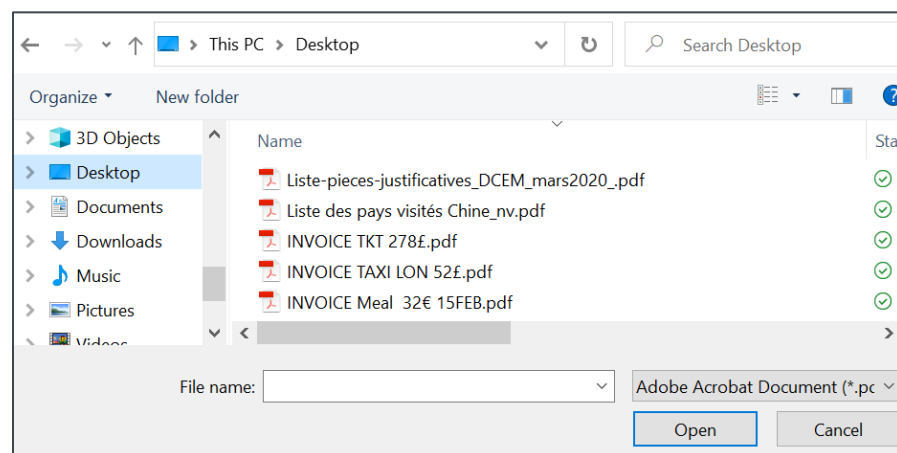
<b>Date</b>	15/02/2021	<b>Receipt No.</b>	1
<b>Type</b>	SUBSISTENCE - Meals/Drinks	<b>Division/Department</b>	EXT_PROJECTS - External Projects
<b>Currency</b>	EUR - Euro	<b>Project</b>	565
<b>Country</b>	FR - FRANCE	<b>Task</b>	TASK_1
<b>Actual amount</b>	32	<b>Reason</b>	
<b>Comment</b>	Lunch		

Then, the traveller must attach the relevant invoice stored on the Desktop

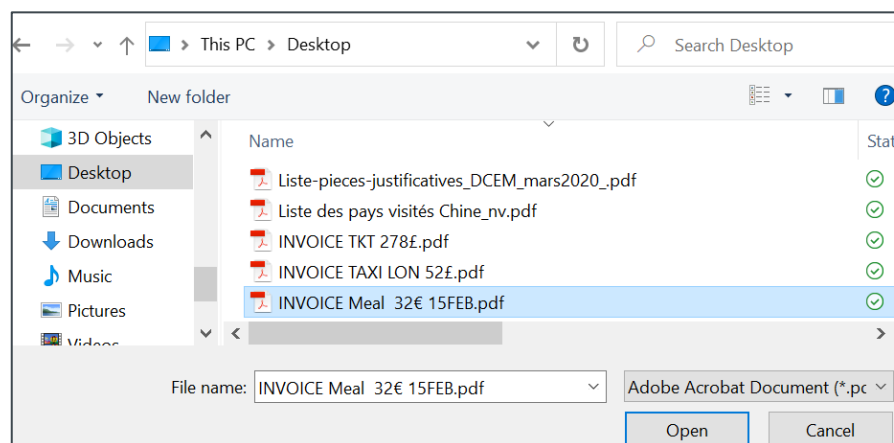
Click on  to add a PDF document  
or  to add a GIF or JPG document

**Note:** the box **No receipt** must be ticked when the receipt for the expense is not provided In such case, the refund of the expense will be subject to the Admin approval

The Desktop will be displayed with all invoices stored



Select the relevant document: in this example invoice Meal 32€




Then click on

The invoice is uploaded in Notilus and it will be displayed in the expense report

# How to attach the copy of the invoice stored on the Desktop

## View of the report with the Invoice attached


 Modify expense

Doc No. : 486  
 Mission No. : 1257  
 Surname : Bernini Giacomo (58887)

Report Amt. : 32.00 EUR  
 Amt. to pay : 32.00 EUR

Advance payment Outstanding : 0.00 EUR  
 Balance : 32.00 EUR

Expense Claim : 1\_Expense Claim linked to TO

Date: 15/02/2021

Type: SUBSISTENCE - Meals/Drinks

Currency: EUR - Euro

Country: FR - FRANCE

Actual amount: 32.00

Comment: lunch


Receipt No.: 1

Division/Department: EXT\_PROJECTS - External Proj

Project: 565

Task: TASK\_1

Reason:



Back

Confirm and add

Confirm

Then click on



or



to record other expenses in the report

**Note:** when the traveller selects **Confirm and add**, Notilus will display automatically the field **Date** for the next expense to be recorded

Date

The expense is recorded and Notilus updates accordingly the fields: Report amount Amount to pay Balance

Expense reports

Expenses

Card expenses


Refused expenses


Report status

Reporting


?

