**User Guide**

**Notilus Travel Management for Expert**

**Expenses reimbursement**

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# I. How to create an expense report

Expense reports can be created either from a desktop computer via the Notilus platform or from a mobile device using the **Cegid NTne** app. Any report created on one platform will be visible on the other.

🔒 **Note**: An expense report can only be created **after the associated Travel Order has been approved**.

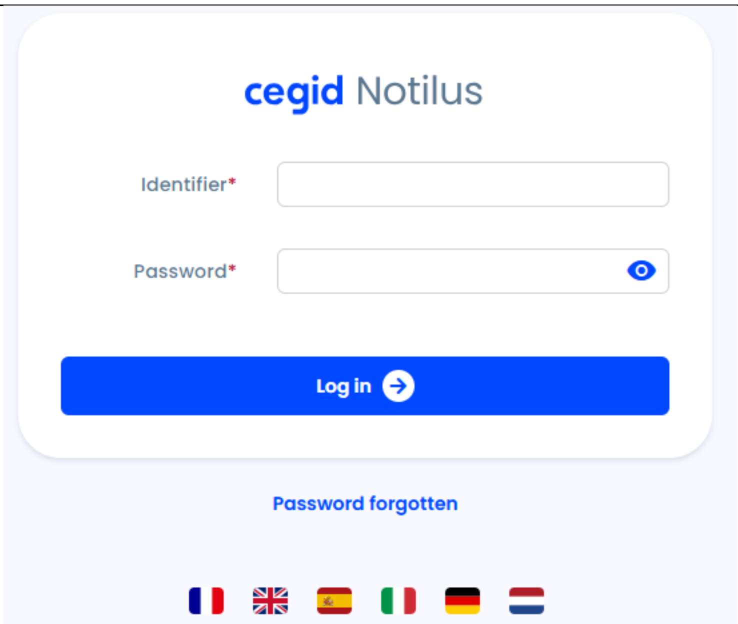
Expenses may be entered at any time during the trip or after its completion, using either the desktop version or the mobile app.

Once an expense report has been submitted, it can **no longer be modified** by the traveller.

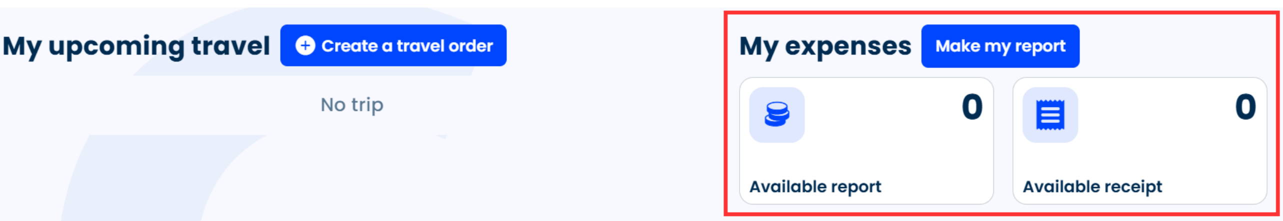
If an expense is forgotten for a specific mission, a **new expense report** must be created and linked to the same Travel Order or mission. For assistance, the **FA Team** should be contacted.

In the event of a **rejected expense**, it can be resubmitted via the “**Refused Expenses**” section, provided that appropriate justification is included.

