HOW TO INTRODUCE A MISSION ORDER

1. GENERAL ........................................................................................................................................ 2
   1.1 TYPE OF MISSION ...................................................................................................................... 2
   1.2 MISSION PURPOSE ..................................................................................................................... 3
   1.3 MISSION AT CHARGE OF THE ORGANIZERS ............................................................................ 3

2. SCHEDULE ....................................................................................................................................... 4
   2.1 SCHEDULE DETAILS AND CALENDAR ...................................................................................... 4
   ONLINE TUTORIAL ............................................................................................................................ 5
   2.2 INTRODUCING THE DEPARTURE DATE/TIME OF THE MISSION ............................................. 5
   2.3 INTRODUCING EVENT TYPE ................................................................................................... 5
   2.4 MISSIONS IN A COUNTRY "AT RISK" ...................................................................................... 7
   2.5 INTRODUCING MEETING(S) ...................................................................................................... 8
   2.6 ADDING ALL THE WORKPLACES OR TRANSIT KNOWN, IN CHRONOLOGICAL ORDER ............ 9
   2.7 INTRODUCING THE RETURN .................................................................................................. 9
   2.8 INTRODUCE A LEAVE / NON WORKING WEEKEND .............................................................. 9
   2.9 THE LEAVE TAKEN IN A PLACE OTHER THAN THE WORKPLACE .......................................... 10
   2.10 SCHEDULE OVERVIEW .......................................................................................................... 11
   2.11 SUMMARY ............................................................................................................................... 11
   2.12 ACTIONS .................................................................................................................................... 11

3. EXPENSES ...................................................................................................................................... 12
   3.1 ENTERING THE GLOBAL AGENCY FEES INDICATED BY THE TRAVEL AGENCY OF THE COMMISSION ................................................................. 12
   3.2 ENTERING THE ACCOMMODATION FOR THE RELEVANT MEETING PLACES .................. 12
   3.3 ENCODING MISCELLANEOUS COSTS IF KNOWN IN ADVANCE ............................................ 14
   3.4 IF THE COSTS OF THE MISSION ARE COVERED BY ANOTHER ENTITY ................................ 16
   3.5 REQUEST FOR ADVANCE ......................................................................................................... 17
   3.6 BUDGETARY INFORMATIONS .................................................................................................... 18

4. DOCUMENTS .................................................................................................................................... 19
   4.1 UPLOADING LINKED DOCUMENTS ............................................................................................ 19

5. SUMMARY ....................................................................................................................................... 20

6. WARNINGS ...................................................................................................................................... 22
   6.1 INFORMATION TO BE ACKNOWLEDGED BY THE AUTHORISING OFFICER ............................. 22
   6.1.1 LATE APPROVAL OF THE MISSION ORDER ........................................................................ 22
   6.1.2 MISSION COMBINED WITH A LEAVE OR NON WORKING WEEKEND .............................. 22
   6.1.3 MISSION AT CHARGE OF THE ORGANIZERS – DAILY ALLOWANCES NOT WANTED ......... 23

7. ACTIONS ......................................................................................................................................... 23

8. HOW TO INTRODUCE A MISSION ORDER FOR SOMEONE ELSE ................................................... 24

Date: JANUARY 2014
Author: PMO MIPS
Public: Mission performers + local mission officers

PMO MIPS JANUARY 2014
HOW TO INTRODUCE A PERSONAL MISSION ORDER

For a new mission, two possibilities:
1. via the menu
2. via the icon on the dashboard

1. GENERAL

Your Mission order opens on the first tab that has to be filled in: "Key data"

1.1 TYPE OF MISSION

MIPS selects "Normal mission" by default.

There is also the possibility to select the types "Expenses covered by the organizers", "training", "team building",

According to the specificity of your DG, it is possible that other types of missions exist and are visible only for this DG.

Warning: for "long term" missions, as soon as the schedule includes more than 27 days, MIPS automatically replaces "normal mission" by "long term mission". If the mission lasts less than 27 days and that the mission performer encoded "long term mission", MIPS automatically replaces the type in "normal mission".
1.2 MISSION PURPOSE

Enter here the general purpose of the mission (* = compulsory area)

Although this zone is optional, enter here any relevant comment, and any complementary justification (non coherent schedules).