Doc No. : 486





Mission No. : 1257



Surname : Bernini Giacomo (58887)

Report Amt. : 32.00 EUR




Amt. to pay : 32.00 EUR

Advance payment Outstanding : 0.00 EUR

Balance : 32.00 EUR

Expense Claim : 1\_Expense Claim linked to TO

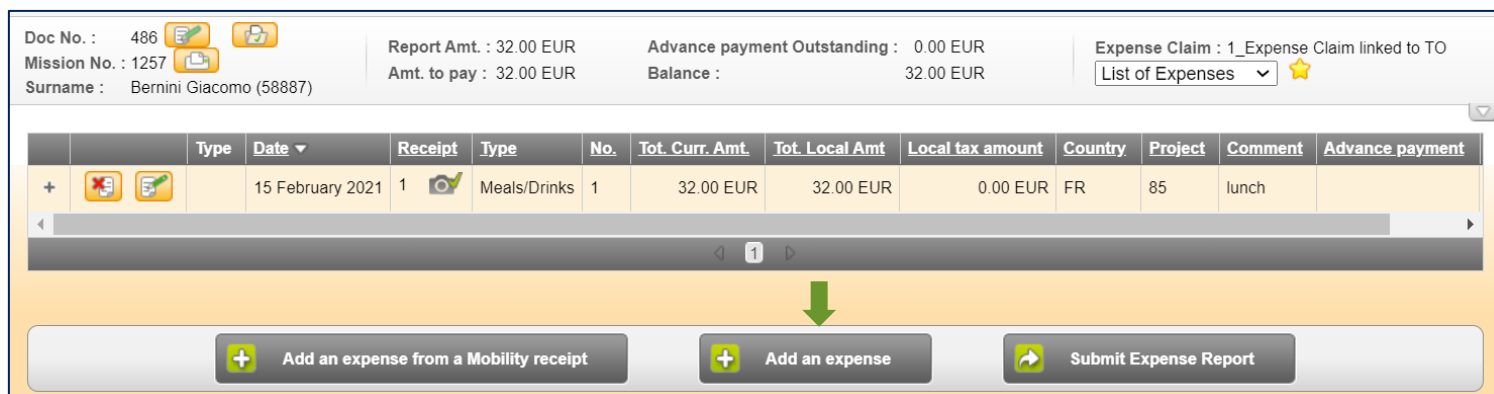
List of Expenses

		Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt	Local tax amount	Country	Project	Comment	Advance payment
+			15 February 2021	1 	Meals/Drinks	1	32.00 EUR	32.00 EUR	0.00 EUR	FR	85	lunch	

## 2. How to record expenses in Foreign currency paid by credit card

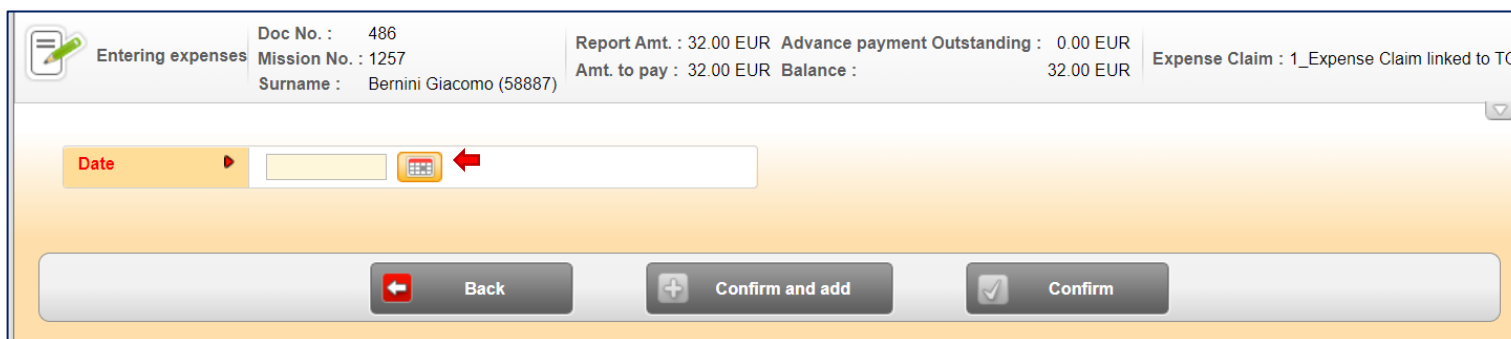
In this example: airline ticket in the amount of 278,77 GBP paid on February 11th, 2021 in London, UK (equivalent 325€)

Follow the same steps : Click on  Add an expense



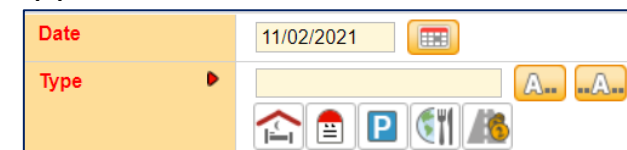
Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.	Local tax amount	Country	Project	Comment	Advance payment
	15 February 2021	1	Meals/Drinks	1	32.00 EUR	32.00 EUR	0.00 EUR	FR	85	lunch	

