



The Standards People

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**

February 2021

- General information : how to retrieve an existing report and add expenses to it
- How to record expenses from your PC with receipts retrieved from Mobility
 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
- More information
 1. Invoices attached to a claim
 2. Submit the expense report
 3. The report status

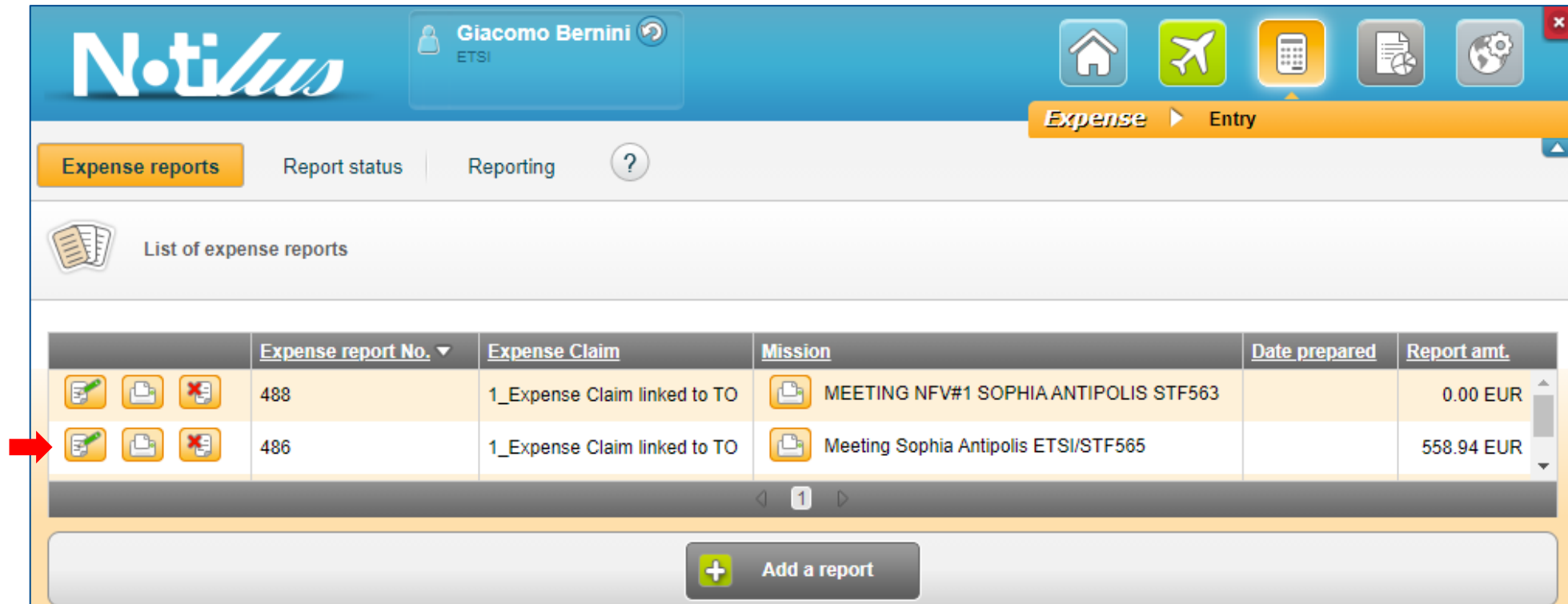










General information :

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.



