



User Guide

Notilus Travel Management for Expert

Expenses reimbursement

Table of Contents

I.	How to create an expense report.....	2
1.1	Log in	2
1.2	Creation	3
II.	How to record expenses	5
2.1	Register expenses in Euros	5
2.2	Attach the justification (copy of the invoice, bank statement, boarding pass...).....	6
2.3	Submit your expense report	8
2.4	The Report status	9
2.5	Particular cases:.....	10
2.5.1	How to record expenses in Foreign currency paid by credit card.....	10
2.5.2	How to record expenses in foreign currency paid Cash.....	11
III.	How to deal with rejected expenses.....	13
3.1	Record the invoices without making any change	13
3.1.1	Record a single rejected invoice without making any change.....	14
3.1.2	Record several rejected invoices without making any change.....	16
3.2	Record the invoice with an amendment.	19
3.3	Delete a refused expense	23

I. How to create an expense report

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

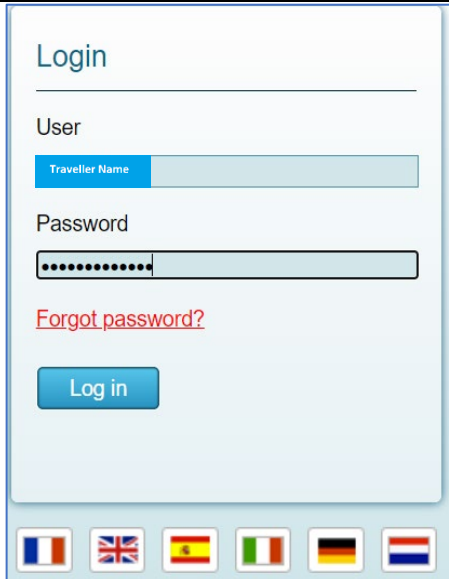
An expense claim can be filled **only after** the Travel Order **has been approved**. Expenses can be added at any time during the travel or after, from the PC and/or with Mobility.

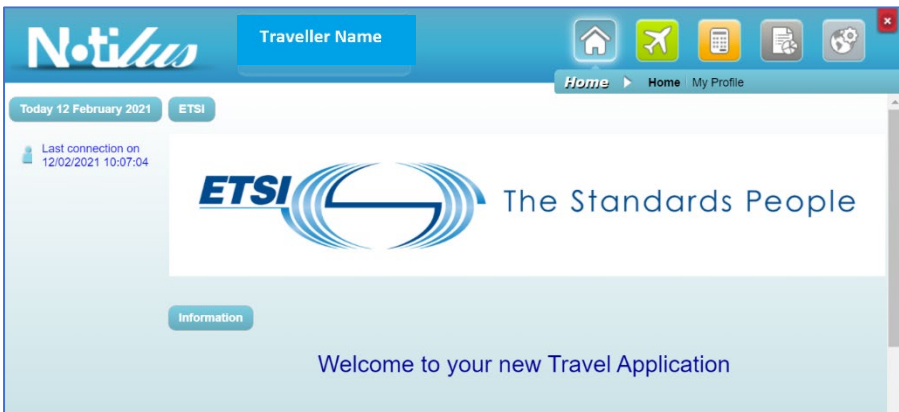

Once a claim is submitted, it cannot be modified by the traveller.

If the traveller forgot an expense for a specific mission, he would have to create another expense claim linked to the same Travel Order/mission. Please contact FA Team if needed.

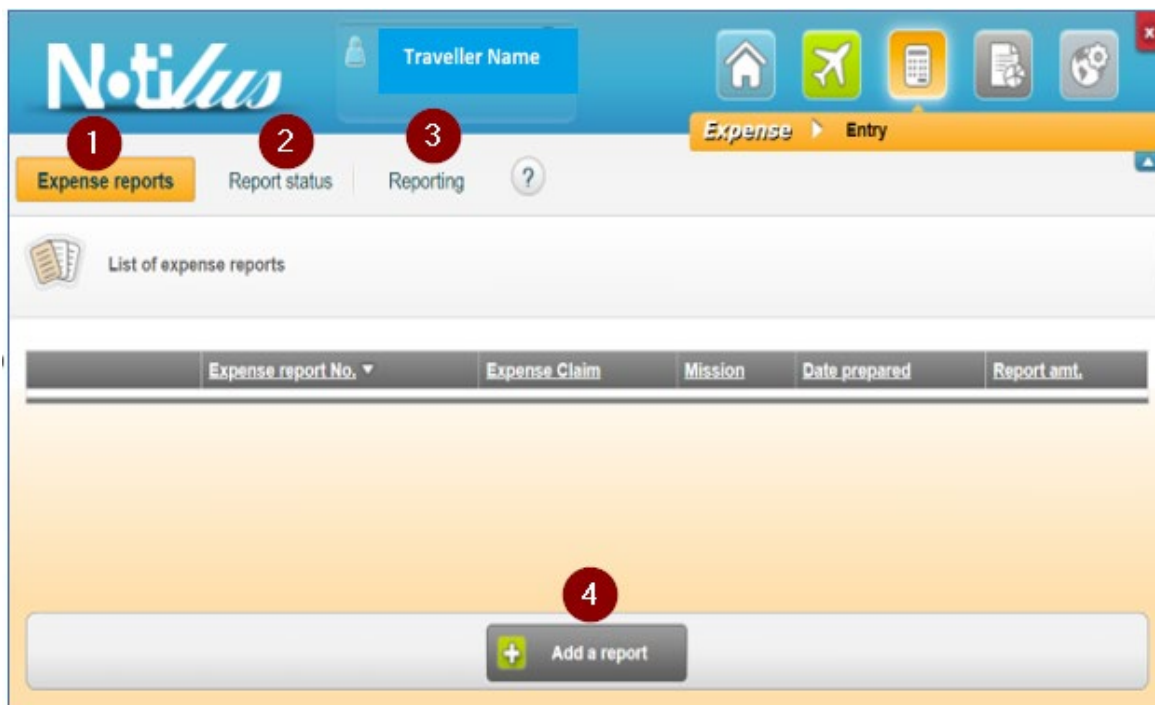
When an expense is rejected, the traveller will be able to submit it again using the option "Refused Expenses" as long as the proper justification is provided.

1.1 Log in

<p>Log in with your User name and password</p> <p>Link: https://www.notilus-tne.cegid.cloud/etsi</p> <p>Click on "Log in"</p> <p>A new screen is displayed</p>	
---	---

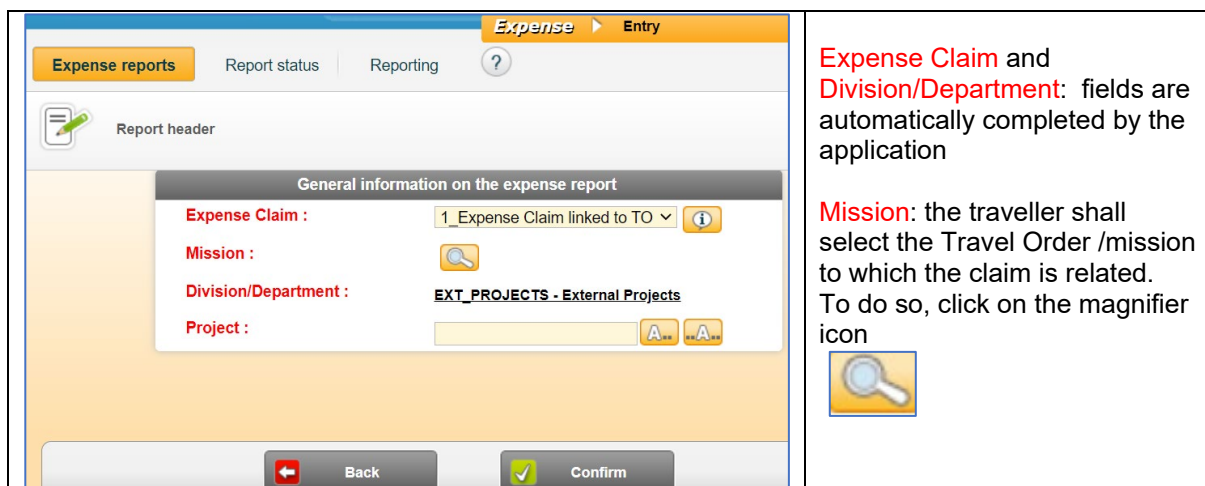
	<p>To access the Expense module, click on the Calculator icon at the top</p> 
--	--

1.2 Creation




- 1- **Expense reports:** new expense report shall be created from this section; any expense report already created / filled but not yet submitted will be displayed here.
- 2- **Report status:** All expense reports filled will be displayed in this section with their actual status for each level of the approval process.
- 3- **Reporting:** This function helps to track history of expense reports and/or meal vouchers

To create a new expense report, click on “**Add a report**” (4).