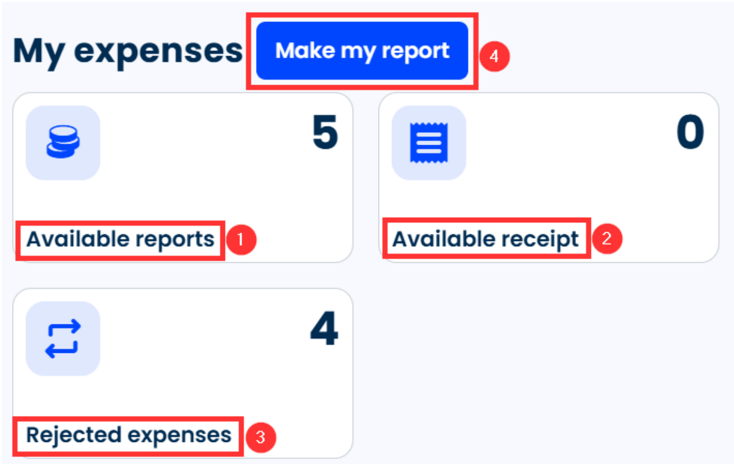
## 1.1 Log in

| | |
|---|---|
| 1. **Open the Login Page**<br>Navigate to the following URL:<br>https://etsi.notilus-tne.cegid.cloud/<br>2. **Enter Your Username**<br>On the login page, enter your ETSI EOL Username in the “**Identifier**” field.<br>3. **Request a Password**<br>As a first-time user:<br>• Click on **"Password Forgotten ".**<br>• Follow the instructions provided to create your password.<br>4. **Log In**<br>Once your password has been created:<br>• Enter your ETSI EOL username and new password.<br>• Click "**Log In**" to access your account. |  |

Travel expenses are displayed on the right part of the landing page



# Overview of Expense Report Features



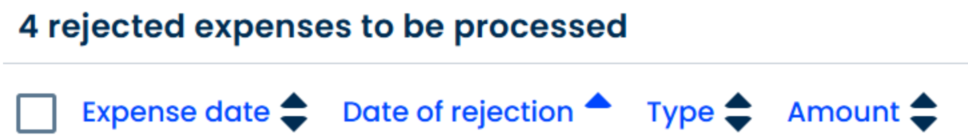

1- **Available reports**: This category contains
   1. The reports registered
   2. The reports submitted but nor approved / rejected yet
   3. The approved / rejected reports

1 My reports being entered 2 My reports being reviewed 3 My reviewed reports

2- **Available receipts**: With this button, you can
   1. Add some receipts or invoices to create an expense line linked to travel you choose
   2. Add a receipt or an invoice already used in this travel expense

1 To be integrated (0) 2 Used in this report (0)

3- **Rejected expenses:** This button shows the rejected expenses report. You can filter the research by using the filters “**Expense date**”, “**Date of rejection**”, “**Type**”, “**Amount**”.




4- **Make my report**: This is the button you must use to make a new expense report link to a previously approved travel order.

## 1.2 Creating an Expense Report

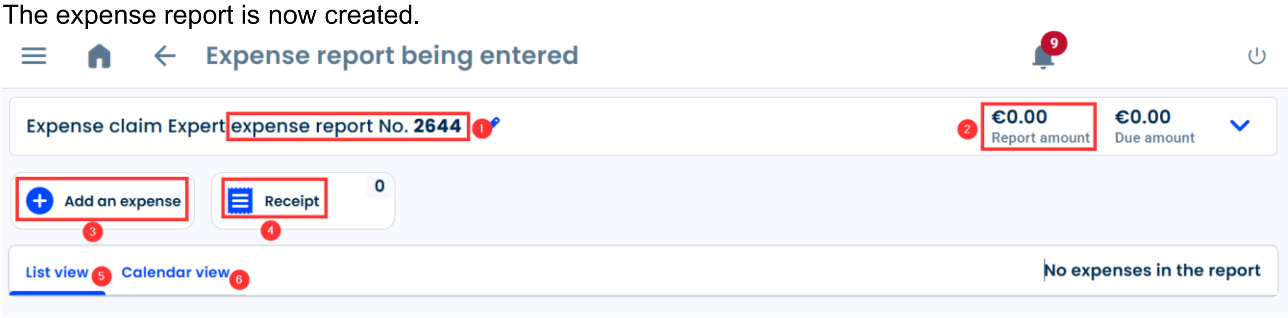
To create a new expense report:

- Click "**Make a report**" (4)

A new window will open, prompting the selection of an export report from the list of Travel Orders previously validated by the Secretariat

- Select the relevant Travel Order "**Select an expense report**" to proceed.

The expense report is now created.