	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

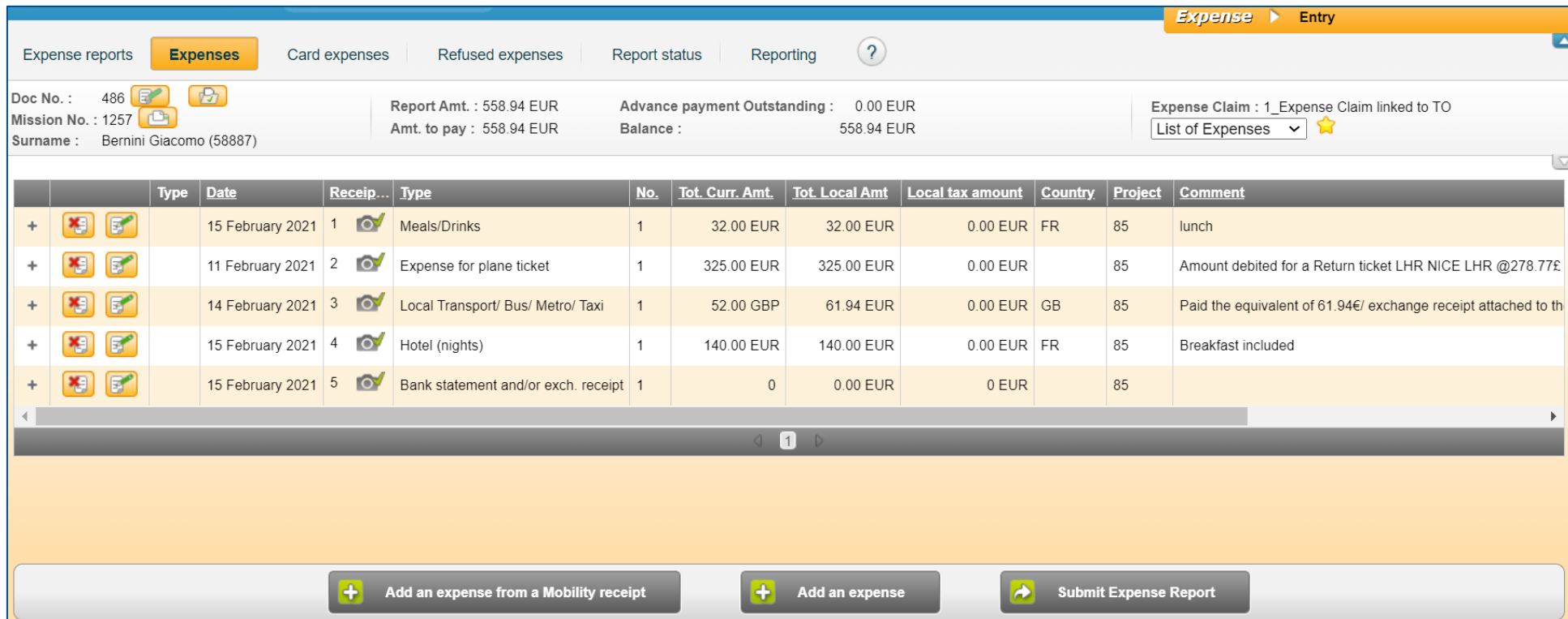
Click on the pencil icon of the relevant report line to open it.

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



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	

1

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

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

+ Add an expense from a Mobility receipt

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.

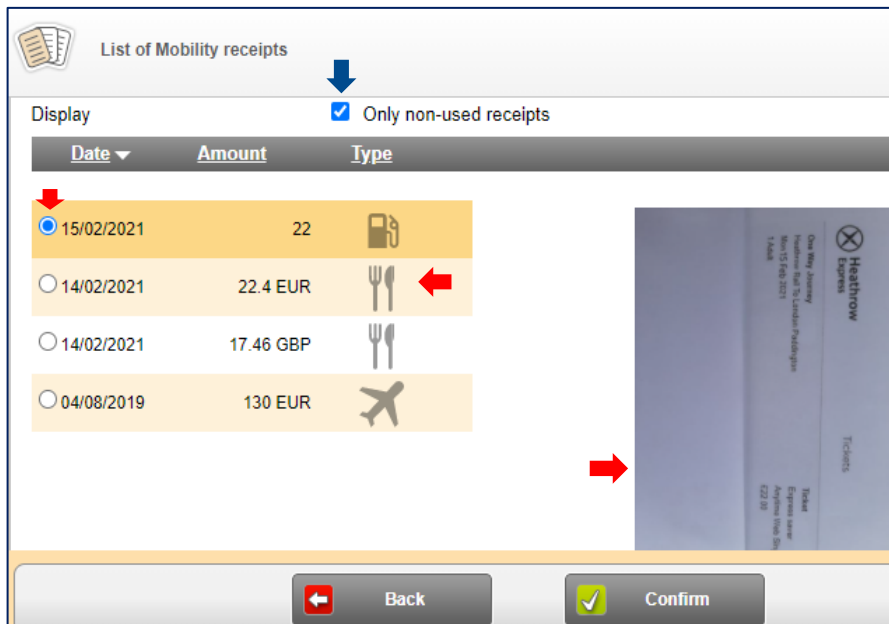
General information :

How to add expenses from a Mobility receipt

Once the traveller clicks on 

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.

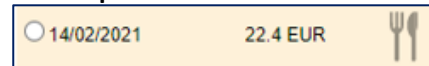


To select an invoice, simply click on the box next to the date.