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

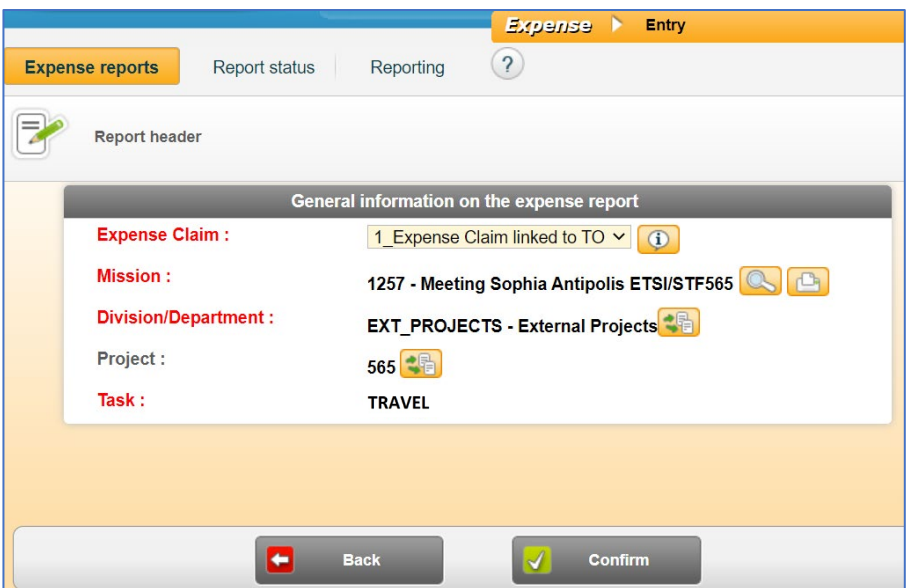
Mission: the traveller shall select the Travel Order /mission to which the claim is related. To do so, click on the magnifier icon





The list of all travel orders approved will be displayed.


Select the relevant mission by clicking either on the N° or the objective field.


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



 To display Information

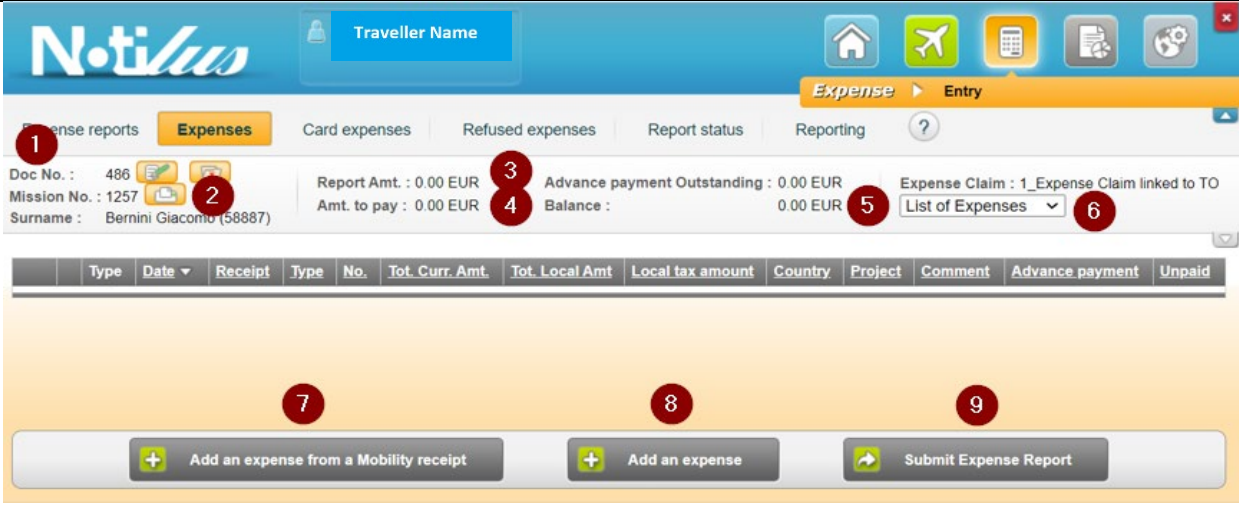
 To view the list of all approved missions

 To view and print the selected mission

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

When completed, click on **“Confirm”**

The expense report is created.



- 1) Expense claim N° (differs from TO/ Mission N°)
- 2) To view and/or print the TO/ Mission related to this expense report
- 3 / 4 / 5) Fields updated by Notilus each time an expense is recorded in the report
- 6) Type of Expense report/claim
- 7) To add an expense when the receipt is stored on Mobility
- 8) To add an expense when the receipt is stored on the desktop
- 9) To submit the report once all invoices have been recorded

Advance payment is not applicable to STF/TTF

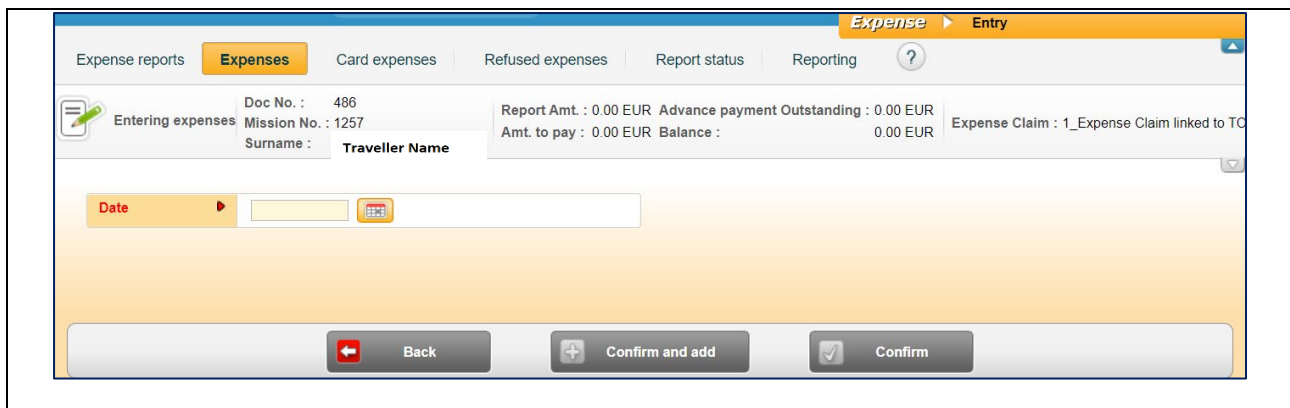
II. How to record expenses

⚠ In the example below, receipts are retrieved from the desktop.

If receipts are stored via mobility, use the button **“Add an expense from a Mobility receipt”** in place of **“Add an expense”**.

2.1 Register expenses in Euros


Click on **“Add an expense”**
A new window is displayed



Enter the date of the expense: using the calendar
Once done, the field **Type** of expense appears



The Expenses type can be selected:

- From the logos displayed for Hotel, Mileage, Parking fees, Subsistence and Toll
- From the list displayed when clicking on the boxes 


Example for Subsistence expense:

A new window opens:



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.

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.

Division/Department, Project, Task: Information retrieved from the Travel Order and inserted automatically by Notilus.

Example for Hotel expense:

Note: **For Hotel expense**, a maximum allowance is automatically calculated. To check, link to the concerned country. The complete table is available on [STF/TTF portal](#), with [ETSI Travel Rules](#)

Same first steps: click on **“Add an expense”**

Insert the date

Then select the type of expense: Hotel.

A new window is displayed.

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 nights in hotel. In this example :1

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

Insert the amount paid and claimed

Add any relevant information in the field **“Comment”**

BEFORE	AFTER
Date: 15/02/2021	Date: 15/02/2021
Type: HOTEL - Hotel (nights)	Type: HOTEL - Hotel (nights)
Currency: EUR - Euro	Currency: EUR - Euro
Country: [Dropdown menu showing flags]	Country: FR - FRANCE
Number: 0	Number: 1
Actual amount: [Empty field]	Actual amount: [Field with red arrow pointing to it]
Comment: [Empty text area]	Comment: [Empty text area]

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

Number	1	Max. amount Warning = 170 EUR
Actual amount	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.

