



User Guide Travel Order

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Getting started with NOTILUS

Logging to NOTILUS

To log on: <https://www.notilus-tne.cegid.cloud/etsi> with ETSI EOL Username & Password

Login

User

Password

Forgot password?




Log in

Display of the Home page:



To log off: use the button  on the top right of the window.

Different icons descriptions available in the application in the bar menu:

		
To access the home page, and then to set up your profile, go to My Profile	To access the Travel section and to create/ manage Travel Orders	To access the Travel Expenses section and to create/manage Expenses claims

Home page display:


Date Area where the traveller will receive all notifications:


- Travel Orders approved or rejected
- Expenses/Claims approved or rejected:


Today 29 January 2021

Last connection on 29/01/2021 11:24:57


>

 W: ETSI/STF565 has approved your mission No. 1257 - Meeting Sophia Antipolis


 B: ETSI/STF565 has approved your mission No. 1257 - Meeting Sophia Antipolis

 Your mission No. 1257 has been approved. - Meeting Sophia Antipolis ETSI/STF565

For Project Leader, the Travel Orders to be approved will be displayed there too.

 You have 4 mission(s) to approve

Step 1. Create a Travel Order

Connect to the Travel module by clicking on  (top right of the page)

For the Project Expert:

- Click “**Entry**” to file his/her Travel Orders:



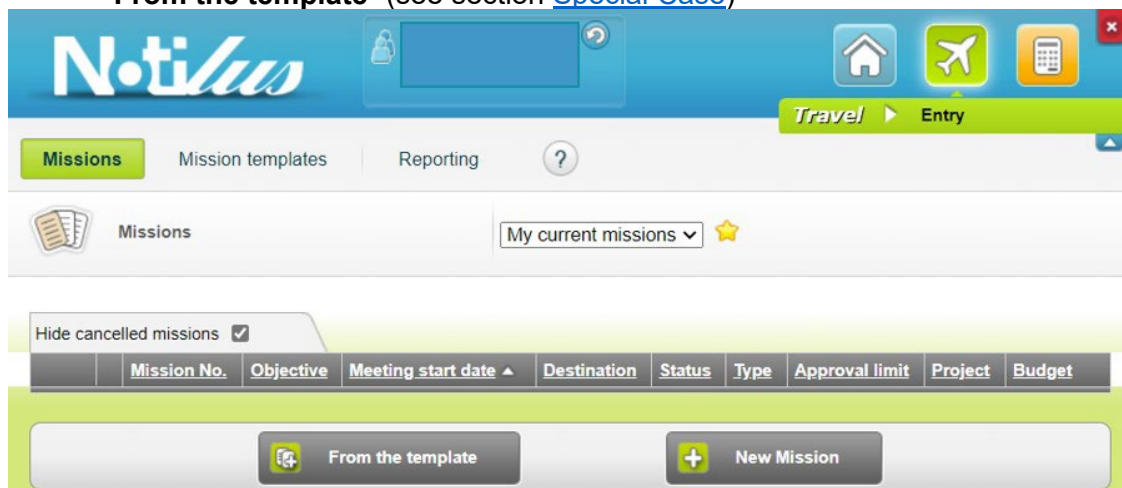
For Project Leader (the display will be slightly different):

- Click “**Entry**”: Section to file his/her own Travel Orders,
- Click “**Review**”: Section to approve/reject his/her team Travel Orders (details provided in a separate document)



There are two options to create a new Travel Order:

- “**New Mission**”
- “**From the template**” (see section [Special Case](#))

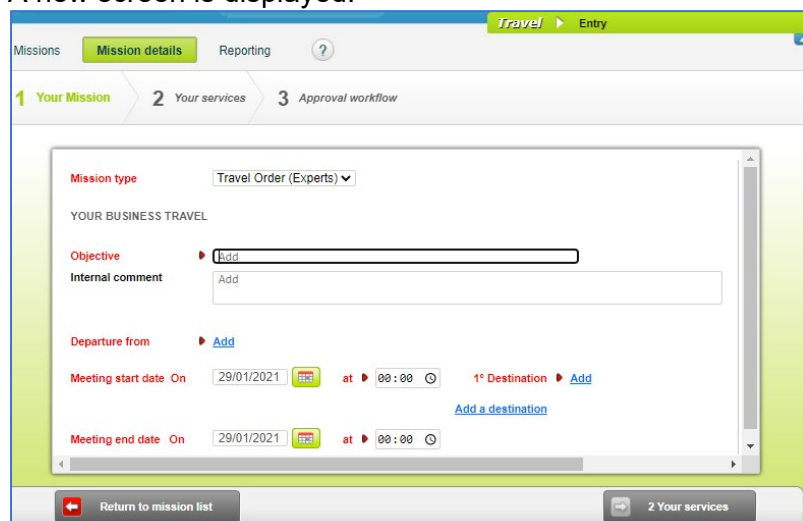


“New Mission”

From the bottom banner:

- Click on the “**New Mission**” button

A new screen is displayed.



All fields in red are mandatory.

Example here: Travel Order for a meeting in Sophia Antipolis on February 15th with a departure from London

Note: the dates automatically displayed by Notilus (here January 29th) are the date of creation of the Travel Order. It shall be amended to reflect the meeting dates.

- **Mission type:** Automatically selected, by default, as “**Travel Order (Experts)**”
- **Objective:** Indicate the meeting name and its location (Reason of your mission)
In this example: “Meeting in Sophia Antipolis ETSI/ STF565”
(Note: Usually, travels for STF sessions are included in contract. No reimbursement is provided and no Travel Order is needed)
- **Internal comment:** free text where useful information can be added such as the address where the meeting is taking place or the motivation of a request etc.
- **Departure from:** Departure city:
The traveller shall click on “**Add**” and enter the full name or the first letters of the city and then confirm



the selection from the drop-down list using the boxes



The first box will display the list of all cities starting by the letters inserted (option recommended).



The second box will display the list of all cities containing the letters inserted.