1.3 MISSION AT CHARGE OF THE ORGANIZERS

GENERAL

![Organisers information form]

All supporting documents proving the achievement of the mission must be attached with the fees declaration. Missions with transport costs paid by the organisers will only be accepted if the prepaid tickets are sent by the organisers to the official, or if tickets are paid by the official and refunded afterwards by the organiser on the official’s private bank account.

WARNINGS

[ Organizer mission warning ]
HOW TO INTRODUCE A MISSION ORDER

First, you should save the data introduced in the "key data" screen

TO GO TO THE NEXT SCREEN:

- At the bottom of the screen:

- Via the tab menu:

2. SCHEDULE

2.1 SCHEDULE DETAILS AND CALENDAR
The schedule details and calendar are fixed data. They will display the summary of the informations of the routes inserted.

Do you want to gain time? Prepare a plan of your mission before encoding it.

Departure place = assignment place (by default):

Next, select the place type:
HOW TO INTRODUCE A MISSION ORDER

- **Working place**: place of the meeting
- **Holiday**: place of the holiday if combined with the mission (daily allowances stopped)
- **Transit**: necessary stop imposed by flight ticket before or/and after the mission (via ...)

Return place = assignment place (by default): your last route, ends the mission.

If departure and/or return happen from/to another place than the assignment place, it will be necessary to give a justification, and also the comparative schedule and price (e-mail exchange with travel agency)

**ONLINE TUTORIAL**
An online help video can be accessed

2.2 INTRODUCING THE DEPARTURE DATE/TIME OF THE MISSION

Here you will enter departure date and time, country and city of departure. MIPS will display your place of assignment by default.

2. INTRODUCING EVENT TYPE
At this stage MIPS supposes that you are travelling towards your first working place, towards a transit or at your place of leave (holiday)
Once one of the 3 options is specified, MIPS will ask you to introduce details about the destination (type of transport and geographical place).

- Introduce the time (date) of arrival at the EVENT place. (MIPS displays time schedule already encoded).
- Introduce date and time of departure from the EVENT place - MIPS displays the schedule stages to check:

The "check" arrows turn from red to green when the schedules are correctly encoded.

- Select the EVENT place (in this example WORKING PLACE):
  - by typing the first 3 letters, a list will be displayed
  - by selecting the button, a dialog page will be opened
The 27 European countries appear at the beginning of the list, and then come the other countries. If a city is missing in the list, thank you to contact your local mission manager.

- Select your means of transport

⚠ Confirm your data

The data of the routes/transport can be modified:

The routes can be deleted

2.4 MISSIONS IN A COUNTRY "AT RISK"

If the place where the mission takes place is in a country "at risk", MIPS sends a warning message:
2.5 INTRODUCING MEETING(S)

For each working place, details must be encoded. A dialog box opens in order to introduce the informations according to the place information.

The mandatory fields are in red (purpose, dates and times).

To save time: a meeting taking place over several days will have to be introduced only once.

For example:
HOW TO INTRODUCE A MISSION ORDER

However, if you want to give the detailed schedule for each day, you will have to click on to be able to introduce another meeting on the same working place.

The meeting information can be modified or updated.

2.6 ADDING ALL THE WORKPLACES OR TRANSIT KNOWN, IN CHRONOLOGICAL ORDER.

- Avoid gaps between 2 places
- Avoid overlaps between two periods

2.7 INTRODUCING THE RETURN

This place figures as the last information concerning the routes: return to place of assignment

Your place of assignment appears by default and the last date introduced in your "Routes" will also appear by default as return date.

- Introduce the date and time of arrival back at the airport or railway station of your place of assignment.

- Select your means of transport

⚠️ Confirm your data using the button.

2.8 INTRODUCE A LEAVE / NON WORKING WEEKEND

If you combine the mission with days of leave you will introduce the information concerning your holidays:
HOW TO INTRODUCE A MISSION ORDER

Insert the new period for Leave/non-working weekend using:

A dialog box will be opened:

The information for the leave/non-working weekend have to be introduced. (See section WARNINGS, 1.Mission combined with leave or non working weekend)

A warning will automatically be created. In the "warning" tab, the informations concerning the fictitious departure, return and price of the mission if not combined with a leave/non working weekend.