2.2 Attach the justification (copy of the invoice, bank statement, boarding pass...)



View once all fields have been completed.


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

☐ No receipt

Back Confirm and add Confirm

Then, the traveller must attach the relevant justification.

On the top right, click on  to add a PDF document or on  to add a GIF or JPG document.

Select the **Type** using the boxes .

For Bank Statement: **"BANK_STATEMENT – Bank statement and/or each receipt"**

For Boarding Pass: **"BOARDING_PASS – Boarding pass"**

The lines related to justification other than invoices show a null amount.

Then click on **"Confirm"** if it's the last expense, or **"Confirm and add"** to record other expenses in the report.

If the traveller selects **"Confirm and add"**, Notilus will display automatically the field **Date** for the next expense to be recorded.

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

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 ETSI Secretariat approval.


"Mobility" users

If the traveller use Mobility and 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.

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.

	<p>When the quality of the picture is good, all the details of the invoice will be correctly reflected (date, amount, currency, type or expense). Example: meal invoice for 22,40 € incurred on February 14th, 2021.</p> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> 14/02/2021 22.4 EUR  </div>
--	--

List of Mobility receipts

Display ☒ Only non-used receipts

Date	Amount	Type
<input checked="" type="radio"/> 15/02/2021	22	
<input type="radio"/> 14/02/2021	22.4 EUR	
<input type="radio"/> 14/02/2021	17.46 GBP	
<input type="radio"/> 04/08/2019	130 EUR	

Back Confirm

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

The picture of the selected invoice will be inserted automatically by Notilus when the expense is recorded by the traveller.

When the picture is displayed. Click on **"Confirm"**.

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

Example here : no currency indicated

Date	Amount	Type
<input checked="" type="radio"/> 15/02/2021	22	

The traveller will still be able to use the picture stored but the traveller 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

Date	Amount	Type
<input checked="" type="radio"/> Not defined	18.36	

2.3 Submit your expense report

Before submitting, you can check the list of all documents attached to the expense report.

Report No. 486					
Documents archived on the report					
Images archived on the expense					
	1	2	3	4	5
	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 :

- 1) Their respective date
- 2) Their respective type
- 3) Their respective expenses and amount
- 4) Their respective receipt number
- 5) Their respective types of document : pdf, gif, scan, receipt retrieved from Mobility etc.
- 6) To view any invoice, click on the relevant link.

To delete a receipt associated to an expense, click on

7) 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

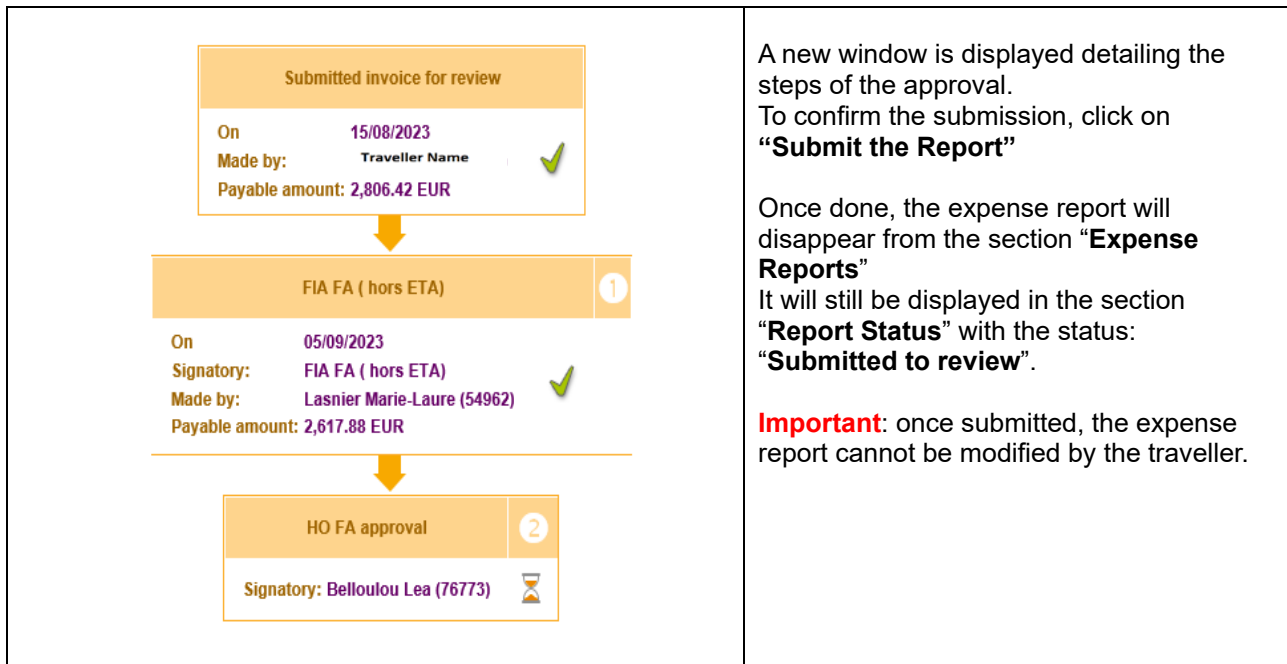
Via HTTP: ☒

(The selected file size cannot exceed 3 Mo)

Click on **"Browse"** and select the document from the list displayed as shown previously.

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

Click on **"Submit the Report"**.



2.4 The Report status

When the **“Report status”** tab is selected:

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

- 1) **“Travel as Draft”**: when the expense report is created but not yet submitted
- 2) **“Submitted for review”**: when the expense report is submitted but not yet approved
- 3) **“Sent to accounting”**: when the expense report is approved and sent to Accounting Department

- 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

4) The display of the reports can be amended by selecting another option:




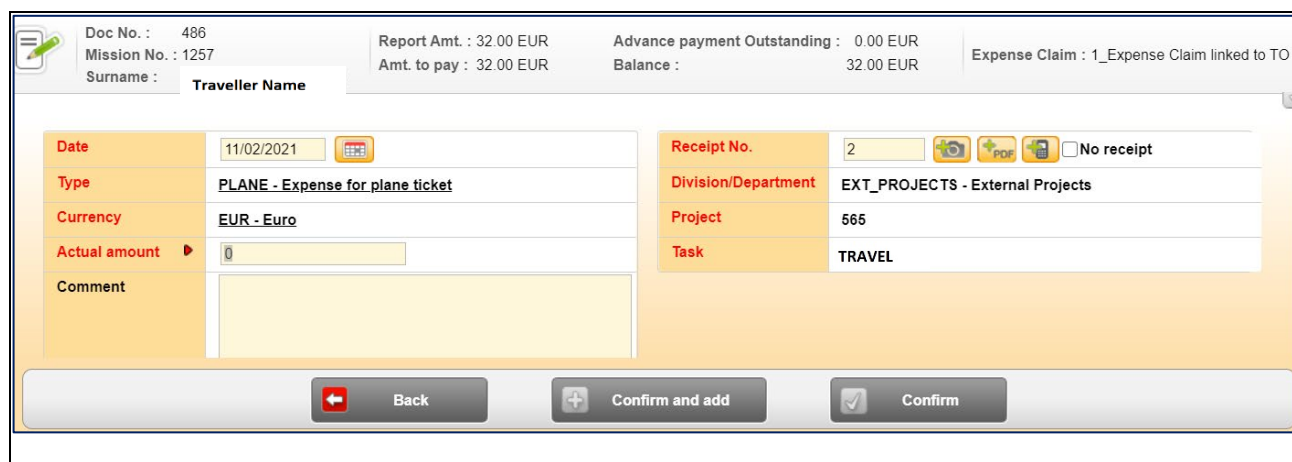
2.5 Particular cases:

2.5.1 How to record expenses in Foreign currency paid by credit card

In this example: airline ticket in the amount of 278,77 GBP in London, UK (equivalent 325€)
Follow the same steps as previously: Click on “**Add an expense**”

A new window is displayed.
Insert the date of the expense. 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**”



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 for an amount of 278,77 £. (**Bank statement must be 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.

The traveller must attach the copy of the relevant invoice as shown previously.