A new window is displayed



Insert the date of the expense: February 11, 2021 as shown previously

Once done, the field **Type** of expense appears

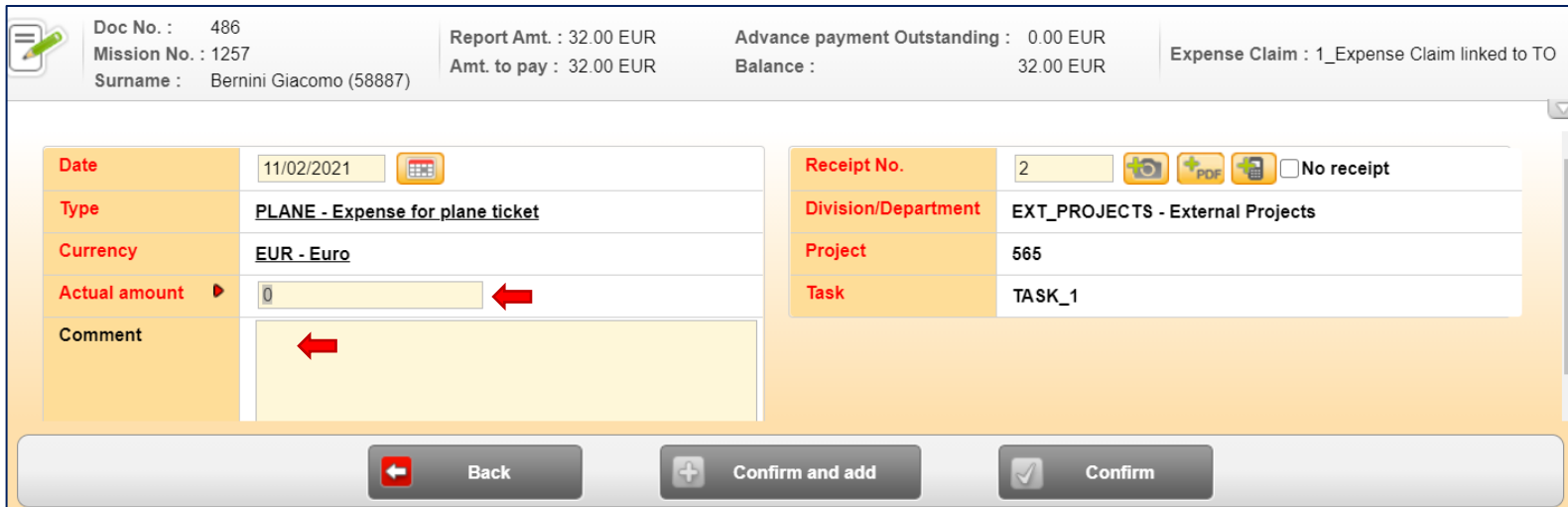


Select the expense Type from the scrolling menu using the boxes 

Here: PLANE - Expense for plane ticket



## 2. How to record expenses in Foreign currency paid by credit card



Doc No. : 486  
Mission No. : 1257  
Surname : Bernini Giacomo (58887)

Report Amt. : 32.00 EUR  
Amt. to pay : 32.00 EUR

Advance payment Outstanding : 0.00 EUR  
Balance : 32.00 EUR

Expense Claim : 1\_Expense Claim linked to TO

Date	11/02/2021	Receipt No.	2
Type	PLANE - Expense for plane ticket	Division/Department	EXT_PROJECTS - External Projects
Currency	EUR - Euro	Project	565
Actual amount	0	Task	TASK_1
Comment			

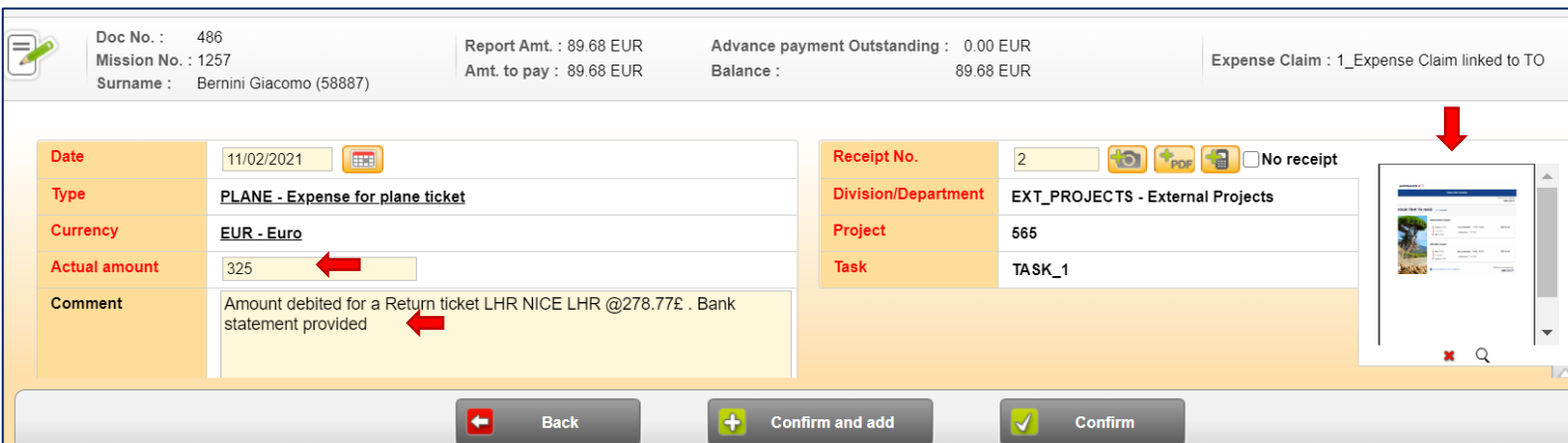
Buttons: Back, Confirm and add, Confirm

**Actual amount:** indicate the amount in euros debited from the traveller's bank account, bank fees included: here 325€

**Comment:** insert any relevant information such as : amount debited for a return ticket LHR NICE LHR @278,77£. Bank statement provided

**Note:** if the traveller's bank account is in foreign currency, he shall convert the amount debited from his account **into euros**, indicate the rate applied in the field **Comment** and provide the relevant documentation in support.