**Key Elements of the Expense Report interface:**

1) Expense Report Number: The claim is identified as "**Expense report No XXXX**". which is distinct from the Travel Order number.
2) "**Report amount**": This field displays the total amount of the report and updates automatically as expenses are added.
3) "**Add an expense**": Use this button to enter a new expense line.
4) Add a **Receipt** or Invoice: This button allows the addition of supporting documents. Upon clicking, a choice is provided between uploading a receipt or an invoice.
5) **List View**: Expenses can be displayed in a list format for a detailed overview.
6) **Calendar View**: Alternatively, expenses can be viewed in a calendar format for a chronological perspective.

**<u>Note</u>: Advance payments is not applicable to STF/TTF missions.**

# II. How to record expenses

## 2.1 Register expenses on the computer

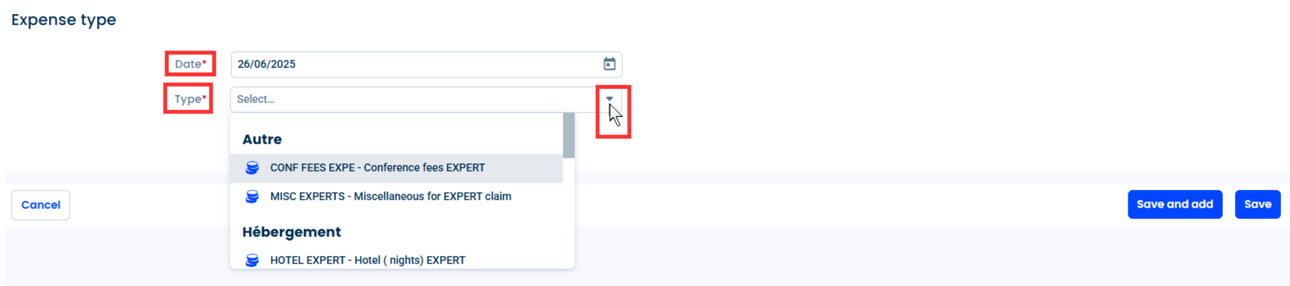
Before beginning the travel expense process, all relevant documents (e.g., receipts, invoices, boarding passes) should be scanned and saved.

From the landing page, click "**Make my report**"

A new window will display the list of Travel Orders previously validated by ETSI Secretariat.

- Select the relevant Travel Order
- Click "**Add an expense**"