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

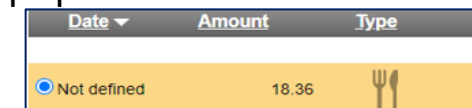
Example here : no currency indicated



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

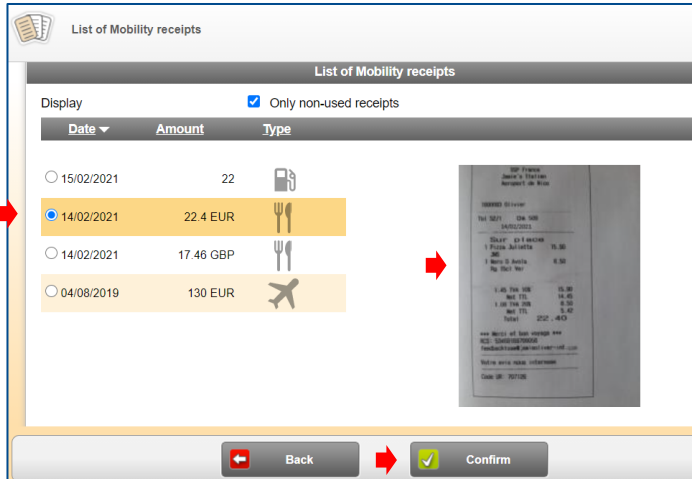


1. How to record expenses in € paid Cash or by Credit card with a receipt retrieved from Mobility

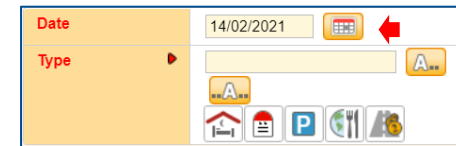
First example: a meal bill in the amount of 22,40€ spent in France on February 14th, 2021

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

Click on 



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.

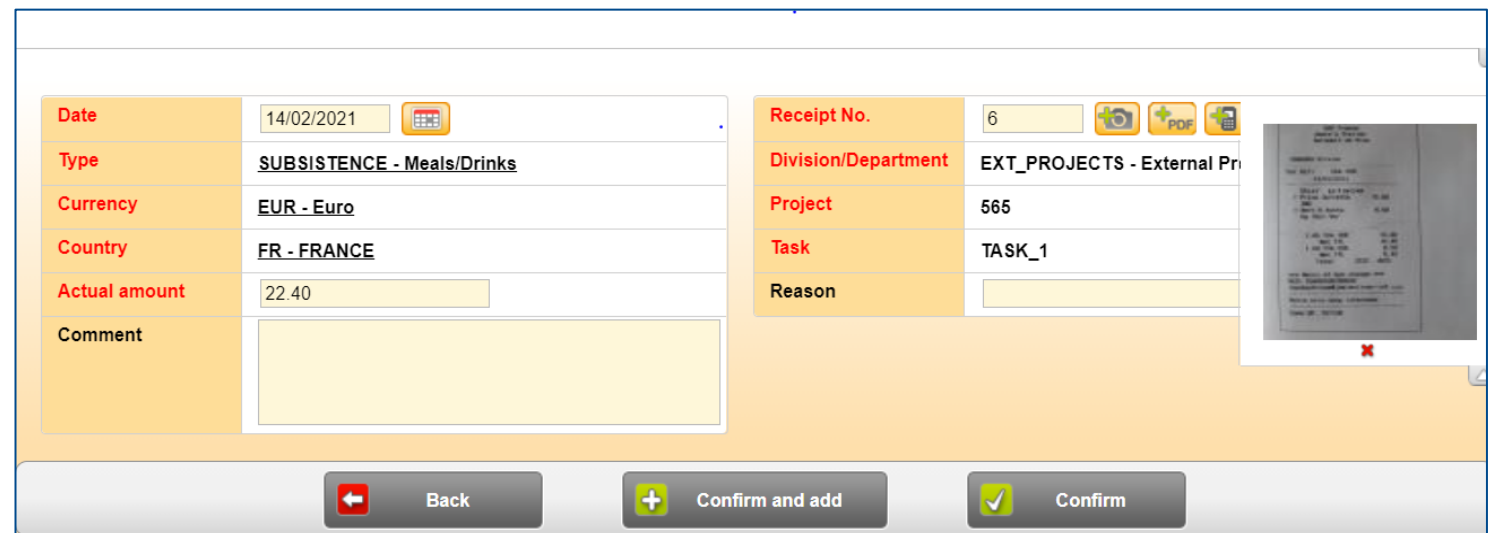
Check everything is correct: **currency**, **country**, **amount**. This is the case here [If not amend accordingly]