- **Meeting start date On... at/Meeting end date On... at:** Insert the beginning/ending dates & hours of the meeting.
- **1st Destination:** the place of the meeting (in the example below: Sophia Antipolis)

View once these fields are completed:

Mission type	Travel Order (Experts) ▼				
YOUR BUSINESS TRAVEL					
Objective	Meeting Sophia Antipolis ETSI/STF565				
Internal comment	Test Training STF				
Departure from	London (GLA), GB				
Meeting start date On	15/02/2021		at	09:00	
				1st Destination	Sophia Antipolis, FR
				Add a destination	
Meeting end date On	15/02/2021		at	17:00	

New fields will appear on the right side of the screen:

COST ACCOUNTING AREAS

Division/Department EXT PROJECTS - External Projects

Project Add

- **Division/Department:** Automatically generated, as “**EXT PROJECTS - External Projects**”
- **Project:** Select the appropriate project code (= STF/TTF number) by clicking on the first box
The field **Task** will appear.

The task linked to the project is automatically generated.

If there are several tasks for the same project, the relevant task should be selected from the scrolling menu using the first box



COST ACCOUNTING AREAS

Division/Department EXT PROJECTS - External Projects

Project T010

Task TRAVEL

Note: if the travel has two or more destinations and if it is related to the same mission & Project:

- Click on “**Add a destination**”

Additional fields will be displayed to enter the details of the following meeting(s)

Departure from London (GLA), GB

Meeting start date On 15/02/2021 **at** 09 : 00 **1° Destination** Sophia Antipolis, FR

On 16/02/2021 **at** 00 : 00 **2° Destination** Add

Once completed, the next steps will be the selection of services for the travel.

- Click on “**2 Your services**” at the bottom right

The Travel Order is created and Notilus allocates a “**Mission No.**” (first line).

Information displayed in the banner:

Missions **Mission details** Reporting ?

1 Your Mission 2 Your services 3 Approval workflow

Mission No.: 1257 Mission type: Travel Order (Experts)
 Date: From 15/02/2021 to ... Destination: Sophia Antipolis, FR Objective: Meeting Sophia Anti... Travel budget: 0 EUR
 Workflow: To be approved before: 15/02/2021 09:00 Estimated budget: 0 EUR

TO Status Meeting Start Destination Name and location Travel budget (the amount will be updated
 & end date of the meeting when services with price quotation are added)

and

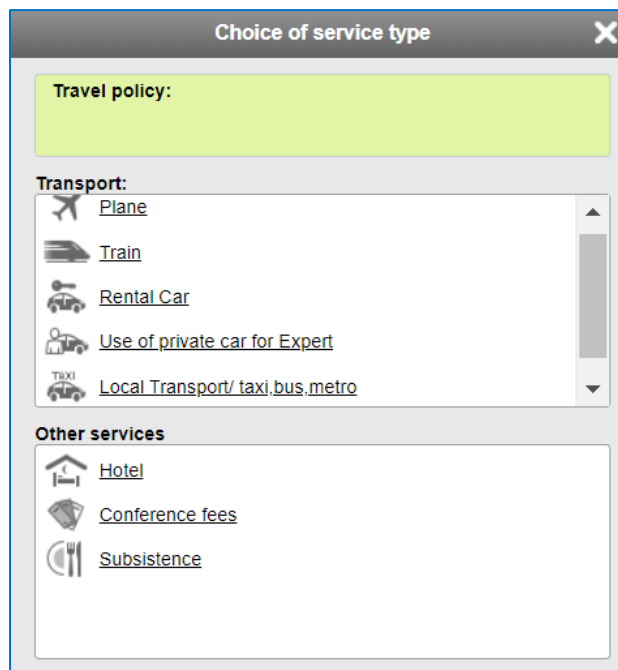
Mission No.: 1257







TO Number To view & print the TO To create a template of the mission

Step 2. Select services

Once the first step of the Travel Order creation has been successfully completed, the services required for the mission shall be selected.

- Click on the “**Add a service**” button at the bottom of the page (the full list is displayed)



 Plane for flights reservations	 Train for train reservations
 Rental Car for car rentals	 Use of private car for Expert for personal car use
 Local Transport/ taxi bus metro for local transport: taxi, bus, subway	 Hotel for a hotel room booking

2.1. Plane reservation

- Select the “**Plane**” button

A new screen is displayed with most information retrieved from the meeting details.

“**One-way trip**” or “**Return trip**”: Select the appropriate travel type

Reminder: All fields in red are mandatory.

From and **To:** These fields are automatically filled in by Notilus using the information retrieved from the meeting details.

They can be amended if required.

To change the destination:

- Delete what is inserted
- Add the correct destination using the Boxes:



Once done:

From	London (GLA), GB
To	Nice (06), FR

Outgoing trip / Return trip: The dates are also automatically filled in by Notilus using the information retrieved from the meeting details.
They shall be amended as required.

The traveller has several options to select his/her flight arrangements as shown below:

Outgoing trip:	Arriving before
Return trip:	Arriving before
	Departing after
	Departure at (exact time)

Same for the return trip

In the example, for a meeting starting on February 15th at 9:00, arrival should be on **February 14th before 19:00** and return on **February 15th after 20:00**, the meeting ending at 17:00.

Outgoing trip:	Arriving before	Departure on	14/02/2021	at	19 : 00
Return trip:	Departing after	Return on	15/02/2021	at	20 : 00



To change the date, click on the calendar icon

The traveller can enter a date directly at the bottom and click on “OK”

The traveller can also select the day and the month from the calendar displayed.

◀	Feb ▼	2021 ▼	▶
---	-------	--------	---



To change the time, click on the clock icon and select the relevant hour or type the time directly.

Total Price: Enter the cost of the ticket in euros only

Note: if the expense is incurred in a foreign currency (this is the case here, ticket London Nice and back paid in Pounds) the traveller shall convert the paid amount into Euros by using [Oanda.com](https://www.oanda.com) and indicate the amount in foreign currency in the “**Comment**” field

“Comment”: Add any useful information related to the flight reservation.

View of the screen once completed:

2 - Book your services

Book a: Plane
Travel policy information

☐ One-way trip
☒ Return trip

From London (GLA), GB

To Nice (06), FR

Outgoing trip: Arriving before ▼
Departure on 14/02/2021 at 19:00

Return trip: Departing after ▼
Return on 15/02/2021 at 20:00

Total Price 325 EUR

Comment

Heathrow >Nice> Heathrow with BA// tkt price 278.77GBP

Close Confirm

To finalize:

- Click on **“Confirm”**

On the next screen, the requested flights are displayed in chronological order and the travel budget updated accordingly.