Click then on “**Confirm**” if it’s the last expense, or “**Confirm and add**” to record other expenses in the report.

Doc No. : 486
Mission No. : 1957
Surname : **Traveller Name**

Report Amt. : 357.00 EUR
Amt. to pay : 357.00 EUR

Advance payment Outstanding : 0.00 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

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

Click on (on the left side) to view the expense details

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

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



2.5.2 How to record expenses in foreign currency paid Cash

Same first steps: Click on “**Add an expense**” and insert the date.

Select the Type of expense using the boxes



Once done, a new window is displayed.

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

To do so, click on “**EUR – Euro**”

New display of the field Currency

Currency
EUR

CAD CHF € £ \$

Delete: “**EUR**” and select “**£**” from the financial acronym 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.

Once the correct currency is selected, Notilus will automatically insert the **BCE rate** of exchange applicable on the day the expense was incurred.

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, then insert the new rate effectively applied to the expense.

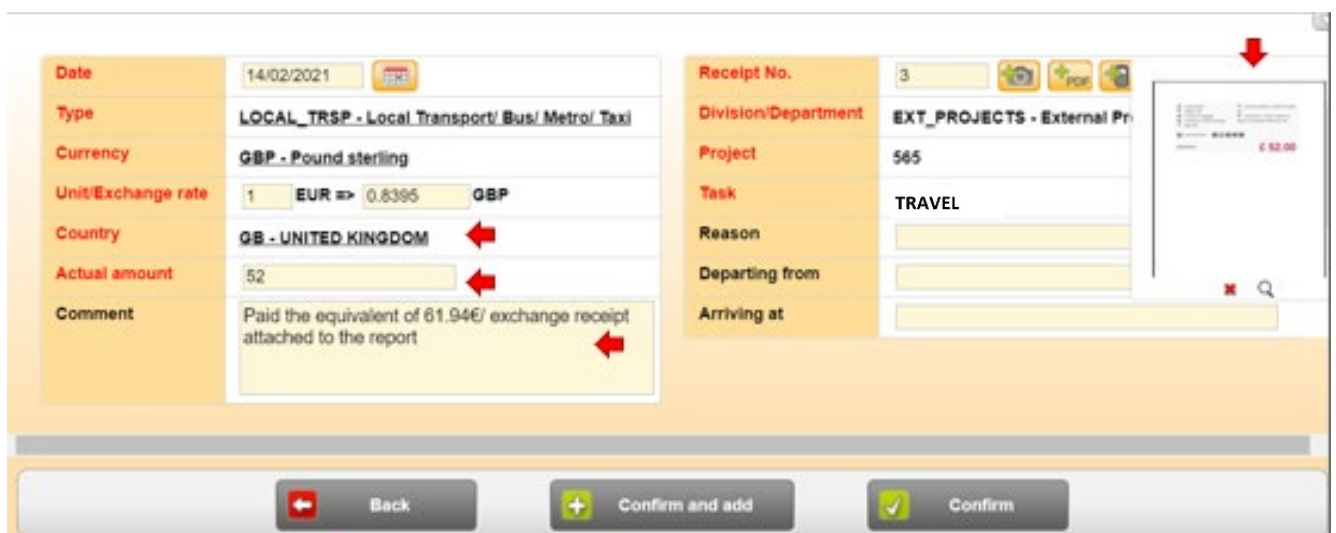
Important: when the traveller modifies the exchange rate, all relevant information must be inserted in the field Comment, and the exchange receipt/bank transaction statement shall be attached in support.

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

Actual amount: insert the amount of the bill.

Comment: add any relevant information, such as “paid the equivalent of xx €/ exchange receipt provided” and attach the copy of the invoice as shown previously.

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



Click on “**Confirm**” if it’s the last expense, 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. : 1943

Surname : Traveller Name

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

List of Expenses

	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt	Local tax amount	Country	Project	Comment
+		15 February 2021	1		1	32.00 EUR	32.00 EUR	0.00 EUR	FR	85	lunch
+		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€ Bu
+		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

+

Add an expense from a Mobility receipt

+

Add an expense

➡

Submit Expense Report


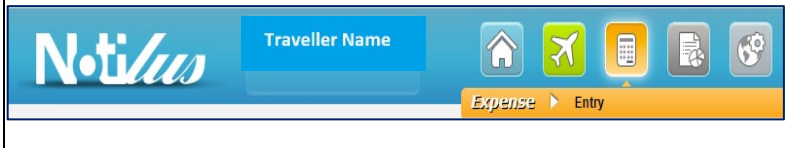
III. How to deal with rejected expenses

General information: How to deal with rejected expenses:

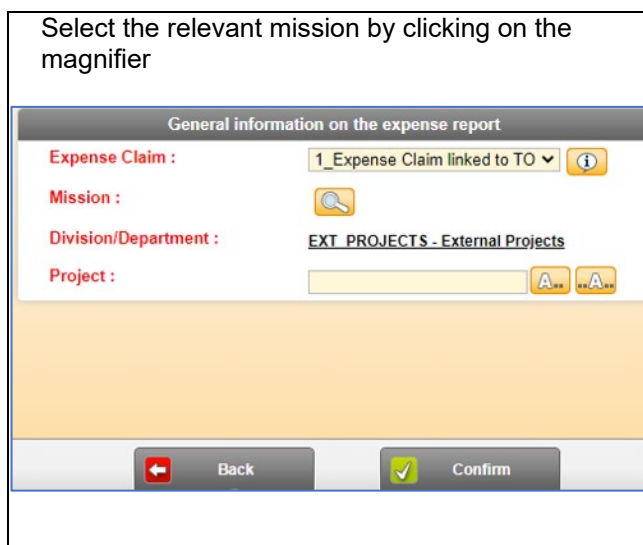
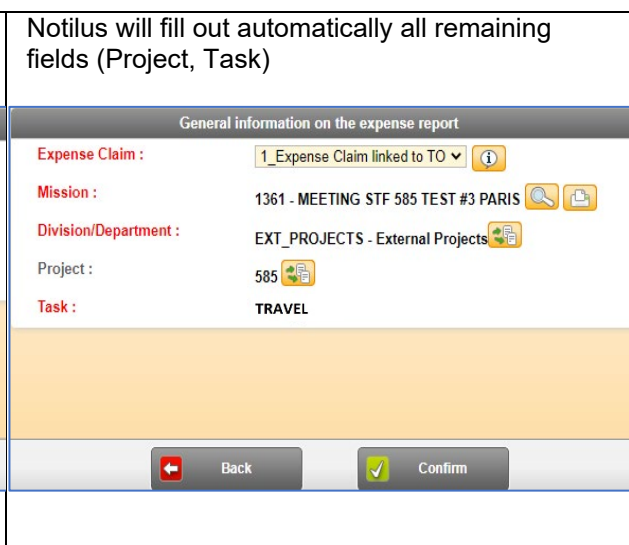
- When an expense is not allowed or not compliant with ETSI Travel rules, it will be rejected by the ETSI Secretariat. The traveller will always receive a notification of refusal on the Notilus homepage and via an e-mail.
- Rejected expenses can be retrieved by the traveller in the Section “**Expenses**”, subdivision “**Refused Expenses**”. **This can be done** only once a new expense report is created.
- The traveller is allowed to claim again a refused expense (amended or not) but shall provide a proper justification.
- If the traveller cannot justify a cost which has been rejected, the traveller can delete it in Notilus

3.1 Record the invoices without making any change

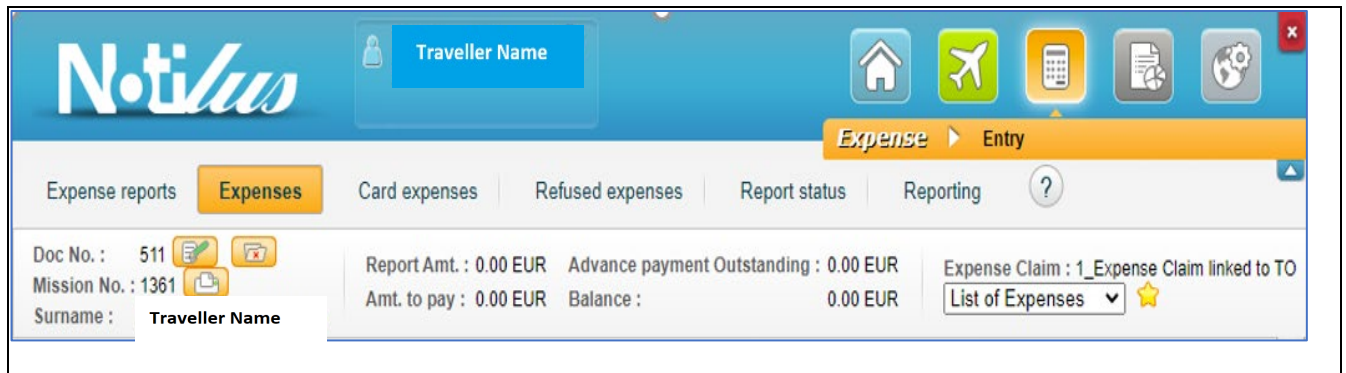
First example: the traveller is notified on his home page that one expense has been rejected.