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



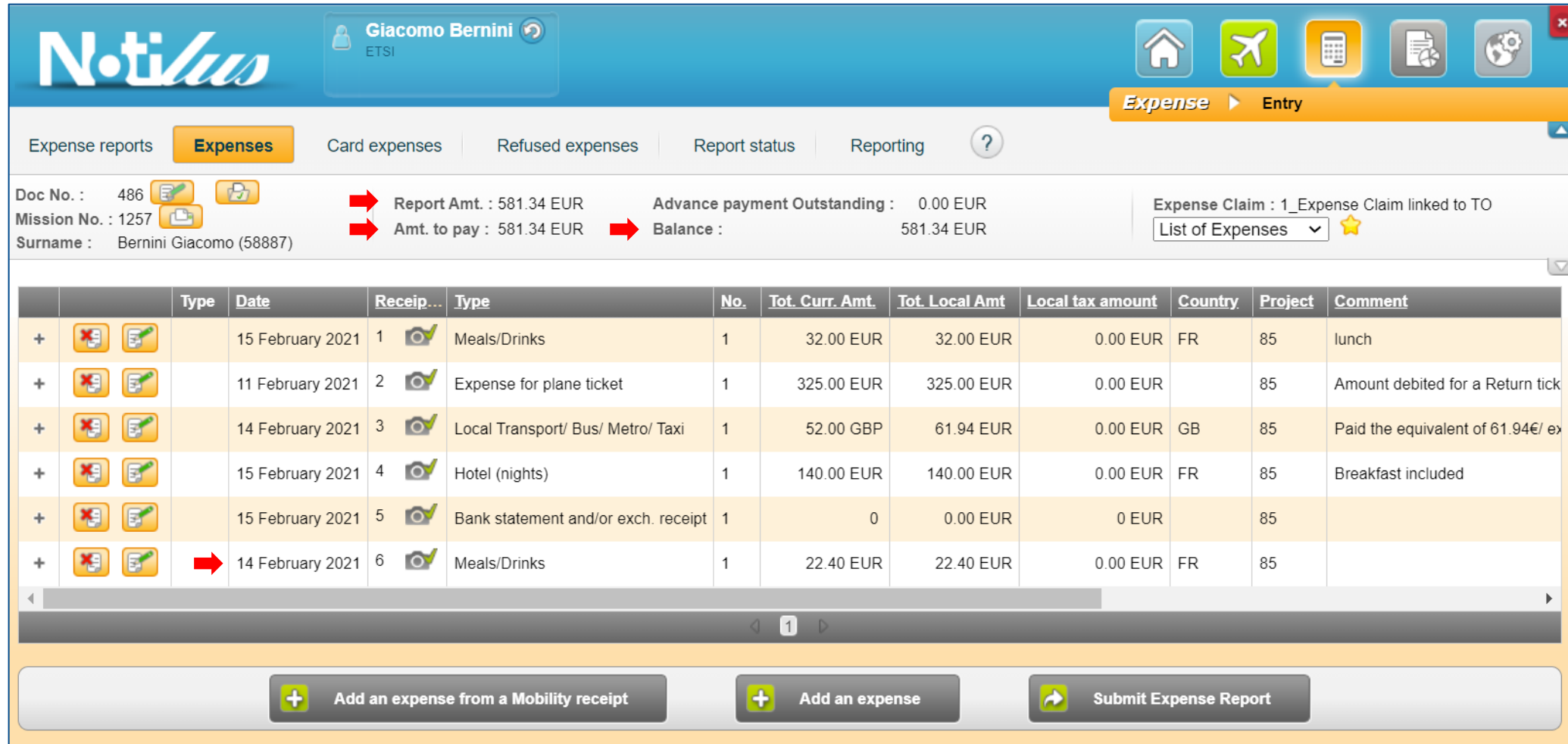
to be able to get the option





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 displays the Notilus web application interface for expense reporting. At the top, the user is logged in as Giacomo Bernini (ETSI). The main navigation bar includes tabs for Expense reports, Expenses (selected), Card expenses, Refused expenses, Report status, and Reporting. A summary section shows document details (Doc No. 486, Mission No. 1257, Surname: Bernini Giacomo (58887)) and financial totals: Report Amt. 581.34 EUR, Amt. to pay 581.34 EUR, Advance payment Outstanding 0.00 EUR, and Balance 581.34 EUR. An 'Expense Claim' dropdown is set to '1_Expense Claim linked to TO'. Below this is a table of expenses with columns for Type, Date, Receipt No., Description, Amount, Local Amount, Tax, Country, Project, and Comment. The table lists six expenses, with the sixth one (Meals/Drinks, 14 February 2021) highlighted with a red arrow. At the bottom, there are three buttons: 'Add an expense from a Mobility receipt', 'Add an expense', and 'Submit Expense Report'.