There is no link between the leaves introduced in MIPS and the "flexitime" in SYSPER2

2.9 THE LEAVE TAKEN IN A PLACE OTHER THAN THE WORKPLACE

In this case, refer to the part "2. Introduce event type" of this section "routes".

The following type will have to be selected:

⚠️ When selecting "holiday", do not enter the data in

This would take into account the data twice and would distort the daily allowances.

PMO MIPS JANUARY 2014 - 10 -
2.10 SCHEDULE OVERVIEW

An overview of the schedule is displayed. (Leave/non working weekend introduced in red).

2.11 SUMMARY

On the right side of the screen, a quick summary of data introduced relating to the mission is always displayed.

2.12 ACTIONS

The actions available are displayed on the bottom, right side of the screen.

⚠️ MIPS 3.0 DOES NOT SAVE THE DRAFT OF THE MISSION AUTOMATICALLY.
At this stage of the draft, we would suggest you to save the mission.

TO GO TO THE NEXT SCREEN:

- At the bottom of the screen:
- Via the tab menu:
3. EXPENSES

3.1 ENTERING THE GLOBAL AGENCY FEES INDICATED BY THE TRAVEL AGENCY OF THE COMMISSION.

You are not allowed to encode a provisional amount for flights with a taxi-airplane in the mission order. However, when you are in the statement of expenses draft, if you chose "air taxi" in the routes & meetings tab, you will be able to encode an amount in the "budget & expenses" tab, in air taxi:

**Expenses should be entered for each meeting place**

Select the to expand to all types of costs

3.2 ENTERING THE ACCOMMODATION FOR THE RELEVANT MEETING PLACES
dialog sheet opens for the required informations (the mandatory fields are in red).

- Name of the hotel
- Address
- Number of nights spent at the hotel
- Cost per night and currency in which the invoice is paid (By default: EUR)

Check the correct option for the "breakfast included" in price: Yes/No": compulsory area

The hotel ceiling for the country is always indicated

If the ceiling is exceeded, check "Derogation" and a box will appear. It is here that the justification must be detailed. This information will be read by the authorising officer before his (her) signature in the "Warnings".

MIPS do not check if the justification is relevant.

Click on UPDATE and an overview of the hotels will appear.

The subtotal for accommodation is updated.
HOW TO INTRODUCE A MISSION ORDER

ACCESS TO THE LIST OF THE HOTELS, NEGOTIATED BY THE COMMISSION, WHEN INTRODUCTION OF HOTEL IN THE MISSION

- Possibility of selecting the list
- Search criteria for city, chain of hotel, name and address of hotel

### HOTEL SEARCH DIALOG

#### Search criteria

- City: Select a city
- Hotel name: 
- Chain: 

#### Search button

#### Results found

<table>
<thead>
<tr>
<th>HOTEL NAME</th>
<th>CITY</th>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Novotel Vilnius Centre</td>
<td>Vilnius</td>
<td>Chain: Accor, category: Category 4, currency: EUR, tax amount: 7.60 (1.08)</td>
</tr>
<tr>
<td>Vilnius</td>
<td>Vilnius</td>
<td>Chain: Best Western, category: Category 3, currency: EUR, tax amount: 11.50</td>
</tr>
</tbody>
</table>

3.3 ENCODING MISCELLANEOUS COSTS KNOWN IN ADVANCE

### Expenses details

- Travel agency costs / others third party expenses: 0.00 EUR
- Own expenses by mission place: 601.83 EUR

#### Mission 1 - LTU - Vilnius - Working Place

- Departure: 22/01/2014 09:00
- Accommodations: 390.99 EUR
- Miscellaneous Costs: 6.54 EUR
- Daily Allowances: 204.09 EUR

#### Mission 2 - BEI - Brussels - Departure

- Departure: 22/01/2014 09:00
- Miscellaneous Costs: 0.00 EUR

PMO MIPS JANUARY 2014
Select the type of expense from in the drop-down list

> Departure/return place

> Workplace

Miscellaneous costs will then appear as shown hereunder:

<table>
<thead>
<tr>
<th>#</th>
<th>TYPE</th>
<th>AMOUNT (EUR)</th>
<th>AMOUNT (EUR)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Airport transfer</td>
<td>15.00 EUR</td>
<td>15.00 EUR</td>
<td>airport outside the city.</td>
</tr>
</tbody>
</table>
HOW TO INTRODUCE A MISSION ORDER

Enter the breakfasts & meals offered by organisers (other than the meals included in the hotel invoice).