 <p>The screenshot shows the Notilus home page. At the top, it says 'Traveller Name' with a profile icon. Below that, the date 'Today 24 March 2021' is displayed. A red notification icon with a speech bubble says 'You have 1 rejected expense(s)'. Below that, it says 'Last connection on 23/03/2021 10:42:02'.</p>	<p>To have access to the rejected expense, the traveller must create a new Expense report. Therefore, go to the section Expense then Entry</p>  <p>The screenshot shows the Notilus navigation bar. It has the 'Notilus' logo, 'Traveller Name' with a profile icon, and a series of icons: Home, Airplane, Calculator, Document, and Gear. Below the icons, there is a yellow bar with the text 'Expense' and 'Entry'.</p>
--	---

Click on “**Add a report**”

<p>Select the relevant mission by clicking on the magnifier</p>  <p>The screenshot shows the 'General information on the expense report' form. It has fields for 'Expense Claim' (1_Expense Claim linked to TO), 'Mission' (with a magnifier icon), 'Division/Department' (EXT_PROJECTS - External Projects), and 'Project' (with a dropdown menu). At the bottom, there are 'Back' and 'Confirm' buttons.</p>	<p>Notilus will fill out automatically all remaining fields (Project, Task)</p>  <p>The screenshot shows the 'General information on the expense report' form. It has fields for 'Expense Claim' (1_Expense Claim linked to TO), 'Mission' (1361 - MEETING STF 585 TEST #3 PARIS), 'Division/Department' (EXT_PROJECTS - External Projects), 'Project' (585), and 'Task' (TRAVEL). At the bottom, there are 'Back' and 'Confirm' buttons.</p>
---	---

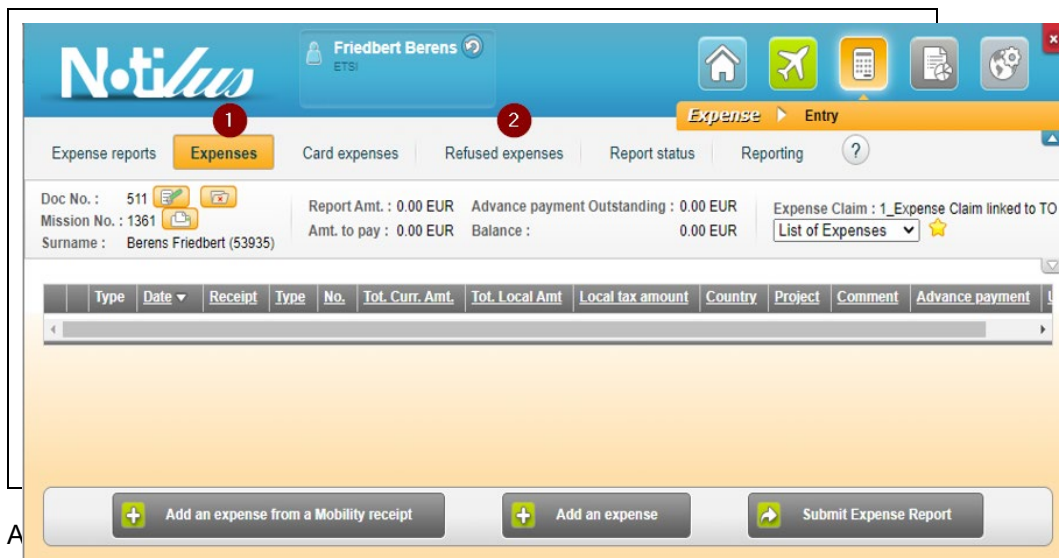
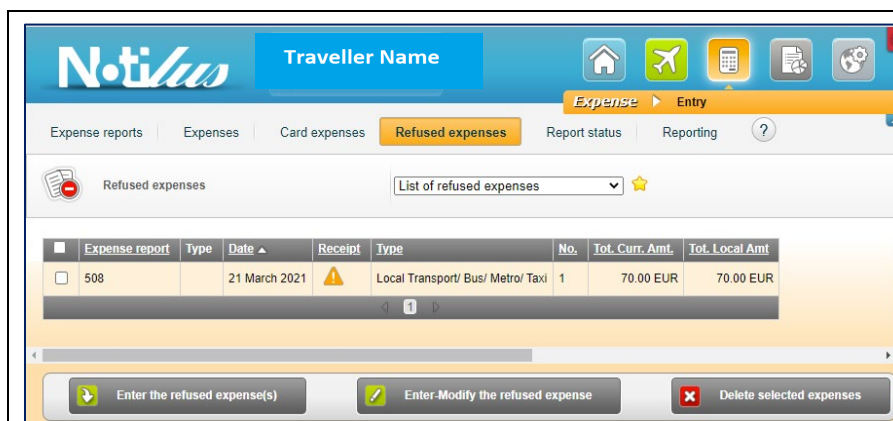
After confirming, the new expense report appears:



Important: the new Expense report must be linked to the same Travel order as the one-off refused expense

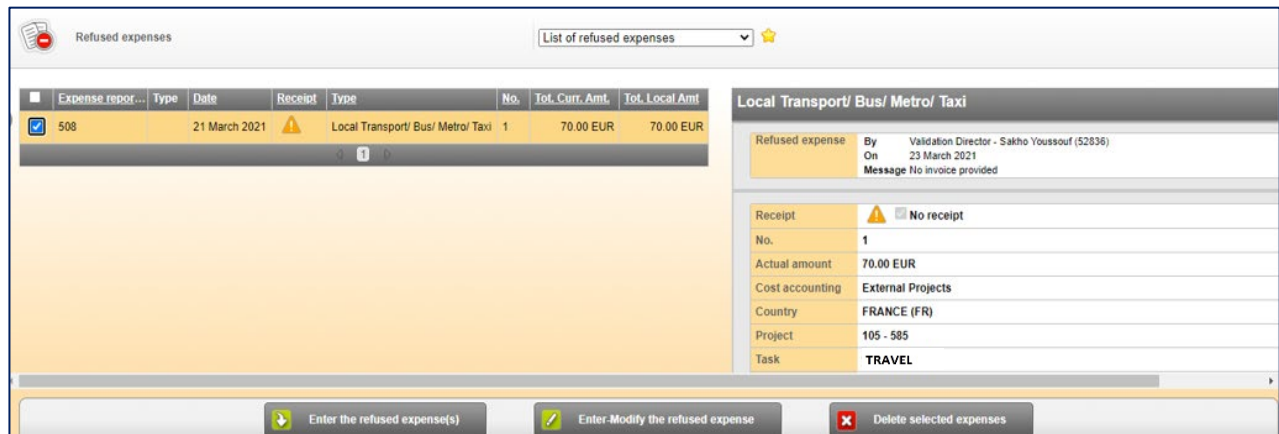
3.1.1 Record a single rejected invoice without making any change

Leave the section “**Expenses**” (1) and go to “**Refused expenses**” (2)

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.