Then, the traveller must attach the copy of the relevant invoice as shown previously  
View when done



Doc No. : 486  
Mission No. : 1257  
Surname : Bernini Giacomo (58887)

Report Amt. : 89.68 EUR  
Amt. to pay : 89.68 EUR

Advance payment Outstanding : 0.00 EUR  
Balance : 89.68 EUR

Expense Claim : 1\_Expense Claim linked to TO

Date	11/02/2021	Receipt No.	2
Type	PLANE - Expense for plane ticket	Division/Department	EXT_PROJECTS - External Projects
Currency	EUR - Euro	Project	565
Actual amount	325	Task	TASK_1
Comment	Amount debited for a Return ticket LHR NICE LHR @278.77£ . Bank statement provided		

Buttons: Back, Confirm and add, Confirm

A red arrow points to the 'Confirm and add' button, and another red arrow points to the 'Actual amount' field.

Then, click on










to record other expenses in the report



## 2. How to record expenses in Foreign currency paid by credit card







Updated amounts after recording the second expense

Details of the comment inserted if any




Doc No. : 486    
Mission No. : 1257    
Surname : Bernini Giacomo (58887)

Report Amt. : 357.00 EUR  Advance payment Outstanding : 0.00 EUR  
Amt. to pay : 357.00 EUR  Balance : 357.00 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
+	 		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€ . Bank statement provided

◀ 1 ▶

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



Click on it to view the expense details

Date	15 February 2021
Type	SUBSISTENCE-Meals/Drinks
No.	1
Actual amount	32.00 EUR
Comment	lunch
Receipt	1
Division/Department	EXT_PROJECTS-External Projects
Country	FR-FRANCE
Project	85-565
Task	919-TASK_1



Click on this icon to delete the expense line



Click on this icon to edit the expense line and make a change if required



The camera with a green tick in the field **Receipt** indicates that a copy of the bill is attached to the report

**Note:** If the box **No receipt** is ticked (missing invoice), Notilus will display this icon in the field **Receipt**



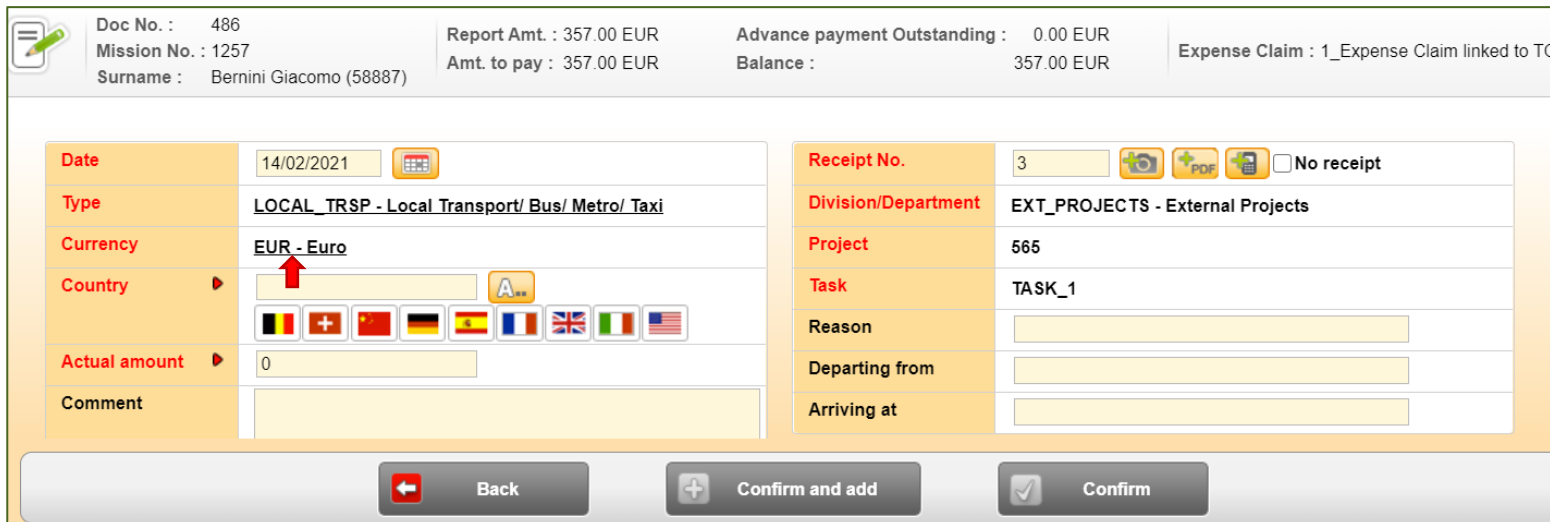
### 3. How to record expenses in Foreign currency paid Cash