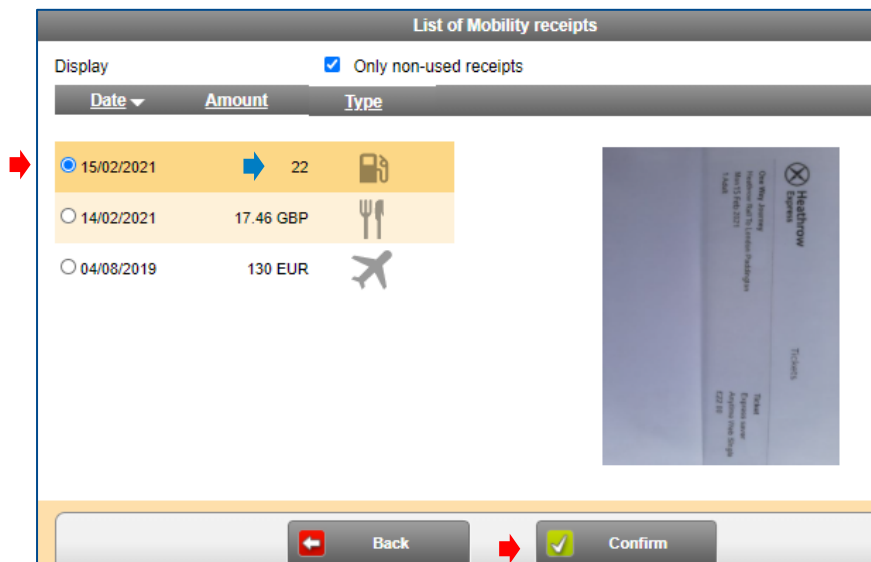
	Type	Date	Receipt No.	Description	Tot. Curr. Amt.	Tot. Local Amt.	Local tax amount	Country	Project	Comment
+	Meals/Drinks	15 February 2021	1	Meals/Drinks	32.00 EUR	32.00 EUR	0.00 EUR	FR	85	lunch
+	Expense for plane ticket	11 February 2021	2	Expense for plane ticket	325.00 EUR	325.00 EUR	0.00 EUR		85	Amount debited for a Return tick
+	Local Transport/ Bus/ Metro/ Taxi	14 February 2021	3	Local Transport/ Bus/ Metro/ Taxi	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)	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	0	0.00 EUR	0 EUR		85	
+	Meals/Drinks	14 February 2021	6	Meals/Drinks	22.40 EUR	22.40 EUR	0.00 EUR	FR	85	

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.



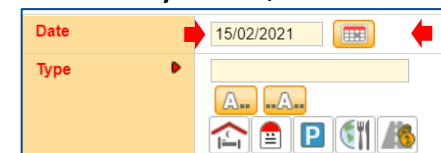
Select from the list of receipts the relevant one: Here:

Heathrow Express ticket for 22GBP

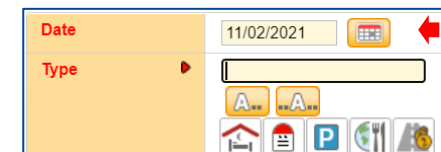
In this example, the amount indicated for the bill (22) is correct but some other information are missing (currency) or incorrect (type).

Click on  Confirm

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

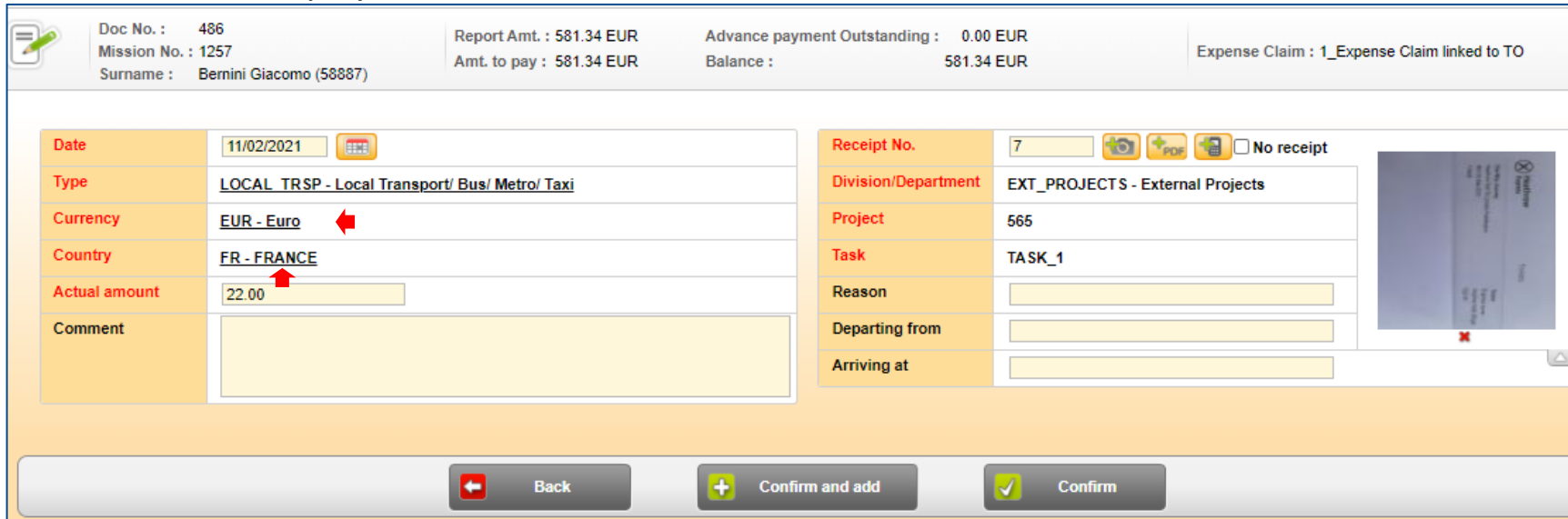


Here select:

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



The screenshot shows an expense claim form with the following fields and values:

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

Expense Information		Receipt Information	
Date	11/02/2021	Receipt No.	7
Type	LOCAL TRSP - Local Transport/ Bus/ Metro/ Taxi	Division/Department	EXT_PROJECTS - External Projects
Currency	EUR - Euro	Project	565
Country	FR - FRANCE	Task	TASK_1
Actual amount	22.00	Reason	
Comment		Departing from	
		Arriving at	

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

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.

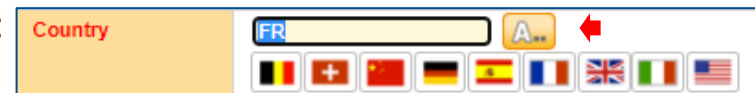
Currency: the expense was incurred in £ (22GBP) but paid by credit card and debited in € from the traveller's bank account for 25,88€.

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



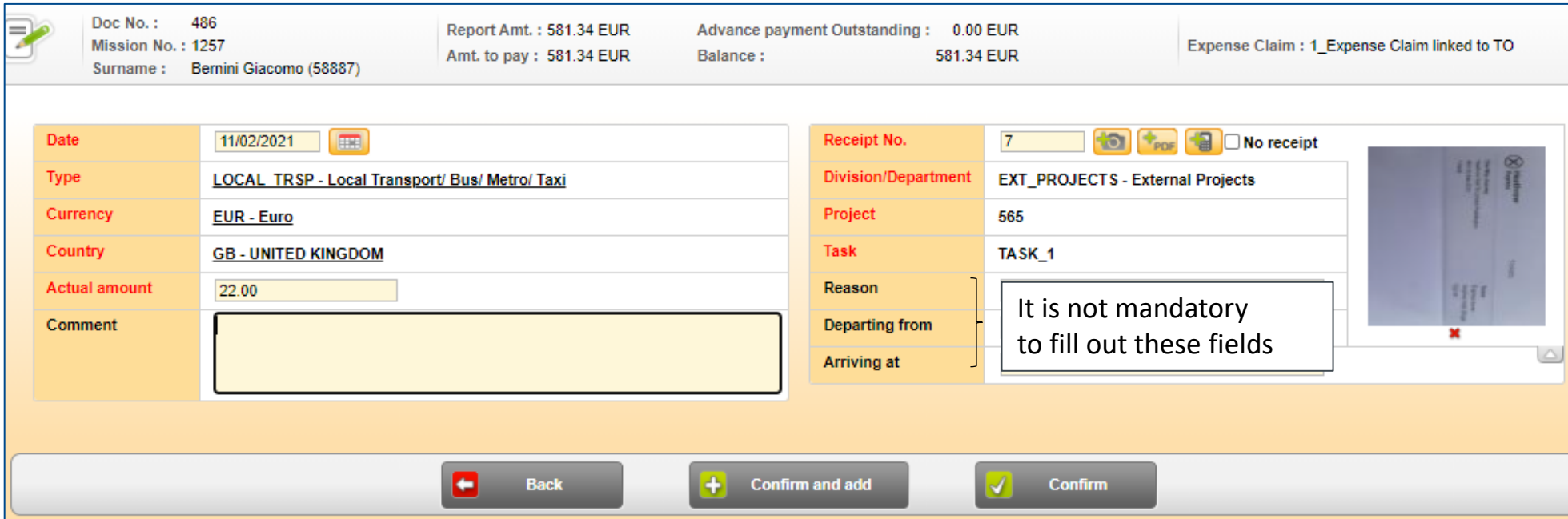
The image shows a country selection interface with a dropdown menu set to 'FR' and a list of flags below it. A red arrow points to the 'FR' dropdown, and another red arrow points to the UK flag in the list.