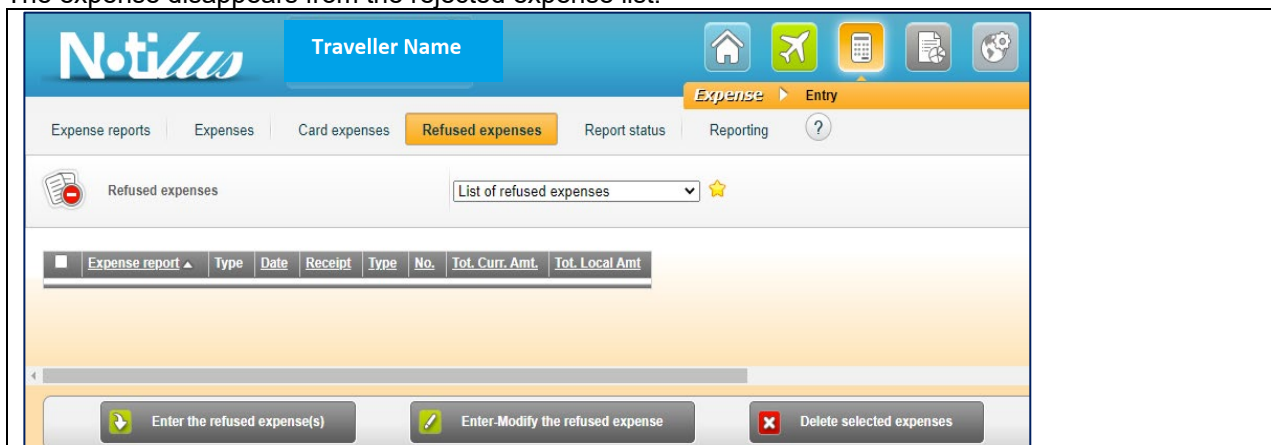


In this example, no receipt was provided for the taxi cost.

If the traveller later finds the missing invoice, the traveller should record it again.


Therefore, the traveller shall tick the number of the refused reimbursement and click on **“Enter the refused expense(s)”**


The expense disappears from the rejected expense list.



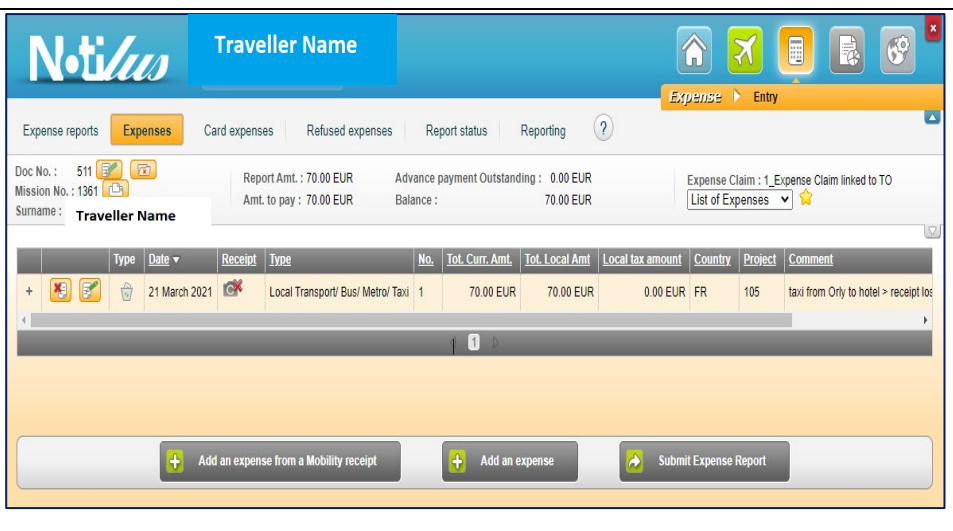
Next step is to go back to the section **“Expenses”**

The expense is back to be submitted again:

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

Edit the expense by clicking on 

In this example, untick the box ☒ **No receipt**



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

Add a comment in the relevant field.

Doc No. : 511 Mission No. : 1361 Surname : Traveller Name	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	Receipt No.	1
Type	LOCAL TRSP - Local Transport/ Bus/ Metro/ Taxi	Original report	508
Currency	EUR - Euro	Division/Department	EXT_PROJECTS - External Projects
Country	FR - FRANCE	Project	585
Actual amount	70.00	Task	TRAVEL
Comment	taxi from Orly to hotel > found in office the receipt originally lost		
		Reason	
		Departing from	
		Arriving at	

Back Confirm and add Confirm

Note: the “Original report” n° (the refused one) is shown in the new expense report.
When all done, click on “Confirm”

Final view:

Notivus		Traveller Name		Expense Entry	
---------	--	----------------	--	---------------	--

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

Doc No. : 511 Mission No. : 1361 Surname : Traveller Name	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 List of Expenses
--	--	---	--

Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.	Local tax amount	Country	Project	Comment
+	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

1

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

The traveller can submit the new expense report by clicking on “**Submit Expense Report**”
Then follow the same steps as explained previously.

3.1.2 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 : Traveller Name

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

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


Traveller Name

Today 15 March 2021 LOGO_ETSI_TEST

Comont Thierry rejected your report No. 505 on 15/03/2021.

You have 9 rejected expense(s)

Last connection on 15/03/2021 11:56:13

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

All nine rejected expenses are stored in the section “**Refused Expenses**”

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

Notilus Traveller Name

Expense Entry

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
505							
503							Amt. to pay: 814.24 EUR
502							Amt. to pay: 0.00 EUR

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

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

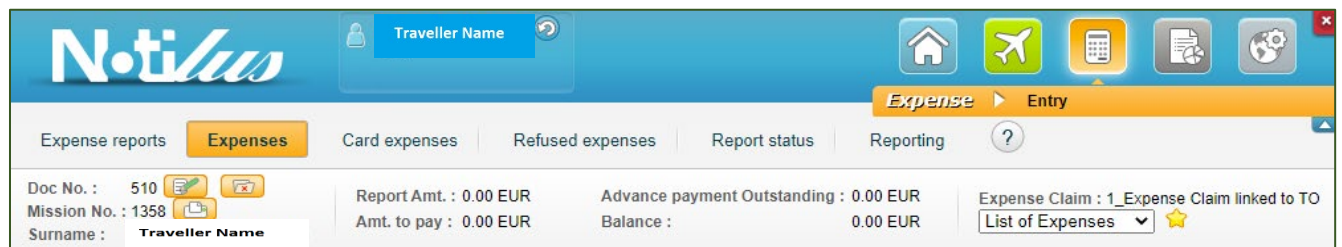
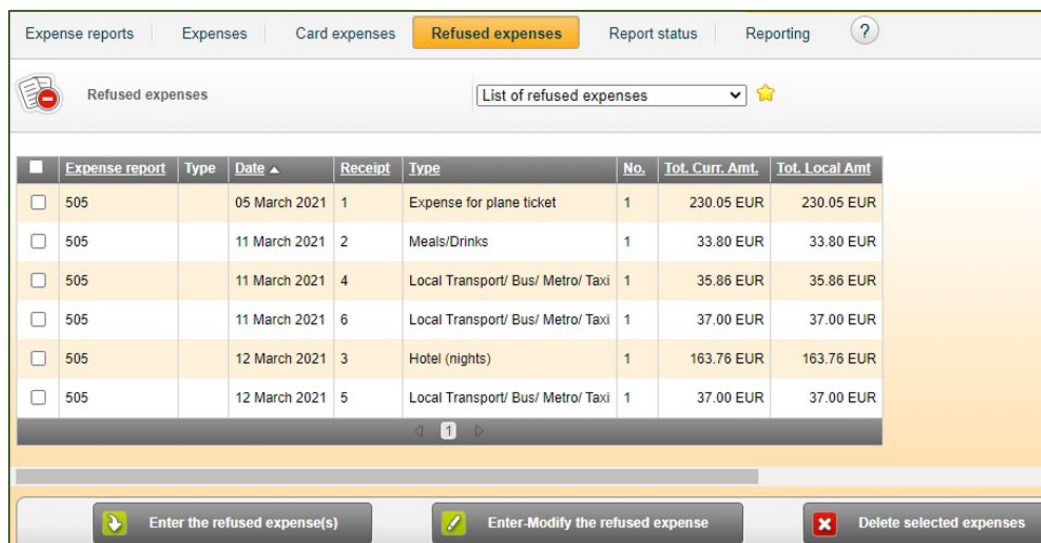
Mission : 1358 - Meeting #2 STF565 in Paris