In this example: a taxi bill of 52 GBP/ £ paid Cash on February 14th, 2021 in the UK

Same first steps: Click on  insert the date 

Select the Type of expense using the boxes  here 

When done, a new window is displayed

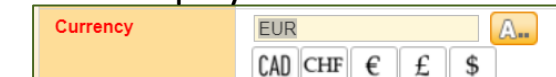


The screenshot shows a form for recording an expense. At the top, it displays document details: Doc No. 486, Mission No. 1257, Surname Bernini Giacomo (58887), Report Amt. 357.00 EUR, Amt. to pay 357.00 EUR, Advance payment Outstanding 0.00 EUR, Balance 357.00 EUR, and Expense Claim 1\_Expense Claim linked to TO. The main form has two columns. The left column contains fields for Date (14/02/2021), Type (LOCAL\_TRSP - Local Transport/ Bus/ Metro/ Taxi), Currency (EUR - Euro), Country (with a dropdown arrow and flags), Actual amount (0), and Comment. The right column contains fields for Receipt No. (3), Division/Department (EXT\_PROJECTS - External Projects), Project (565), Task (TASK\_1), Reason, Departing from, and Arriving at. At the bottom, there are three buttons: Back, Confirm and add, and Confirm.

**Currency:** EUR Euro is displayed by default. It must be amended for the correct currency, here: Pounds £

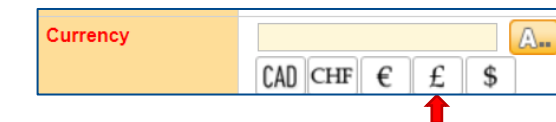
To do so, click on 

New display of the field **Currency**



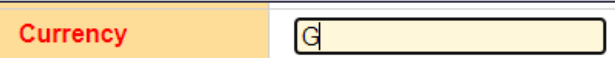
The screenshot shows the Currency field with a dropdown menu open. The options are EUR, CAD, CHF, €, £, and \$. The £ option is highlighted.


Delete: 

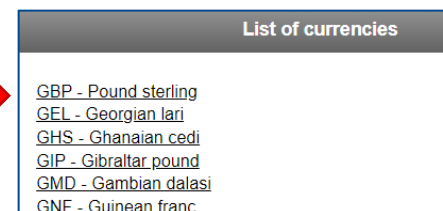


The screenshot shows the Currency field with the £ symbol selected. A red arrow points to the £ symbol.

Then select £ from the logos displayed


Currency can also be selected by entering the first letter of the currency code 

Then click on the box  and select the relevant one from the list

- 
- The screenshot shows a list of currencies with the following entries: GBP - Pound sterling, GEL - Georgian lari, GHS - Ghanaian cedi, GIP - Gibraltar pound, GMD - Gambian dalasi, and GNF - Guinean franc.

### 3. How to record expenses in Foreign currency paid Cash

Once the correct currency is selected, Notilus will automatically insert the BCE rate of exchange applicable on the day the expense was incurred: Here: 1 € equivalent to 0,90155 GBP

<b>Date</b>	14/02/2021	<b>Receipt No.</b>	1
<b>Type</b>	LOCAL TRSP - Local Transport/ Bus/ Metro/ Taxi	<b>Division/Department</b>	EXT_PROJECTS - External Projects
<b>Currency</b>	GBP - Pound sterling	<b>Project</b>	565
<b>Unit/Exchange rate</b>	1 EUR => 0.90155 GBP	<b>Task</b>	TASK_1
<b>Country</b>		<b>Reason</b>	
<b>Actual amount</b>	0	<b>Departing from</b>	
<b>Comment</b>			

It is not mandatory to fill out these fields

However, if the rate of exchange applied to the expense when it was incurred is different from the BCE rate automatically inserted by Notilus, the traveller can amend it.

First delete the amount inserted: **Unit/Exchange rate** 1 EUR =>  GBP

Then insert the new rate effectively applied to the expense: in this example 1 EUR => 0.83950 GBP

Important: when the traveller modifies the exchange rate, all relevant information must be inserted in the field **Comment** and the exchange receipt/bank transaction statement shall be attached in support

### 3. How to record expenses in Foreign currency paid Cash


Display when the currency and the rate of exchange have been updated

<b>Date</b>	14/02/2021 	<b>Receipt No.</b>	3    <input type="checkbox"/> No receipt
<b>Type</b>	LOCAL_TRSP - Local Transport/ Bus/ Metro/ Taxi	<b>Division/Department</b>	EXT_PROJECTS - External Projects
<b>Currency</b>	GBP - Pound sterling 	<b>Project</b>	565
<b>Unit/Exchange rate</b>	1 EUR => 0.8395 GBP 	<b>Task</b>	TASK_1
<b>Country</b>	 	<b>Reason</b>	
<b>Actual amount</b>	0 	<b>Departing from</b>	
<b>Comment</b>		<b>Arriving at</b>	