Breakfast provided 0 + 0 breakfast included

MIPS will remind you of the number of breakfasts included in the cost of the hotel rooms already encoded in the Accommodation frame.

3.4 IF THE COSTS OF THE MISSION ARE COVERED BY ANOTHER ENTITY

Tick the box if the costs of the mission are to be charged to the budget of another entity (inside or outside your DG)

Budget information

Charged to other entity: YES
Contact person
Click to search

The "contact person" is the person at the other entity that will follow-up your file

Click on to open the "Contact person" search window

The following search screen will open up:

Search criteria

Selected entity Select a DG
Name
First name
Login
Show future job assignments

Enter one or several search criteria click or cancel
HOW TO INTRODUCE A MISSION ORDER

To speed up the search, choose DG combined with the surname.
The results display:

Click on the link PER ID or the Surname to select the Contact person

The contact person is displayed in "Key data".
The budget line is selected according to the contact person.

3.5 REQUEST FOR ADVANCE

Request an advance by selecting "Insert new advance request"

Be aware:

- If the mission performer is owner of a credit card from the Commission, MIPS will inform you that no advance can be granted.

- To obtain an advance, it is necessary that the duration of the mission exceeds 3 days and that the amount of the expenses (excepting the invoice from travel agency) exceeds 1000 Euros (MIPS gives you a message of refusal if the conditions do not correspond)
MIPS proposes an amount based on the daily allowance and expenses of accommodation, but the advance should not exceed 80% of the amount to be paid to mission performer (Guide to Missions).

The request of advance will be treated by the PMO after signature by the authorising officer.

3.6 BUDGETARY INFORMATIONS
Budgetary information is always displayed and may be modified by the mission performer, person in charge of budget or any other actor who has a delegation to do so if another commitment/budget line is available for the mission.

TO GO TO THE NEXT SCREEN:
• At the bottom of the screen:
• Via the tab menu:
4. DOCUMENTS

4.1 UPLOADING LINKED DOCUMENTS

The mission performer is allowed to add scanned documents to the MIPS file when introducing the mission order, and when introducing the statement of expenses.

Select:

The search screen appears to allow you to select the document type.

Select the type of document you want to add to the file:
Select the file in your documents (PDF, JPG, TIFF only are authorised) and double-click on it, it will be uploaded automatically.

MIPS confirms the document has been correctly uploaded.

The list of the linked documents is now visible on the screen:

**TO GO TO THE NEXT SCREEN:**

- At the bottom of the screen:
- Via the tab menu:
5. SUMMARY

MIPS display:
- a complete summary of expenses
- budgetary informations
- the mission history workflow

### Expenses summary

<table>
<thead>
<tr>
<th>Expenses due</th>
<th>Total third:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.50 Daily allowances: 374.00 EUR</td>
<td>Travel invoices and fees: 0.00 EUR</td>
</tr>
<tr>
<td>Accommodations: 390.99 EUR</td>
<td>Air Tax fees: 0.00 EUR</td>
</tr>
<tr>
<td>Misc costs: 0.00 EUR</td>
<td>Visas fees: 0.00 EUR</td>
</tr>
<tr>
<td>Meals deductions: 0.00 EUR</td>
<td>Third invoices: 0.00 EUR</td>
</tr>
<tr>
<td>2.50 holiday deductions: -170.00 EUR</td>
<td>Total third: 0.00 EUR</td>
</tr>
<tr>
<td>Exchange rate: 6.84 EUR</td>
<td></td>
</tr>
<tr>
<td>Mission Performed: 601.83 EUR</td>
<td></td>
</tr>
<tr>
<td>Advances: 0.00 EUR</td>
<td></td>
</tr>
<tr>
<td>Balance due: 601.83 EUR</td>
<td></td>
</tr>
</tbody>
</table>