A new window will open



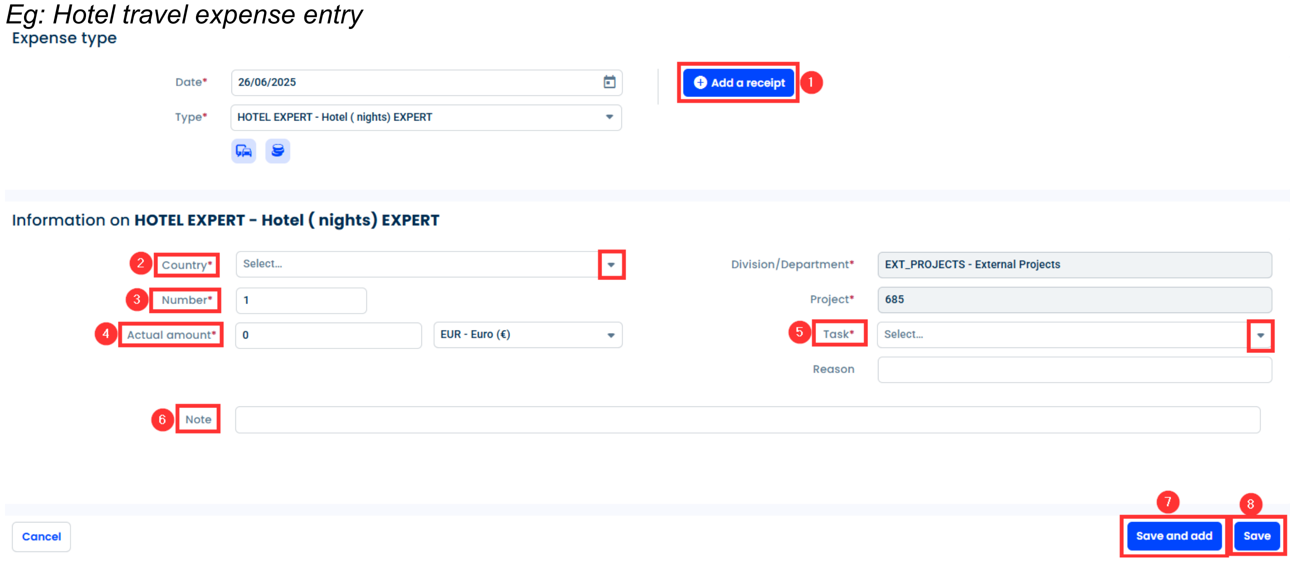

<u>Note</u>: All fields marked with a red asterisk (*) are mandatory

Expense entry process:

- Select the expense "**date**" using the calendar
- Choose the **type of expense** from the dropdown list. Available types include
  - Conference fees
  - Hotel
  - Subsistence
  - Plane
  - Train
  - Local transport
  - Car rental
  - Boarding pass
  - Refund mileage

Based on the selected expense type, a corresponding section will appear with specific fields. Some fields may be pre-filled using information from the Travel Order header.

*Eg: Hotel travel expense entry*




1) "**Add a receipt**" by dragging and dropping the file from the computer.
2) Select the "**country**" where the expense occurred from the dropdown list.
3) Enter the "**number**" of nights
4) Enter the "**actual amount**" of the invoice in Euros
5) To select the "**Task** by clicking the dropdown arrow. Only **"TRAVEL"** is available.
6) Add a "**Note**" if additional information is relevant.
7) Click "**Save and add**" to register another expense
8) Click "**Save**" to complete the entry if no further expenses need to be added.

<u>Notes</u>:
Currency: If the expense is incurred in a foreign currency, the traveller shall convert the paid amount into Euros by using [Oanda.com](Oanda.com) and indicate the amount in foreign currency in the "**Note**" field

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,](STF/TTF portal) with [ETSI Travel Rules.](ETSI Travel Rules)

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

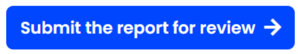
In such case, the traveller must add in the field "**Note**" any information to justify the cost incurred but the whole amount might not be refunded. The alert will not prevent the traveller from submitting the expense.

- When you enter the last expense of your travel expense, click on "**Save**".

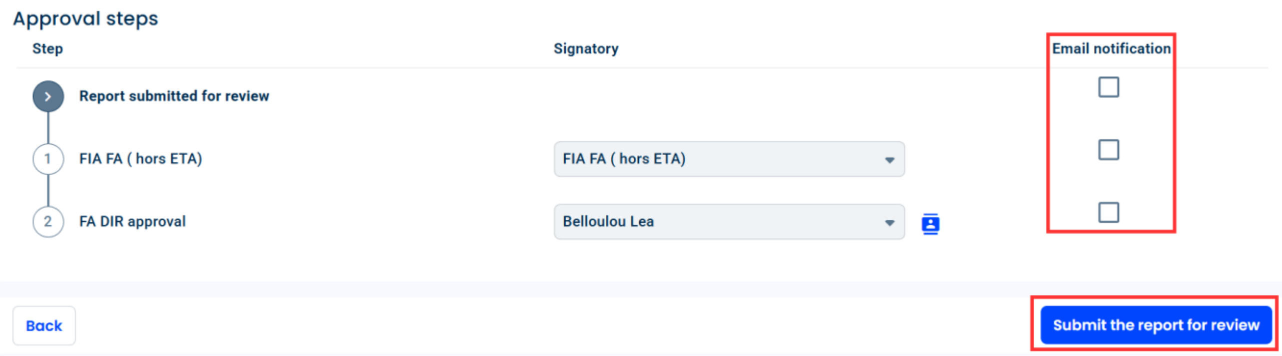
You will come back to the "**expense claim report**" view.