**Receipt No.** 3

This number indicates this is the 3rd expense recorded


**Country:** indicate in which one the expense was incurred, using the flag displayed

It can also be selected by entering the first letters of the country and clicking on the box  then select the relevant one from the list

**Actual amount:** insert the amount of the bill 52 £

**Comment:** add any relevant information such as:  
paid the equivalent of 61,94 €/ exchange receipt provided

Last step: attach the copy of the invoice as shown previously

**Country** UNITED 

List of countries

AE - UNITED ARAB EMIRATES

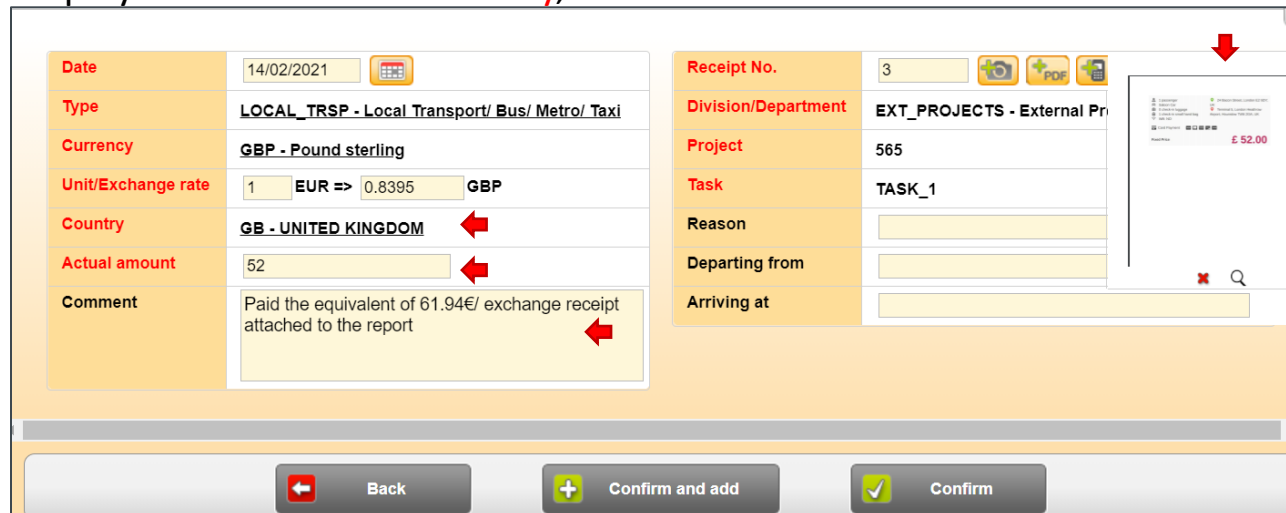
GB - UNITED KINGDOM

UM - UNITED STATES MINOR OUTLYING ISLANDS

US - UNITED STATES

# How to record expenses in Foreign currency paid Cash



Display when the fields **Country**, **Actual amount** and **Comment** have been updated and the copy of the invoice attached



The form displays the following fields and values:

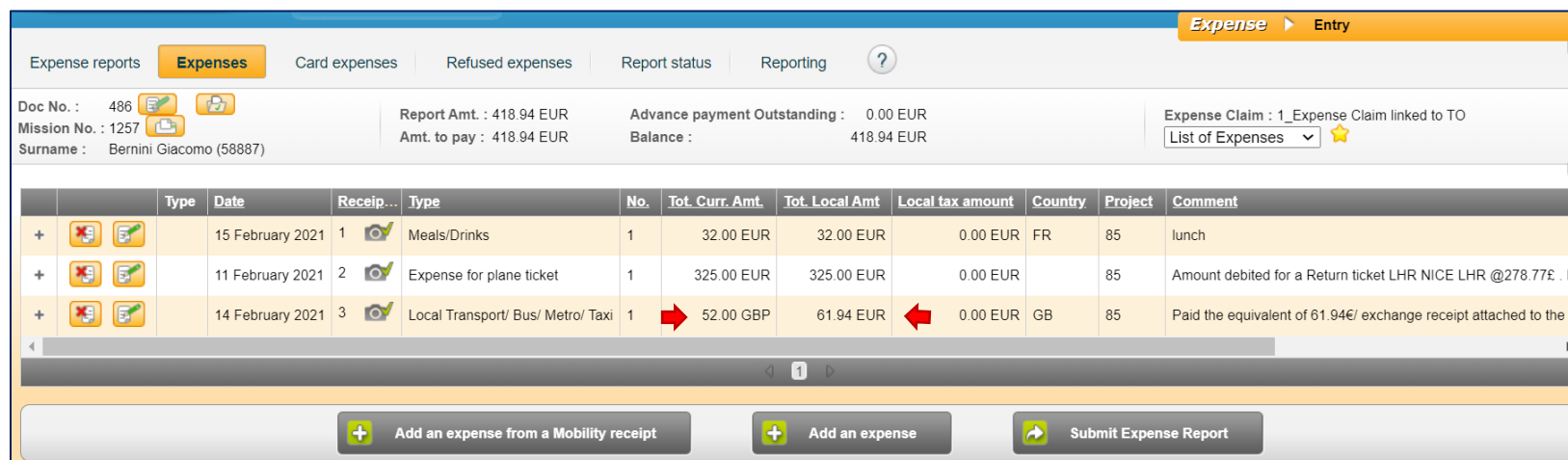
- Date:** 14/02/2021
- Type:** LOCAL\_TRSP - Local Transport/ Bus/ Metro/ Taxi
- Currency:** GBP - Pound sterling
- Unit/Exchange rate:** 1 EUR => 0.8395 GBP
- Country:** GB - UNITED KINGDOM
- Actual amount:** 52
- Comment:** Paid the equivalent of 61.94€/ exchange receipt attached to the report
- Receipt No.:** 3
- Division/Department:** EXT\_PROJECTS - External Projects
- Project:** 565
- Task:** TASK\_1
- Reason:**
- Departing from:**
- Arriving at:**