Division/Department : EXT_PROJECTS - External Projects

Project : 565

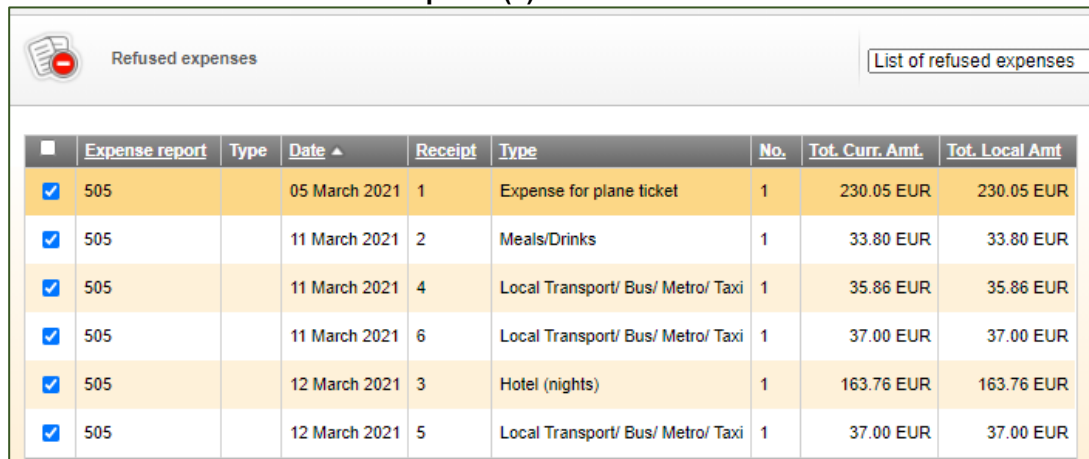
Task : TRAVEL

The new expense report 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)

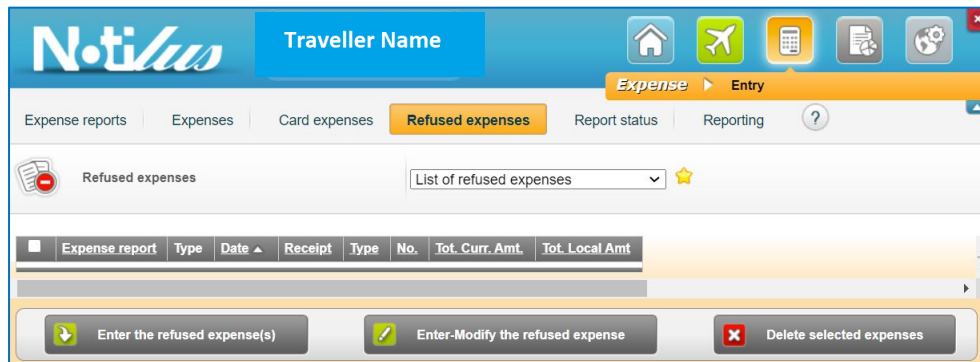
Expense report	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt
505		05 March 2021	1	Expense for plane ticket	1	230.05 EUR	230.05 EUR
505		11 March 2021	2	Meals/Drinks	1	33.80 EUR	33.80 EUR
505		11 March 2021	4	Local Transport/ Bus/ Metro/ Taxi	1	35.86 EUR	35.86 EUR
505		11 March 2021	6	Local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



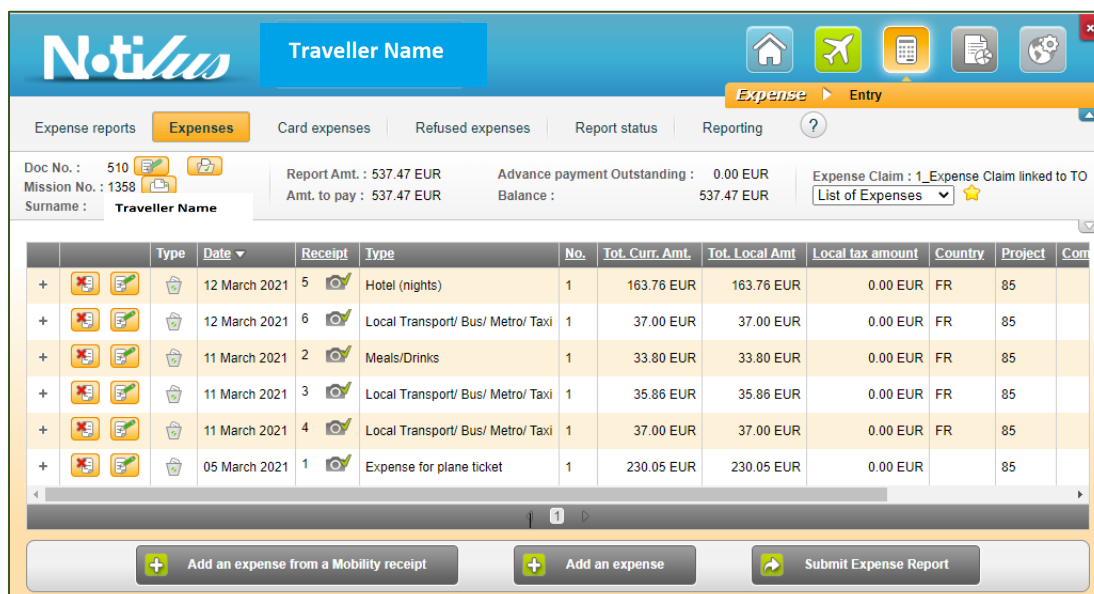
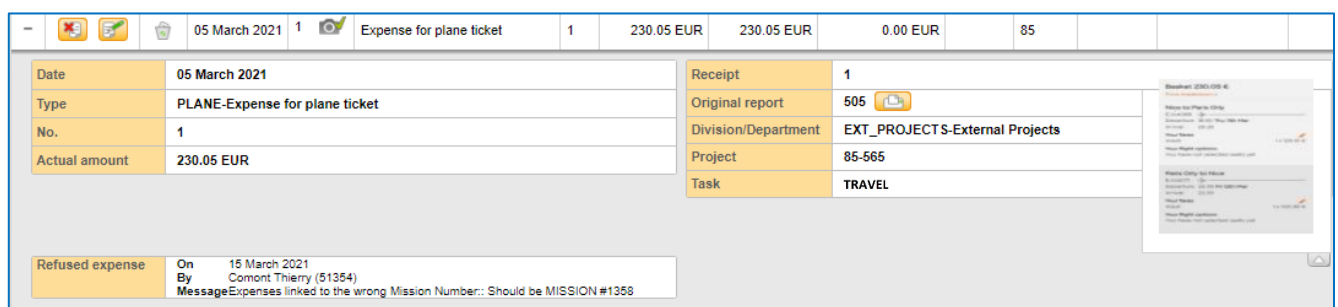
Expense report	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt
505		05 March 2021	1	Expense for plane ticket	1	230.05 EUR	230.05 EUR
505		11 March 2021	2	Meals/Drinks	1	33.80 EUR	33.80 EUR
505		11 March 2021	4	Local Transport/ Bus/ Metro/ Taxi	1	35.86 EUR	35.86 EUR
505		11 March 2021	6	Local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

The selected expenses disappear from the list of refused expenses as shown in the next image.



They are recorded in the new Expense report.


When clicking on the + of an expense line, the details of the relevant expense are displayed together with the original report number, a copy of the invoice also retrieved, and the information related to the refusal.

If there is nothing else to add, the traveller can submit his expense report “**Submit expense report**”.

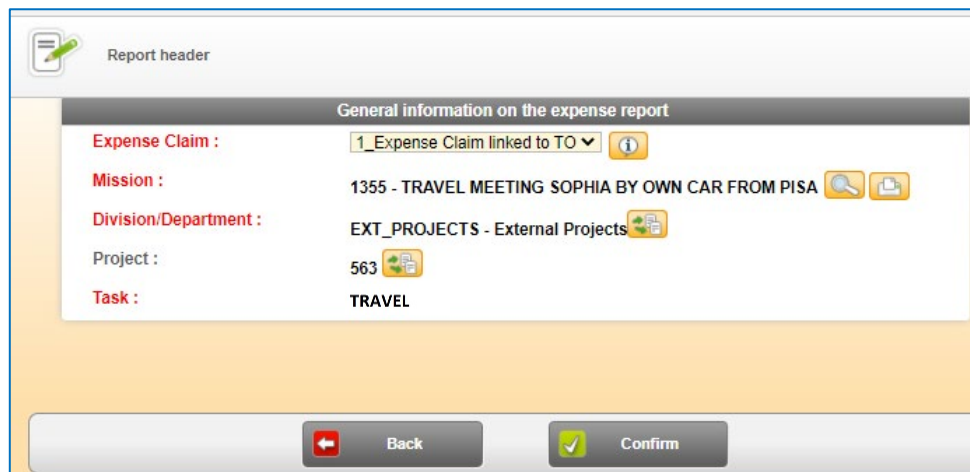
3.2 Record the invoice with an amendment.