**/!\ The traveller must check all expenses before submitting it to the control, because no modification will be authorized afterwards.**

- Click on the "**Submit the report for review**" button (on the bottom right)




A new page opens



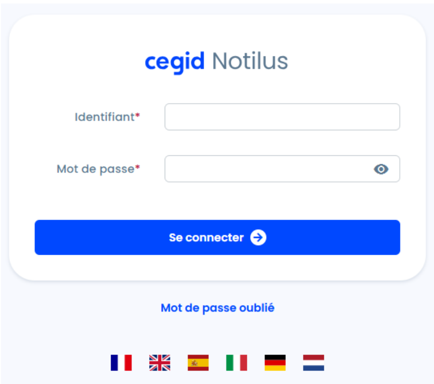

- Tick the boxes if you wish to receive an email at the different validation steps
- Click on "**Submit the report for review**"

## 2.2 Register expenses on the app

You can make expense report directly from the app

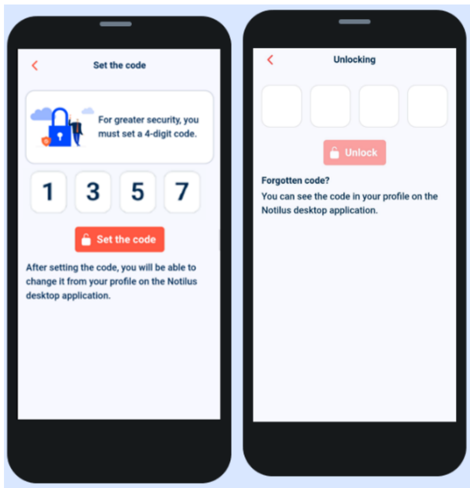

- Download the app from the **App Store** (iOS) or **Google Play** (Android)
- Activate mobile access during your first login: go to your computer, sign in, and click on **"Mobile Access"** to enable the app

- Log in to the app using your usual "**Identifier**" and "**password**"




- On the first connection, you will have to define a 4-digit security code.

- Go to your profile in the web app:
  **"My Cegid Notilus" > "Mobile Security Code"**




<u>IMPORTANT</u>:

- If you have already set a code, you will need to enter it
  To unlock the app after 3 minutes of inactivity.

- If you forget your code, you can view or change it any time from your profile in the web app:
  **"My Cegid Notilus" > "Mobile Security Code"**

Now you can register the service on your mobile phone:

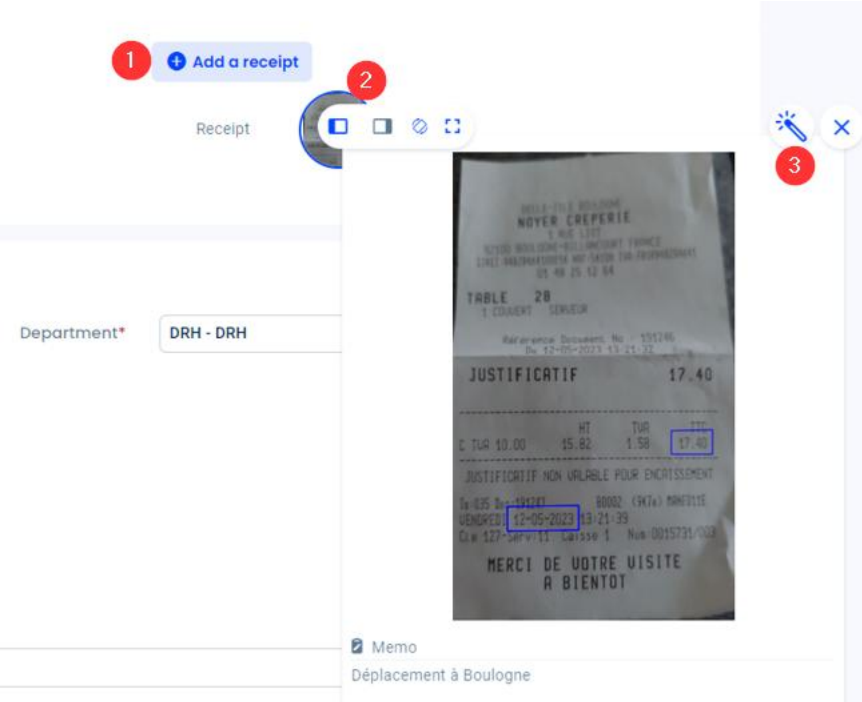
- Take a picture of your receipt, invoice, or document with your phone.