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

Click on  **Confirm** or  **Confirm and add**  
To record other expenses in the report

The taxi bill is added to the expense report

Note: both amounts in € and in foreign currency are displayed for payment in cash



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

Doc No. : 486 | Mission No. : 1257 | Surname : Bernini Giacomo (58887)

Report Amt. : 418.94 EUR | Amt. to pay : 418.94 EUR | Advance payment Outstanding : 0.00 EUR | Balance : 418.94 EUR

Expense Claim : 1\_Expense Claim linked to TO

	Type	Date	Receipt No.	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.	Local tax amount	Country	Project	Comment
+	Meals/Drinks	15 February 2021	1		1	32.00 EUR	32.00 EUR	0.00 EUR	FR	85	lunch
+	Expense for plane ticket	11 February 2021	2		1	325.00 EUR	325.00 EUR	0.00 EUR		85	Amount debited for a Return ticket LHR NICE LHR @278.77€ . Be
+	Local Transport/ Bus/ Metro/ Taxi	14 February 2021	3		1	52.00 GBP	61.94 EUR	0.00 EUR	GB	85	Paid the equivalent of 61.94€/ exchange receipt attached to the re

At the bottom, there are three buttons: **Add an expense from a Mobility receipt**, **Add an expense**, and **Submit Expense Report**.

# Particular cases:

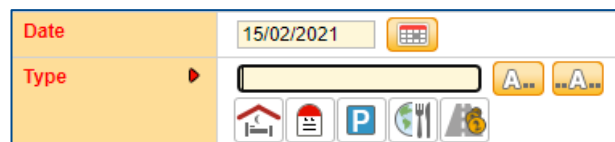
## 1. How to record a hotel expense

In this example: a hotel invoice in the amount of 140€ paid by credit card on February 15th, 2021 in France

Same first steps: click on 

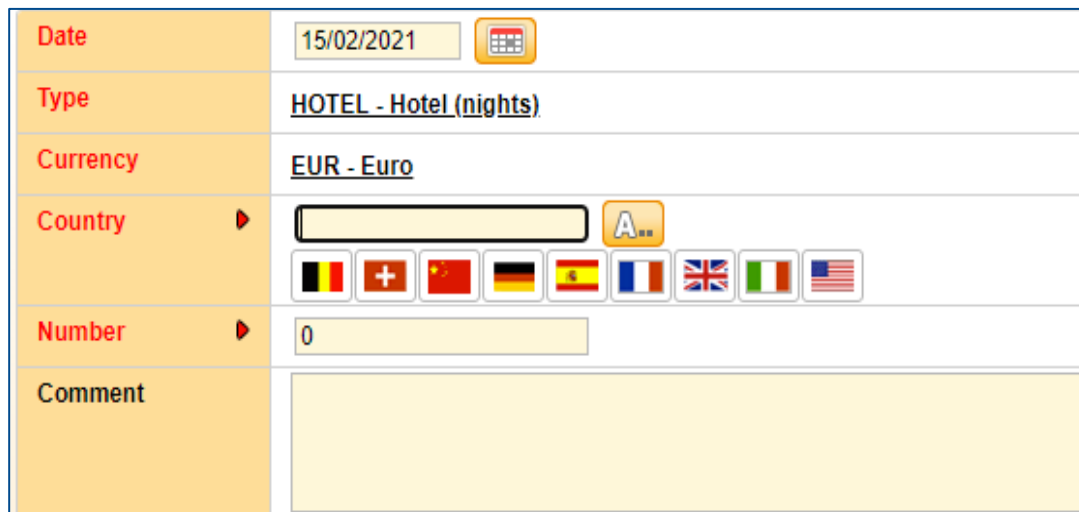
Insert the date: 