In this example, ETSI Secretariat has rejected 2 expenses from report #502 (meal for 74€ and drinks for 7,80€) and then approved the remaining expenses. The traveller was then 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 traveller creates a new expense claim/report linked to the original Mission (#1355 in this example)



Report header

General information on the expense report

Expense Claim : 1_Expense Claim linked to TO

Mission : 1355 - TRAVEL MEETING SOPHIA BY OWN CAR FROM PISA

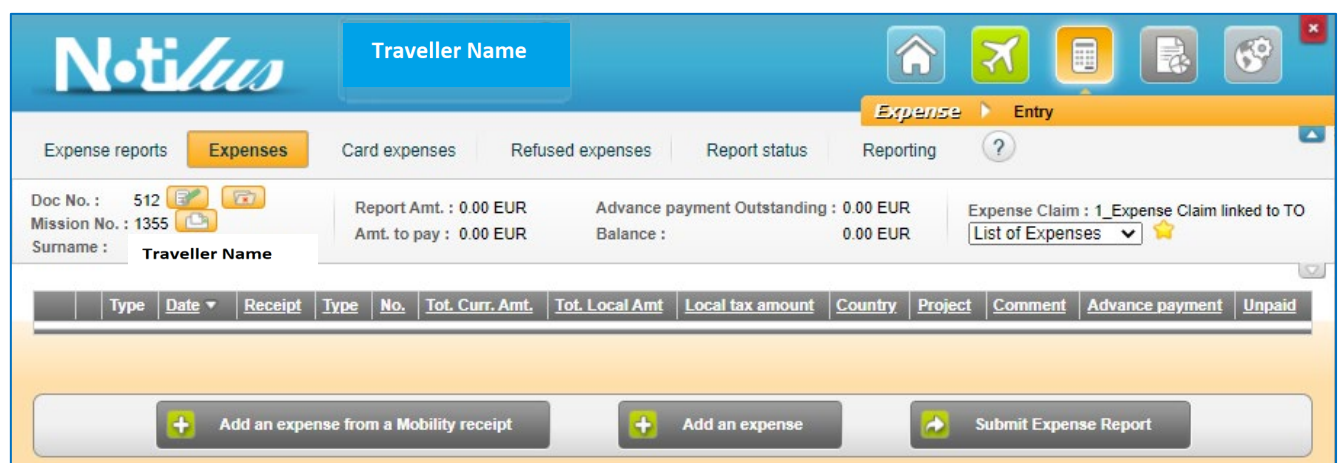
Division/Department : EXT_PROJECTS - External Projects

Project : 563

Task : TRAVEL

Buttons: Back, Confirm

Click on **“Confirm”**



Notivus Traveller Name

Expense Entry

Expense reports Expenses Card expenses Refused expenses Report status Reporting


Doc No. : 512 Mission No. : 1355 Surname : Traveller Name

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

Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt	Local tax amount	Country	Project	Comment	Advance payment	Unpaid
<div style="display: flex; justify-content: space-between;"> <div>Add an expense from a Mobility receipt</div> <div>Add an expense</div> <div>Submit Expense Report</div> </div>												

The new expense report is created.

Go to the section **“Refused expenses”**. Both refused expenses are displayed.

Expense reports Expenses Card expenses Refused expenses Report status Reporting ?								
Refused expenses			List of refused expenses					
<input type="checkbox"/>	Expense report	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt
<input type="checkbox"/>	502		21 March 2021		Meals/Drinks	1	7.80 EUR	7.80 EUR
<input type="checkbox"/>	502		23 March 2021	8	Meals/Drinks	1	74.00 EUR	74.00 EUR


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

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

Notilus
Traveller Name

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

Refused expenses
List of refused expenses

<input type="checkbox"/>	Expense report	Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt
<input type="checkbox"/>	502		21 March 2021		Meals/Drinks	1	7.80 EUR	7.80 EUR
<input checked="" type="checkbox"/>	502		23 March 2021	8	Meals/Drinks	1	74.00 EUR	74.00 EUR

Meals/Drinks

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

Receipt
8

No.
1

Actual amount
74.00 EUR

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 of 40.60 €)

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

Actual amount	<input type="text" value="40.60"/>
Comment	Total bill for 2 people : 74.40€/ refund for my share :40.60€

Date	23/03/2021	Receipt No.	1
Type	SUBSISTENCE - Meals/Drinks	Original report	502
Currency	EUR - Euro	Division/Department	EXT_PROJECTS - External Projects
Country	FR - FRANCE	Project	563
Actual amount	74.00	Task	TRAVEL
Comment		Reason	

Buttons: Back, Confirm

Add a comment in the relevant field.
View when all is done here after:

Notilus Traveller Name

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

Doc No.: 512 | Mission No.: 1355 | Surname: Traveller Name

Report Amt.: 0.00 EUR | Advance payment Outstanding: 0.00 EUR | Expense Claim: 1_Expense Claim linked to TO

Amt. to pay: 0.00 EUR | Balance: 0.00 EUR

Date	23/03/2021	Receipt No.	1
Type	SUBSISTENCE - Meals/Drinks	Original report	502
Currency	EUR - Euro	Division/Department	EXT_PROJECTS - External Proj
Country	FR - FRANCE	Project	563
Actual amount	40.60	Task	TASK_1
Comment	Total bill for 2 people : 74.40€/ refund for my share :40.60€		

Buttons: Back, Confirm

The expense disappears from the section “**Refused expenses**”.

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

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

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

Doc No.: 512 | Mission No.: 1355 | Surname: Traveller Name

Report Amt.: 40.60 EUR | Advance payment Outstanding: 0.00 EUR | Expense Claim: 1_Expense Claim linked to TO

Amt. to pay: 40.60 EUR | Balance: 40.60 EUR

List of Expenses

Type	Date	Receipt	Type	No.	Tot. Curr. Amt.	Tot. Local Amt.	Local tax amount	Country	Project	Comment
+	23 March 2021	1	Meals/Drinks	1	40.60 EUR	40.60 EUR	0.00 EUR	FR	83	Total bill for 2 people : 74.40€/ refund for my share :40.60€

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

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 “**Submit Expense Report**”.

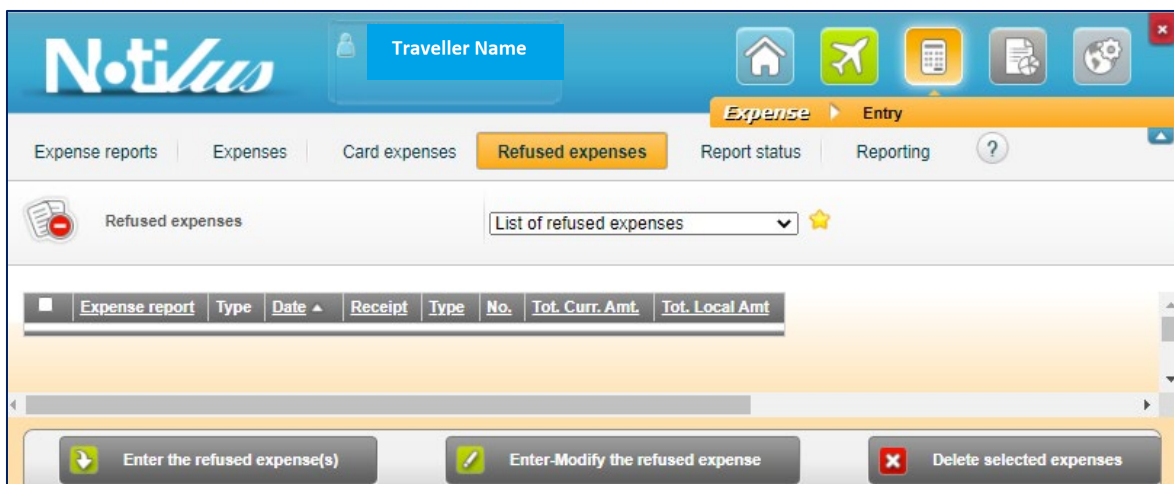
3.3 Delete a refused expense

The traveller may decide not to claim again a refused expense
The traveller cannot locate the related receipt and will no longer claim the refund

Steps to follow:

- 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