Notilus
ETS
Travel Entry

Missions **Mission details** Reporting

1 Your Mission 2 **Your services** 3 Approval workflow

Mission No.: 1257
Mission type: Travel Order (Experts)
Date: From 15/02/2021 to ...
Destination: Sophia Antipolis, FR
Objective: Meeting Sophia Anti...
Workflow:
To be approved befo... 14/02/2021 19:00
Estimated budget: 0 EUR
Travel budget: 325 EUR

London (GLA), GB
14/02/2021

Nice (06), FR
14/02/2021 > 15/02/2021

London (GLA), GB
15/02/2021

		Type	Traveller(s)	Date/Time			
+		From London (GLA), GB To Nice (06), FR	B	Arriving before 14/02/2021 at 19:00		325.00 EUR	Request
+		From Nice (06), FR To London (GLA), GB	B	Departing after 15/02/2021 at 20:00		0.00 EUR	Request

1 Your mission
Add a service
3 Submit for validation

The traveller can check any detail by clicking on the “+” button of the relevant line.

To amend a requested service: the traveller shall:



- Click on the pencil icon of the relevant line

The screen detailing said service will be displayed.

- Click back on “**Close**” button (at the bottom, to close the window if no change)
- Make the required changes and
- To finalize: Click on the “**Confirm**” button (to go back to the services display)

Note: The traveller can change, add, or delete any service **if** the Travel Order is not submitted for approval.

To add another service:

- Click on the “**Add a service**” button

2.2 Train reservation

- Select the “Train” button from the list of services

A new window is displayed with some information retrieved from the meeting details.

- Complete requested fields:
 - “**One-way trip**” or “**Return trip**”: Select the appropriate type of travel

In the example, the traveller wants to book a ticket from Heathrow to London (**one way**) on February 15th.

- From** and **To** fields: Type the full name (recommended) or the first letters and confirm the selection

of the location by using the boxes



(as explained previously for the “**Plane reservation**” on 2.1 section)

Note:

By unselecting any of the icons at the bottom, it will update the list displayed and remove the locations no longer required

airport

station

city

Same for the destination (London Paddington station)

- Outgoing/Return trip:** Notilus is automatically displaying the date(s) of the meeting.
 - Amend the date if required and indicate the preferred schedule, using the following options:
 - “**Arriving before**”
 - “**Departure after**”
 - “**Departure at (exact time)**”

- **Total Price:** Enter the cost (field in €)
- “Comment”** field: Add any useful information/details

2 - Book your services

Book a: Train
 Travel policy information

☒ One-way trip ☐ Return trip

From LONDON HEATHROW AIRPORT_GB Location At the airport ▼

To LONDON PADDINGTON_GB Location In the city centre ▼

Outgoing trip: Departing after ▼ Departure on 15/02/2021 at 22 : 30

Total Price EUR

Comment

ONE WAY TICKET 25€ EQUIV 30€

Close

Confirm

To finalize: Click on the **“Confirm”** button

The next screen will display the travel service details (in chronological order):

			Type	Traveller(s)	Date/Time		
+		From London (GLA), GB To Nice (06), FR		B	Arriving before 14/02/2021 at 19:00		325.00 EUR Request
+		From Nice (06), FR To London (GLA), GB		B	Departing after 15/02/2021 at 20:00		0.00 EUR Request
+		From LONDON HEATHROW AIRPORT, GB To LON...		B	Departing after 15/02/2021 at 22:30		30.00 EUR Request

2.3 Rental car reservation

Note: Vehicle rental is authorized when economically justified and approved in advance by the ETSI Secretariat. In principle, only a category B car may be rented. Exceptions (justified by number of passengers, distance) shall be authorized in advance by the ETSI Secretariat.

- Click on the **“Add a service”** button
- Select the **“Rental Car”** icon

A new window is displayed with most information retrieved from the meeting details. Notilus automatically inserts the meeting dates and hours. The traveller can be amended if required.



The following fields shall be completed:

- **Return to the original agency:** Tick this box if the pickup and drop off agencies are the same

If the drop off agency is different: Untick and complete the field **Vehicle returned to** using the



boxes.

Use the scrolling menu and the   boxes, to select the place related to **Vehicle picked up from** and **Vehicle returned to** with preferred location: “In the city centre” / “At the airport” / “On site”

In the example: the traveller rents a car at Nice airport on **February 14th** and drop it back there before leaving on **February 15th**.



Return to the original agency ☒

Vehicle picked up from: Nice (06), FR At the airport 

- **Picked up on/Returned on:** Complete the requested dates and hours
- **No of passengers:** Indicate the number of carried passengers
- **Category/Rental company:** Automatically generated (“INDIF”)


Additional options available if preferred:



- **GPS:** Tick the box
- **Air conditioning:** Tick the box
- **Transmission:** Select from the menu “No preference”, “Manual” or “Automatic”
- **2nd driver:** No list of drivers available
- **Total Price:** Enter the cost in €
- **Comment:** Add any useful information related to the car rental



Book a:  Rental Car  Travel policy information

Car rental may be authorized when economically justified and approved in advance by the DG or appropriate CxO, with the request and ju...

Return to the original agency ☒

Vehicle picked up from: Nice (06), FR At the airport 

Picked up on: 14/02/2021  at: 19 : 30 

Returned on: 15/02/2021  at: 19 : 30 


No. of passengers:



Planned No. of km:

Category: INDIF

Rental company: INDIF

☐ GPS ☐ Air conditioning


Transmission: No preference 


2nd driver:  

Total Price EUR

Comment:

Add

 Close

 Confirm

To finalize: Click on the “**Confirm**” button

The next screen will display the car rental service in the Travel Order in chronological order:

	Type	Traveller(s)	Date/Time	Category	
From London (GLA), GB To Nice (06), FR	✈️	B	Arriving before 14/02/2021 at 19:00		325.00 EUR
Picked up from Nice (06), FR (At the airport)	🚗	B	From 14/02/2021 at 19:30 to 15/02/2021 at 19:30	Category INDIF Returned to Nice (06), FR (At the airport)	70.00 EUR
From Nice (06), FR To London (GLA), GB	✈️	B	Departing after 15/02/2021 at 20:00		0.00 EUR
From LONDON HEATHROW AIRPORT, GB To LON...	🚗	B	Departing after 15/02/2021 at 22:30		30.00 EUR

2.4 Local transport / Taxi / Bus / Metro

Note: Taxi may be used from the airport to the hotel or the meeting venue and back for late arrival / early departure and whenever the public transports timetable does not allow reaching the meeting on time. Taxis shall be authorized in advance by the ETSI Secretariat.