- On the home page, click on "**Make a report**".
- Select the trip concerned from the list.

A new window will open:

- Click on "**Add a receipt**". (1)
- Select the picture you previously took with your phone (in PDF, JPEG or PNG).

The data from the receipt/invoice will be automatically recognized by Notilus and integrated into the expense report (*eg: Type, amount, taxes, country*…).




- Clic on the picture of the receipt (2)
- Click on  (3)

  Notilus frames the amount, the currency and the date, if he has recognized them.

Note: If the button can't be activated, it means that it hasn't recognized anything.

- Control, complete and update if necessary, the information collected automatically
- Click on “**Save and add**” if you need to enter another expense
- Click on “**Save**” if you have entered all the expenses for this travel

Notes:

All fields with a red star are mandatory

Currency: If the expense is incurred in a foreign currency, the traveller shall convert the paid amount into Euros by using [Oanda.com](Oanda.com) and indicate the amount in foreign currency in the “**Note**” field

Note: this field is not mandatory; the traveller may add any information deemed relevant. Division, Department, Project, Task can be taken from the travel order and inserted in this field.

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. In this category, the field number means the number of nights

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

In such case, the traveller must add in the field "**Note**" any information to justify the cost incurred but the whole amount might not be refunded. The alert will not prevent the traveller from submitting the expense.

- When you enter the last expense of your travel expense, click on "**Save**".

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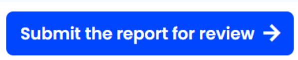
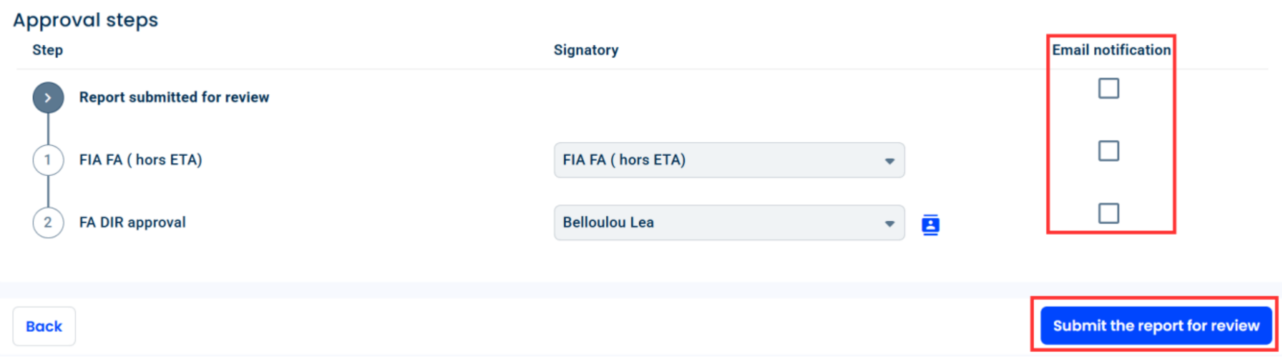



A new page opens




- Tick the boxes if you wish to receive an email at the different validation steps
- Click on "**Submit the report for review**"

## 2.4 Control the travel expense validation workflow

From the home page:

- Click on “**Available reports**”

A new window opens


- Click on “My reports being reviewed (1)
- On the report wanted, click on the arrow on the right part of the window
- A new part appears under, showing the validation’s workflow and its progress (3)
- The traveller can also print the report (4)
- To view the history of all your travel expense report, click on “**My reviewed reports**” (5)

## 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**”
- Select the type of expense concerned: “**Plane**” in this example
- **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 with the invoice and Oanda web page in the part “add a receipt”).**

**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.

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