Then select the type of expense: Hotel

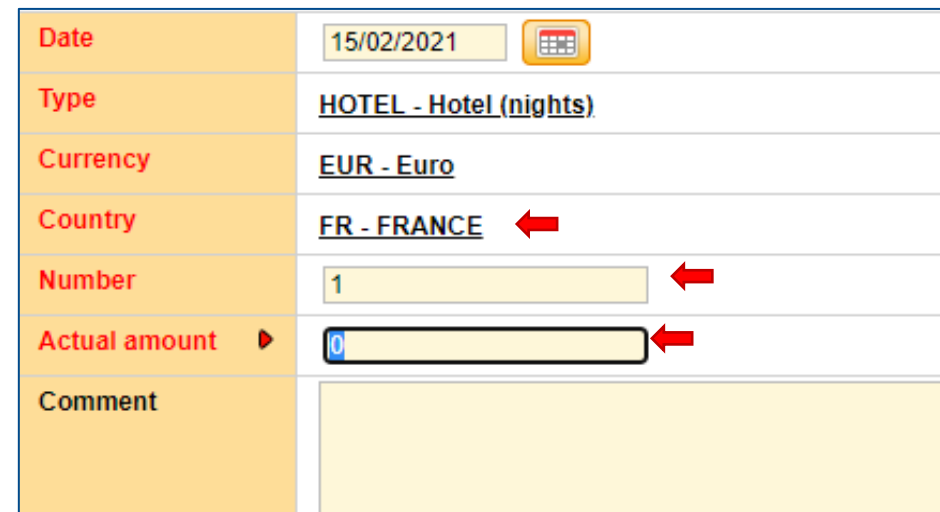


A small window showing the date '15/02/2021' and a 'Type' dropdown menu. Below the dropdown are several icons representing different expense categories: a house (Hotel), a calendar, a parking 'P' sign, a fork and knife, and a money bag. A red arrow points to the house icon.

A new window is displayed



A form with the following fields: 'Date' (15/02/2021), 'Type' (HOTEL - Hotel (nights)), 'Currency' (EUR - Euro), 'Country' (a dropdown menu with flags for Belgium, Switzerland, China, Germany, Spain, France, UK, Italy, and USA), 'Number' (0), and 'Comment' (empty).



A form with the following fields: 'Date' (15/02/2021), 'Type' (HOTEL - Hotel (nights)), 'Currency' (EUR - Euro), 'Country' (FR - FRANCE), 'Number' (1), 'Actual amount' (0), and 'Comment' (empty). Red arrows point to the 'Country', 'Number', and 'Actual amount' fields.

**Currency:** EUR Euro is displayed by default. It can be amended if required. In this example: € is correct

**Country:** indicate where the expense was incurred : France

**Number:** indicate the number of night in hotel. In this example :1


Once done, a new field is displayed : **Actual amount**

## Particular cases:

### 1. How to record a hotel expense

Insert the amount paid and claimed: 140€ Add any relevant information in the field **Comment**

Attach the copy of the invoice as shown previously

<b>Date</b>	15/02/2021	<b>Receipt No.</b>	4
<b>Type</b>	HOTEL - Hotel (nights)	<b>Division/Department</b>	EXT_PROJECTS - External Pro
<b>Currency</b>	EUR - Euro	<b>Project</b>	565
<b>Country</b>	FR - FRANCE	<b>Task</b>	TASK_1
<b>Number</b>	1	<b>Reason</b>	
<b>Actual amount</b>	140		
<b>Comment</b>	Breakfast included		

Buttons: Back, Confirm and add, Confirm

Click on



Confirm

or



Confirm and add

To record other expenses in the report



To delete the invoice attached



To view the invoice attached

**Important:** when the amount claimed exceeds the maximum allowance, an alert will be displayed by Notilus:

<b>Number</b>	1	<div>Max. amount Warning = 170 EUR</div>
<b>Actual amount</b>	250	

In such case, the traveller must add in the field **Comment** any information to justify the cost incurred but the whole amount might not be refunded.


**Note:** The alert will not prevent the traveller from submitting the expense.



# Particular cases:






## 2. How to attach a bank statement or a boarding pass

Click on  Insert the date 

Select the **Type** using the boxes 






In this example: BANK\_STATEMENT - Bank statement and/or exch. receipt

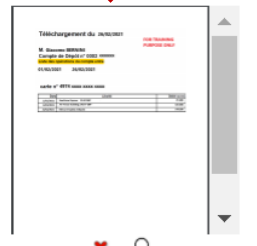

A new window is displayed with most fields completed automatically by Notilus

	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 Balance : 558.94 EUR	Expense Claim : 1_Expense Claim linked to TO
Date	15/02/2021 	Receipt No.	5    <input type="checkbox"/> No receipt	
Type	<b>BANK_STATEMENT - Bank statement and/or exch. receipt</b>	Division/Department	EXT_PROJECTS - External Projects	
Number	1	Project	565	
		Task	TASK_1	

click on 

Attach the bank statement stored on the Desktop as shown previously

	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 Balance : 558.94 EUR	Expense Claim : 1_Expense Claim linked to TO
Date	15/02/2021 	Receipt No.	5    <input type="checkbox"/> No receipt	
Type	<b>BANK_STATEMENT - Bank statement and/or exch. receipt</b>	Division/Department	EXT_PROJECTS - External Projects	
Number	1	Project	565	
		Task	TASK_1	



For Boarding pass, proceed the same way but select BOARDING\_PASS - Boarding pass

# View of the expense report/claim

View when done

Expense reports

Expenses

Card expenses

Refused expenses

Report status

Reporting

?

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  
 Balance : 558.94 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
+		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	

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

The line related to the bank statement shows a null amount (it will be the same for boarding pass).  
 Notilus has updated all relevant fields with each expense incurred.

Next: See Module #3