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 fields and values:

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

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

At the bottom of the form, there is a preview of a receipt from Notilus. Below 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

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

Then click on

 Confirm

Back Confirm and add Confirm

View of the expense report at that stage

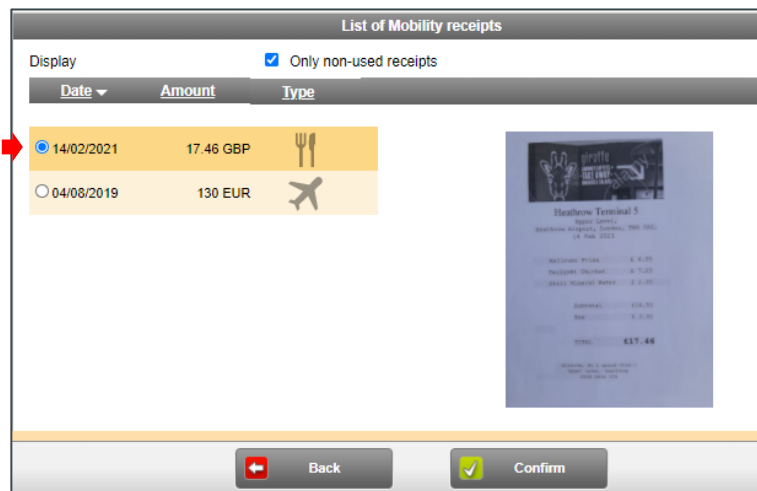
		Type	Date	Receipt No.	Type	No.	Tot. Curr. Amt.	Tot. Local Amt	Local tax amount	Country	Project	Comment
+			15 February 2021	1	Meals/Drinks	1	32.00 EUR	32.00 EUR	0.00 EUR	FR	85	lunch
+			11 February 2021	2	Expense for plane ticket	1	325.00 EUR	325.00 EUR	0.00 EUR		85	Amount debited for a Return ticket 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.




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

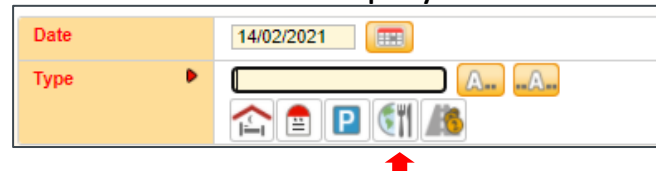
In this example all fields are correct.

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

1 € = 0,90155 GBP

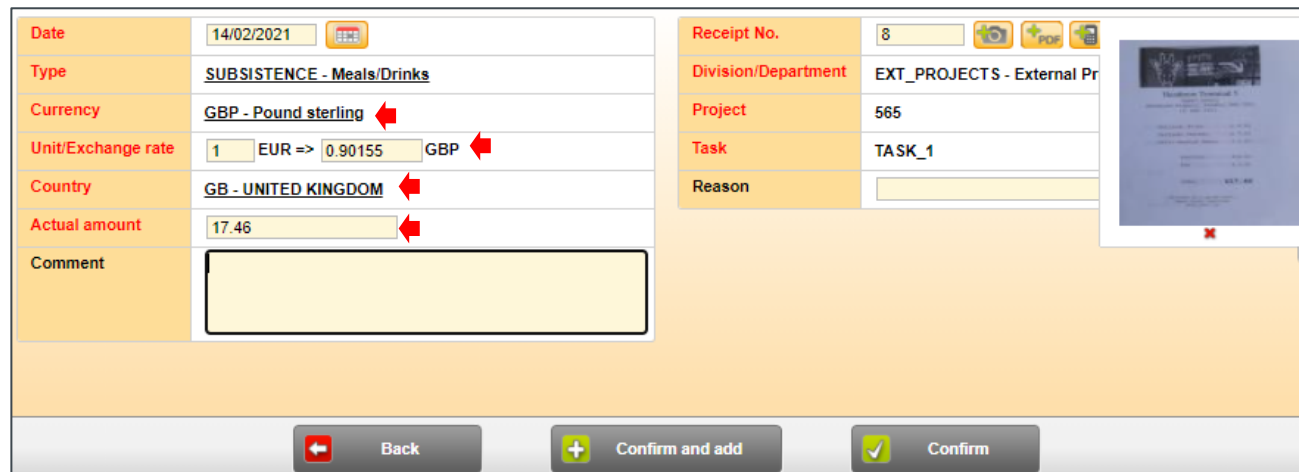
Select from the list of receipts the relevant one : meal for 17,46 GBP and click on 

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



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			
<div>Back Confirm and add Confirm</div>			

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		

 Back  Confirm and add  Confirm 

Click on



The expense is recorded

View of the expense report

Doc No. : 486

Mission No. : 1257

Surname : Bernini Giacomo (58887)

Report Amt. : 628.02 EUR

Amt. to pay : 628.02 EUR

Advance payment Outstanding : 0.00 EUR

Balance : 628.02 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 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