To book a taxi or transfer by car with driver:

- Click on the **"Add a service"** button
- Select the "Taxi/Car with driver" icon

A new screen is displayed with some information retrieved from the meeting details.

- **"One-way trip"** or **"Return trip"**: select the appropriate type of travel

In this example: **one way** from London, Bacon St to Heathrow airport

- **From:** Select from the scrolling menu the departure place (more details to be added in the



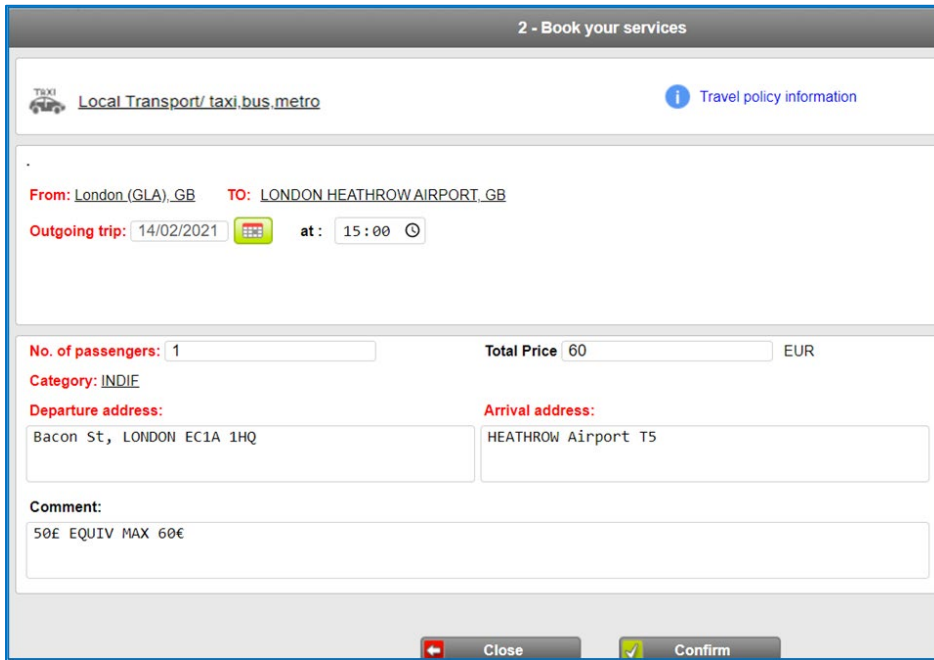
comment field) using the

- **To:** Select from the scrolling menu the return place
- **Outgoing journey:** Adjust the date and the time of pickup as required

A second tab opens.

- Complete the requested fields:
 - **No. of passengers:** Number of passengers
 - **Category:** Automatically filled in ("INDIF")
 - **Departure address:** Insert the full address for the taxi pickup
 - **Arrival address:** Insert the drop off address
 - **Total Price:** Enter the cost in € (for amount in foreign currency, insert the details in the field Comment)
 - **Comment:** Add useful indications for the taxi reservation such as equivalent cost in foreign currency

Once done:



To finalize: Click on the “**Confirm**” button

The taxi booking is inserted in the Travel Order:

			Type	Traveller(s)	Date/Time	Category
+		From London (GLA), GB To LONDON HEATHROW ...		B	Departure on 14/02/2021 at 15:00	Category INDIF
+		From London (GLA), GB To Nice (06), FR		B	Arriving before 14/02/2021 at 19:00	
+		Picked up from Nice (06), FR (At the airport)		B	From 14/02/2021 at 19:30 to 15/02/2021 at 19:30	Category INDIF

2.5 Hotel reservation

To ask for an hotel reservation:

- Click on the “**Add a service**” button
- Select the “**Hotel**” icon

A new screen is displayed with most information retrieved from the meeting details.

- Complete requested fields:

To: The city of destination is retrieved from the meeting details. It can be amended if required using the



Location: Select from the scrolling menu: “**In the city centre**” or “**At the airport**” or “**Exact address**”

Note: If the option “**Exact address**” is selected, the “**Comment**” field becomes mandatory.

From/To: The dates of “**Arrival at**” and “**Departure from**” the hotel are also retrieved from the meeting details

They shall be amended to reflect the correct dates of the stay.

No. nights: Automatically updated by Notilus when the correct dates of stay are inserted.

Additional fields will be displayed:

- **Class:** Automatically filled-in “**INDIF**”
- **Company:** Automatically filled-in “**INDIF**”
- **Name of hotel:** Complete with the preferred hotel name or the exact name if known
- **Expected arrival at:** optional
- **Total Price:** Enter the total cost in € of the stay

For foreign currency amount, the traveller shall calculate the counter value in € by using [Oanda.com](https://www.oanda.com) and report the foreign currency amount in the field “**Comment**”.

View once done:

2 - Book your services

Book at: Hotel
[Travel policy information](#)

Accommodation cost shall not exceed the maximum hotel price laid down in the ANNEX unless authorized by the DG or appropriate CxO ...

To: Sophia Antipolis_FR Location: Exact address (see comment)

From: 14/02/2021 To: 15/02/2021

No. nights: 1

Class: INDIF Company: INDIF

Name of hotel: Mercure Sophia

Expected arrival at: 22:00 Total Price: 140 EUR

Comment:

Mercure Sophia Antipolis, Rue Albert Cagnot SOPHIA/VALBONNE rate Breakfast included

Close Confirm

To finalize:

- Click on the **“Confirm”** button

The hotel booking is inserted in the Travel Order.

			Type	Traveller(s)	Date/Time
+		From London (GLA), GB To LONDON HEATHROW ...		B	Departure on 14/02/2021 at 15:00
+		From London (GLA), GB To Nice (06), FR		B	Arriving before 14/02/2021 at 19:00
+		Picked up from Nice (06), FR (At the airport)		B	From 14/02/2021 at 19:30 to 15/02/2021 at 19:30
+		To Sophia Antipolis, FR (Exact address (see comm...		B	From 14/02/2021 to 15/02/2021 (1 night(s))
+		From Nice (06), FR To London (GLA), GB		B	Departing after 15/02/2021 at 20:00
+		From LONDON HEATHROW AIRPORT, GB To LON...		B	Departing after 15/02/2021 at 22:30

2.6 Subsistence reservation

To ask for subsistence:

- Click on the **“Add a service”**
- Select the **“Subsistence”** icon

A new screen is displayed with some information retrieved from the meeting details.

- Complete mandatory fields:

On/End on: The subsistence dates are also retrieved from the meeting details; It shall be amended if required.

Total Price: Enter the total cost in €

Comment: Add any useful indication

In the example below: half allowance on February 14th, plus a full day allowance on February 15th being a total maximum subsistence cost of 120€ (40€ + 80€).

2 - Book your services

Book a: Subsistence Travel policy information

On

End on

Total Price EUR

Comment

Half allowance on February 14th plus a full day allowance on February 15th being a total maximum subsistence cost of 120€.

To finalize:

- Click on the **“Confirm”** button

Next screen will display the subsistence services details inserted in the Travel Order:

Travel department

Mission details

Reporting

?

Mission No.: 1257

Date: From 15/02/2021 to 15/02/2021

Workflow:

Mission type: Travel Order (Experts)

Destination: Sophia Antipolis, FR

To be approved before the: 15/02/2021 09:00

Traveller: G

Objective: Meeting Sophia Antipolis ETSI/STF565

Estimated budget: 0 EUR

Email: stlink@etsi.org

Travel budget: 745 EUR

14/02/2021

LONDON (GLA), GB 14/02/2021

LONDON HEATHROW AIRPORT, GB 14/02/2021

LONDON (GLA), GB 14/02/2021

Nice (06), FR 14/02/2021 > 15/02/2021

Sophia Antipolis, FR 14/02/2021 > 15/02/2021

Nice (06), FR 15/02/2021

LONDON (GLA), GB 15/02/2021

LONDON HEATHROW AIRPORT, GB 15/02/2021

LONDON PADDINGTON, GB 15/02/2021

		Type	Traveller(s)	Date/Time	Category			Price
+			E	On 14/02/2021 End on 15/02/2021				120.00 EUR
+	From London (GLA), GB To LONDON HEATHROW ...		E	Departure on 14/02/2021 at 15:00	Category INDIF			60.00 EUR
+	From London (GLA), GB To Nice (06), FR		E	Arriving before 14/02/2021 at 19:00				325.00 EUR
+	Picked up from Nice (06), FR (At the airport)		E	From 14/02/2021 at 19:30 to 15/02/2021 at 19:30	Category INDIF	Returned to Nice (06), FR (At the airport)		70.00 EUR
+	To Sophia Antipolis, FR (Exact address (see comm...		E	From 14/02/2021 to 15/02/2021 (1 night(s))	Class INDIF			140.00 EUR
+	From Nice (06), FR To London (GLA), GB		E	Departing after 15/02/2021 at 20:00				0.00 EUR
+	From LONDON HEATHROW AIRPORT, GB To LON...		E	Departing after 15/02/2021 at 22:30				30.00 EUR

The **“Total Budget”** (at the top, right) is updated accordingly (745€ in the example above).

2.7 Private car reservation

Private car may be used to join the airport or train station from the location where the travel starts and vice versa.

If travellers use their own car to directly join the meeting place, reimbursement will be limited to the price of the cheapest corresponding public transportation for the same journey.

When more than one traveller in the same car, the total cost of public transportation may be used for the comparison, however, only the owner of the car is entitled to claim the reimbursement for the travel cost.

The use of private car is subject to the prior approval of ETSI Secretariat.

Note: It is necessary to complete beforehand the information relating to the personal vehicle to be able to claim later the mileage refund in the expense report.

Independently of the horsepower of the personal vehicle, the following rate will apply: **0,55 Euros per kilometre**.

To register your vehicle:

- Go to the “**Home**” section
- Select “**My profile**” in the menu
- In the “**General**” tab: Select the “**Vehicles**” subdivision

To insert this service:

- Create the Travel Order as shown in the section “**New Mission**”
- Insert the relevant meeting details:

As an example: A travel to Sophia Antipolis for a STF 586 Meeting from **August 23rd, 2021 (9:00) to August 24th, 2021 (14:00)**, leaving from Pisa, Italy.

The expert will have to consider the day before and after the meeting.

View when all fields are duly completed:

The screenshot shows a web interface for creating a mission. At the top, there are three tabs: '1 Your Mission' (active), '2 Your services', and '3 Approval workflow'. The main form area is titled 'YOUR BUSINESS TRAVEL'. It contains several fields: 'Mission type' is a dropdown menu set to 'Travel Order (Experts)'; 'Objective' is a text box with 'Meeting STF586 in Sophia Antipolis'; 'Internal comment' is a text box with 'test mission use private car'; 'Departure from' is a text box with 'Pisa (PI)_IT'; 'Meeting start date' is a date picker set to '23/08/2021' at '09:00'; '1° Destination' is a text box with 'Sophia Antipolis_FR'; 'Meeting end date' is a date picker set to '24/08/2021' at '14:00'. There is a link 'Add a destination' below the destination field. At the bottom, there is a button 'Return to mission list'.

- Click on the “**Your services**” button
- Select from the services list displayed: “**Use of private car for Expert**”

A new screen is displayed with most information retrieved from the meeting details.

- Complete the requested fields:

From: Insert the departure city

To: Insert the meeting city

Departure on (date) at: Notilus displays automatically the information retrieved from the meeting details. In this example, the departure date is **August 22nd** to arrive before 17:00 (start of the meeting on August 23rd at 9:00)

Return on (date of return) at: Notilus displays automatically the information retrieved from the meeting details

Comment: Add any useful information such as the estimated distance for round trip (distance could be obtained with [Via Michelin](#) or [Google Maps](#)), toll cost, address etc.

Note: Keep this information in PDF version as it will be requested for the travel expenses report.

Total Price: indicate the whole cost of the use of the private car (toll included) in Euros

Once done:

☐ One-way trip ☒ Return trip


From Pisa (PI), IT Location

To Sophia Antipolis, FR Location



Outgoing trip: Arriving before Departure on 22/08/2021 at 17:00

Return trip: Departing after Return on 24/08/2021 at 15:30

Total Price 525 EUR

Comment 

Departure from Via Livornese, Pisa, Italy to ETSI Sophia Antipolis, distance 790kms both ways at 0.55€/kms + toll expense 90€(both ways)



 Close  Confirm


To finalize:



- Click on the **“Confirm”** button

Next screen will display a summarised view of the mission with the budget updated accordingly:







1 Your Mission 2 Your services 3 Approval workflow




Mission No.: 1393   Mission type: Travel Order (Experts)

Date: From 23/08/2021 to ... Destination: Sophia Antipolis, FR Objective: TO test mission in S... Travel budget: 525 EUR 

Workflow:   To be approved before 22/08/2021 17:00 Estimated budget: 0 EUR

Pisa (PI), IT 22/08/2021 Sophia Antipolis, FR 22/08/2021 > 24/08/2021 Pisa (PI), IT 24/08/2021




		Type	Traveller(s)	Date/Time		
+	 	From Pisa (PI), IT To Sophia Antipolis, FR	 B	Arriving before 22/08/2021 at 17:00	525.00 EUR	Request
+	 	From Sophia Antipolis, FR To Pisa (PI), IT	 B	Departing after 24/08/2021 at 15:30	0.00 EUR	Request

 1 Your mission  Add a service  3 Submit for validation



View of the Travel Order when all required services have been added:



Missions **Mission details** Reporting ?



1 Your Mission 2 **Your services** 3 Approval workflow









Mission No.: 1393  
 Date: From 23/08/2021 to ...
 Workflow: 

Mission type: Travel Order (Experts)
 Destination: Sophia Antipolis, FR
 Objective: TO test mission in S...
 Travel budget: 1005 EUR
 To be approved before... 22/08/2021 00:00
 Estimated budget: 0 EUR

22/08/2021  Pisa (PI), IT 22/08/2021 

 Sophia Antipolis, FR 22/08/2021 > 24/08/2021 

 Pisa (PI), IT 24/08/2021 

	Type	Traveller(s)	Date/Time	Category	Price	
+  		B	On 22/08/2021 End on 24/08/2021		200.00 EUR	Request
+  	From Pisa (PI), IT To Sophia Antipolis, FR	B	Arriving before 22/08/2021 at 17:00		525.00 EUR	Request
+  	To Sophia Antipolis, FR (Exact address (see comm...	B	From 22/08/2021 to 24/08/2021 (2 night(s))	Class INDIF	280.00 EUR	Request
+  	From Sophia Antipolis, FR To Pisa (PI), IT	B	Departing after 24/08/2021 at 15:30		0.00 EUR	Request

1 Your mission Add a service 3 Submit for validation

Note:

To display the Travel Order preview before submission and/or print it:

- Click on the printer icon, at the top, at the left, next to the Travel Order number (see screen above)

A new window opens:

https://s71.mynotilus.com/etsi_qualif/Travel/Edition/Edition.aspx?IdMission=160127&TypeEdition=1 - Google Chrome

s71.mynotilus.com/etsi_qualif/Travel/Edition/Edition.aspx?IdMission=160127&TypeEdition=1

B (58887) - ETSI Mission No. 1393 Travel budget: 1005 EUR [Hide the details](#)

Objective: Meeting STF586 in Sophia Antipolis **Creation in progress - To be approved before: 22/08/2021 to 00:00**

Mission type: Travel Order (Experts)

Primary mission: No. 1393 of (58887)

Departure from Pisa (PI), IT

On 23/08/2021 to 09:00 - Destination Sophia Antipolis, FR - Duration of the step 29 hours over 2 day(s)









End of mission on 24/08/2021 to 14:00

Internal comment: test mission use private car

Estimated budget: 0 EUR









Department:	EXT_PROJECTS - External Projects	Project	105 - 586
Task	919 - TASK_1	File 3	

SERVICES [See all details](#)

	Type	Date/Time	Price
 TO to		On: 22/08/2021 to 09:00 End on: 24/08/2021 to 14:00 Class:	200 EUR Request
 From Pisa (PI), IT to Sophia Antipolis, FR		Arrival on 22/08/2021 to 17:00 Class:	525 EUR Request
 TO Sophia Antipolis, FR		Arrival on 22/08/2021 Departure on 24/08/2021 Class: INDIF - No. of rooms: 1	280 EUR Request
 From Sophia Antipolis, FR to Pisa (PI), IT		Departure on 24/08/2021 to 15:30 Class:	0 EUR Request

To see more details:

- Click on the “**See all details**” button

SERVICES			Hide the details
 Subsistence	Request	200 EUR	
 TO On: 22/08/2021 to 09:00 End on: 24/08/2021 to 14:00 Class: Company: Comment: one half day allowance at 40€ and two full days at 80€ each			
 Use of private car for Expert	Request	525 EUR	
 From Pisa (PI), IT to Sophia Antipolis, FR Arriving before 22/08/2021 to 17:00 Class: Company: Comment: Departure from Via Livornese, Pisa, Italy to ETSI Sophia Antipolis, distance 790kms both ways at 0.55€/kms + toll expense 90€(both ways)			
 Hotel	Request	280 EUR	
 TO Sophia Antipolis, FR From 22/08/2021 To 24/08/2021 (2 Nights) Hotel: Mercure Hotel No. of rooms: 1 Class: INDIF Company: INDIF Comment: Rue Albert Caquot, Sophia Antipolis// rate with breakfast included			
 Use of private car for Expert	Request	0 EUR	
 From Sophia Antipolis, FR to Pisa (PI), IT Departing after 24/08/2021 to 15:30 Class: Company: Comment: Departure from Via Livornese, Pisa, Italy to ETSI Sophia Antipolis, distance 790kms both ways at 0.55€/kms + toll expense 90€(both ways)			

To return to the original view:

- Click on the “**Hide the details**” button

To close the window:

- Click on the cross at the top on the right

Step 3. Submit a Travel Order for approval

When no other service is to be added, the Travel Order can be submitted by clicking on the “**Submit for validation**”.

The workflow is displayed showing the various steps/levels for approval (Project Leader > FA Administrator > Head of FA).

To confirm the submission of the Travel Order:

- Click on the “**Confirm**” button

The Travel Order is sent for approval and its status is updated in the section “**My current missions**”:

Mission No.	Objective	Departure on	Destination	Status	Type	Approval limit	Project	Budget
1393	Meeting STF586 in Sophia Antipolis	23/08/2021 09:00	Sophia Antipolis, FR	In progress	Travel Order (Experts)	22/08/2021 00:00	106 - 586	1005 EUR

Additional information:

Travel Order (TO) status:

TO created but not yet submitted for approval :



TO submitted & approval in progress :



TO approved :



TO cancelled :



TO rejected :



Note: Once the Travel Order is submitted/sent for approval, the traveller is not authorized to make any change to the initial Travel Order (date, itinerary, services, etc...)

If the traveller needs to add a service or change what is required, the former Travel Order shall be cancelled and a new one shall be created with the correct destination/ dates, and complete the **Internal comment** with any useful details related to the original mission (Mission number, date, type of service...)

Additional information:

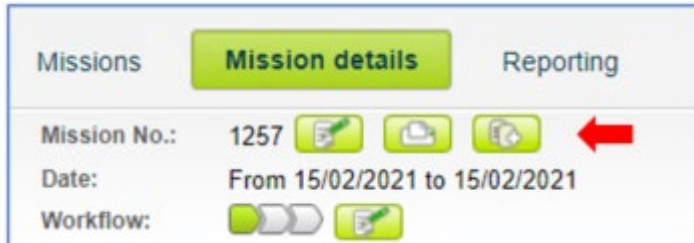
1/ How to create a Travel Order template:

From the Travel Order (the easiest way):

Go to “**My current missions**” section

Open the Travel Order by clicking on the pencil icon of the relevant line

Click on the third icon from the left after the mission number



Missions **Mission details** Reporting

Mission No.: 1257 [Pencil icon] [Document icon] [Document with pencil icon] ←

Date: From 15/02/2021 to 15/02/2021

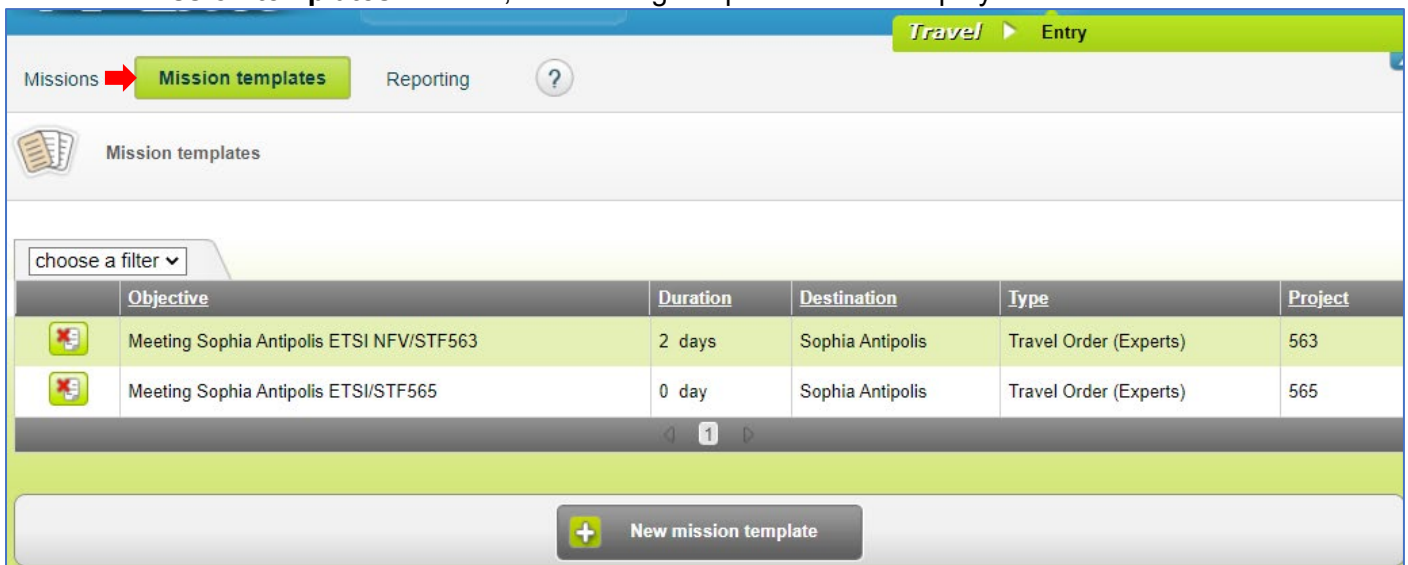
Workflow: [Toggle switch] [Pencil icon]

Notilus will confirm the creation of the template.

- Click on “**OK**”

!! It is recommended to create templates of missions when the traveller will do the same travels frequently.

From the “**Mission templates**” section, the existing templates will be displayed:



Missions → **Mission templates** Reporting ?

Mission templates

choose a filter ▼

	Objective	Duration	Destination	Type	Project
[Pencil icon]	Meeting Sophia Antipolis ETSI NfV/STF563	2 days	Sophia Antipolis	Travel Order (Experts)	563
[Pencil icon]	Meeting Sophia Antipolis ETSI/STF565	0 day	Sophia Antipolis	Travel Order (Experts)	565

1

+ New mission template

To create and add a new template:

- Click on the “**New mission template**” button

Notilus will display the list of all Travel Order no matter their status (created, pending approval, approved, or cancelled)

- Select the mission to use as a model for the template by clicking on it:

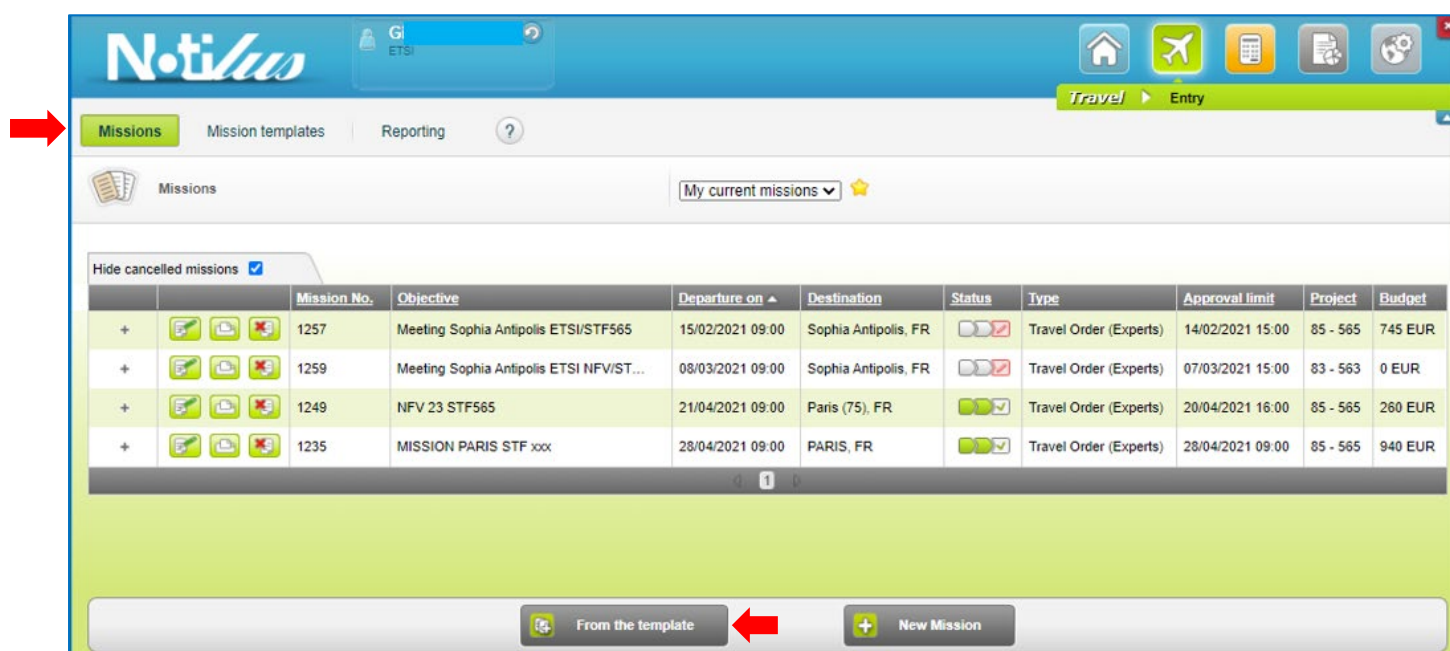
No.	Objective	Destination city	Duration	Mission type	Folder1
1262	Meeting Sophia Antipolis ETSI NFV/STF563	Sophia Antipolis, FR	1	Travel Order (Experts)	83 - 563
1235	MISSION PARIS STF xxx	PARIS, FR	1	Travel Order (Experts)	85 - 565
1249	NFV 23 STF565	Paris (75), FR	2	Travel Order (Experts)	85 - 565

The template is created and is displayed in the list of templates.

2/ Create a Travel Order from a Template

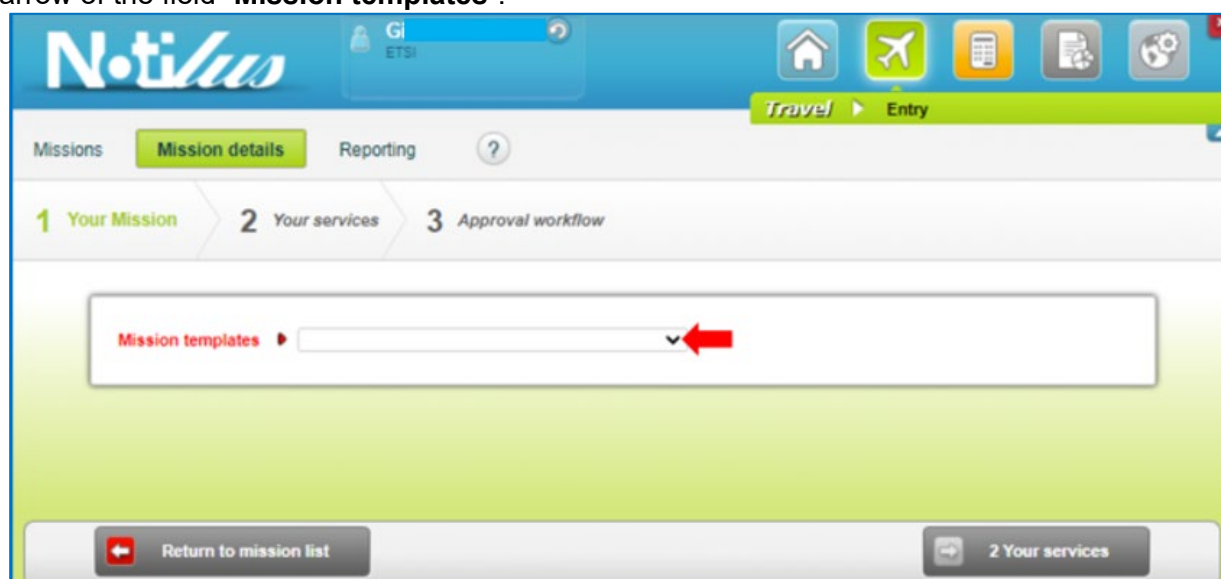
In the “**Missions**” section:

- Click the “**From the template**” button (at the bottom of the screen)



The screenshot shows the Notivus interface. At the top, there's a navigation bar with 'Missions', 'Mission templates', and 'Reporting'. Below this, a table lists missions with columns: Mission No., Objective, Departure on, Destination, Status, Type, Approval limit, Project, and Budget. The table contains four rows of mission data. At the bottom of the interface, there are two buttons: 'From the template' and 'New Mission'. A red arrow points to the 'From the template' button.

A new window is displayed where the traveler can view all the existing mission templates by clicking on the arrow of the field “**Mission templates**”:



The screenshot shows the 'Mission details' section of the Notivus interface. It features a progress bar with three steps: '1 Your Mission', '2 Your services', and '3 Approval workflow'. Below the progress bar, there's a dropdown menu labeled 'Mission templates'. A red arrow points to the dropdown arrow. At the bottom, there are two buttons: 'Return to mission list' and '2 Your services'.

The traveler shall select the relevant template by clicking on it.

Notilus will display a new window with most details retrieved from the original Travel Order (objective, departure city, destination, and duration of the original meeting).

The traveler shall update all relevant fields.

- Click on the “**Your services**” button


A new Travel Order is created and Notilus will display the list of all services requested in the original mission but with no budget indicated.

To update each service as per the new mission dates:

- Click on the pencil icon of the relevant line

Notilus will display the service details based on the original Travel Order duration and the new meeting information.

The traveler can:

- Add a new service not requested in the original mission
- Delete a service requested in the original mission but no longer needed by clicking on the  icon of the relevant line
- Click on the “**Confirm**” button when all services have been updated

3/ How to delete a Travel Order template:

- Click on  of the relevant line

Notilus will ask confirmation of the deletion:


- Click on “**OK**”

The template will be deleted.

4/ How to cancel a Travel Order

When a Travel Order has been created but not submitted and when the mission is subsequently cancelled, the traveller can cancel the related Travel Order as follows:

From the list of **Current missions**:

- Click on  of the relevant line

Notilus displays an alert.

The Traveller confirms the cancellation by clicking on “**OK**”.

Reminder: Once a Travel Order is submitted and/or approved, its cancellation shall be done by the ETSI Secretariat exclusively.