Total mission costs: 601.83 EUR

### Budget information

- Budget line: BGUE-B2014-26.012100.010211-C1-PMO
- Commitment: SI2.674128.1 MISSIONS PMO 2014
- Allocation: PMO 2
- Charged to other entity: YES
- Contact person: contact person
- Entity: PMO 2.002

This mission of MARKIT,DDG1.B.4 will be charged on PMO 2.002

- PREC Type: Normal

### Mission workflow history

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIONS</th>
<th>ACTOR</th>
<th>DOC</th>
<th>STATUS</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>

TO GO TO THE NEXT SCREEN:

- At the bottom of the screen:

- Via the tab menu:
6. WARNINGS

In the "Warnings" tab, following informations are listed:

- List of justifications
- List of derogations

6.1 INFORMATION TO BE ACKNOWLEDGED BY THE AUTHORISING OFFICER

6.1.1 LATE APPROVAL OF THE MISSION ORDER

6.1.2 MISSION COMBINED WITH A LEAVE OR NON WORKING WEEKEND

BOXES to fill in

- Boxes below will be filled in by the mission performer when creating the mission order (MIPS takes into account the encoded leave before the beginning or after the end of the mission).

- The price given by the travel agency will have to be filled (compulsory) when a leave is combined with the mission: a message warns the mission performer if he/she did not introduce a price.

A drop-down menu allows the mission performer to display the list of the meetings:
6.1.3 MISSION AT CHARGE OF THE ORGANIZERS – DAILY ALLOWANCES NOT WANTED

When a mission is at charge of the organizers and the daily allowances not wanted as they are already paid by the organizers, select the box in the "acknowledgment".

The daily allowances will be removed after the approval of the authorizing officer.

7. ACTIONS

⚠️ MIPS V2 DOESN'T SAVE THE DRAFT OF THE MISSION AUTOMATICALLY.

It is suggested to save your draft mission order regularly.

When the draft mission is saved, it is still changeable within your open items.
HOW TO INTRODUCE A MISSION ORDER

After signature, the mission will be displayed in your open items. At this stage no modification is possible by the mission performer.

- in VISA SUMMARY if no justification, derogation and extra information to be acknowledged are introduced
- in WARNINGS if justification, derogation and extra information to be acknowledged are introduced

The mission will be closed.

Please note that MIPS don’t save the mission automatically.

If the mission is closed without saving:

8. HOW TO INTRODUCE A MISSION ORDER FOR SOMEONE ELSE

Navigate in the Menu, go to Entity Missions, choose New mission → For another person

Or

Your Mission order opens and you arrive at the first tab: "GENERAL"
HOW TO INTRODUCE A MISSION ORDER

A dialog box opens which allow the search of the mission performer Enter one or several search criteria

Click on to launch or

To speed up the research, choose DG combined with the Name.

The results display:

Click on the link PER ID to select the mission performer
HOW TO INTRODUCE A MISSION ORDER

The rest of the mission will be introduced as a normal Mission Order.

The next actors in the workflow appear in "mission workflow history".

```
Mission workflow history

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIONS</th>
<th>ACTOR</th>
<th>DOC</th>
<th>STATUS</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>23/01/14 10:31</td>
<td>Created</td>
<td>mission performer</td>
<td>OM</td>
<td>DRAFT</td>
<td></td>
</tr>
<tr>
<td>23/01/14 16:17</td>
<td>Signed</td>
<td>mission performer</td>
<td>OM</td>
<td>SIGNED</td>
<td></td>
</tr>
</tbody>
</table>

Non terminated visa chain workflow

<table>
<thead>
<tr>
<th>USER</th>
<th>ACTION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>mission performer</td>
<td>Signed</td>
<td></td>
</tr>
<tr>
<td>authorising officer</td>
<td>Awaiting decision</td>
<td></td>
</tr>
</tbody>
</table>
```