+


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

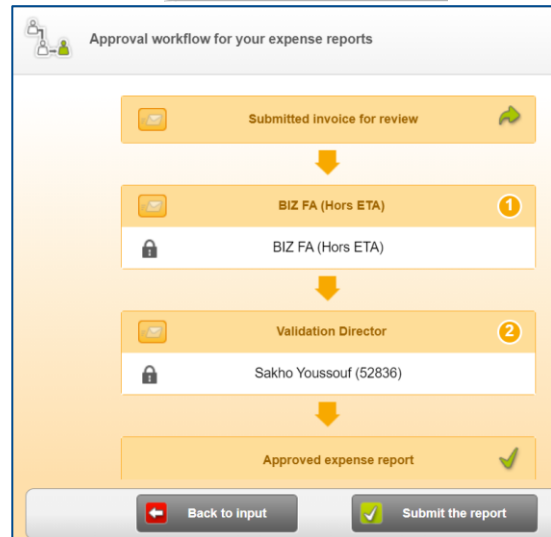
Browse

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 



A new window is displayed detailing the steps of the approval

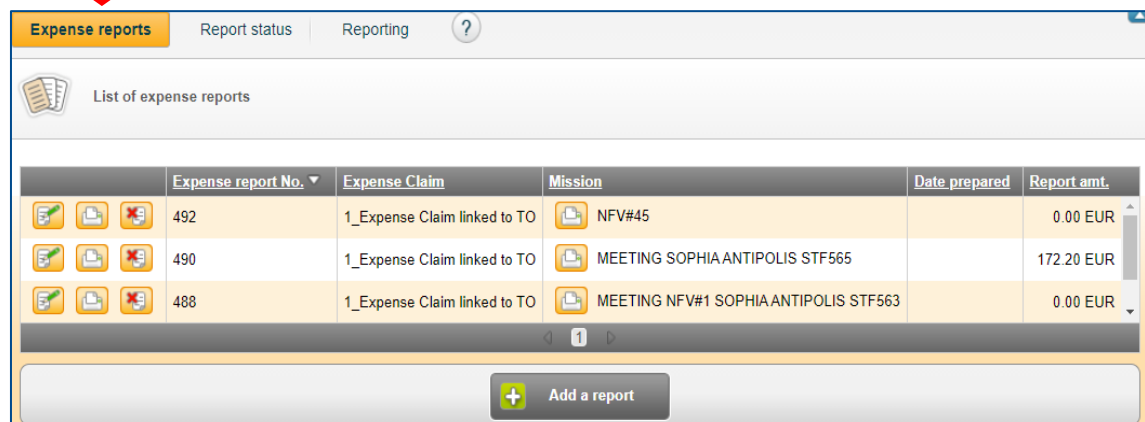
To confirm the submission, click on 

Once done, the expense report will disappear from the section 

It will still be displayed in the section 

with the status: submitted for review

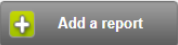
Important: once submitted, the expense report cannot be modified by the traveller.

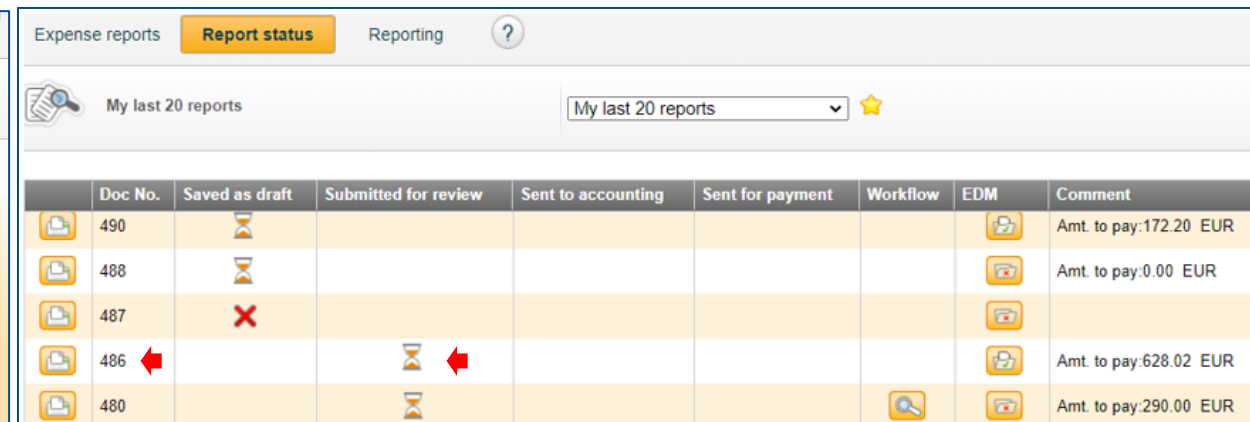


Expense reports | Report status | Reporting ?

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





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


Expense reports Report status Reporting ?								
My last 20 reports		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	
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:

