



HOW TO INTRODUCE A MISSION ORDER

HOW TO INTRODUCE A PERSONAL MISSION ORDER	2
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. 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 INFORMATION'S	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

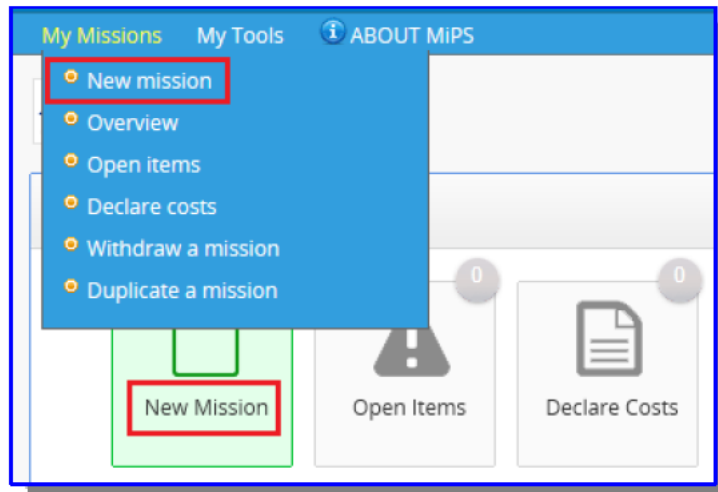
Author: PMO MIPS

Public: Mission performers + local mission officers

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

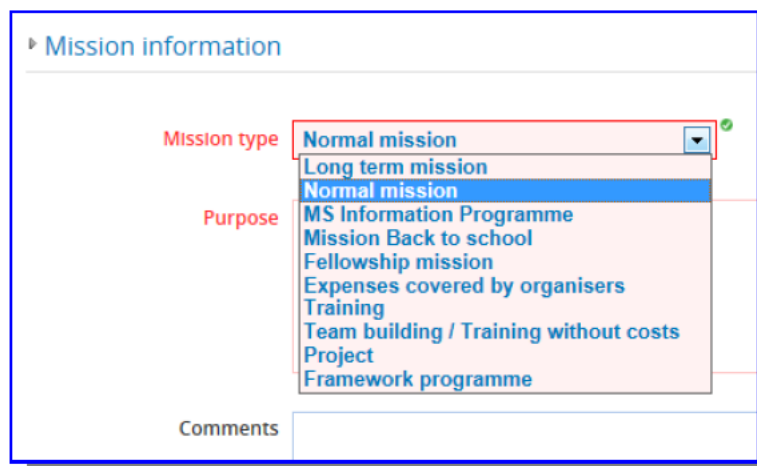
Your Mission order opens on the first tab that has to be filled in: **"Key data"**



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)


Purpose	
----------------	--

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


Comments	
-----------------	--

1.3 MISSION AT CHARGE OF THE ORGANIZERS

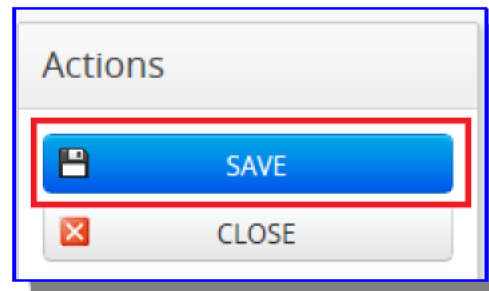
GENERAL

Mission type Expenses covered by organisers <input type="button" value="v"/>	
Organisers information	
Name *	Offered fees Transport <input type="button" value="YES"/> <input type="button" value="NO"/> Accommodations <input type="button" value="YES"/> <input type="button" value="NO"/> Other fees <input type="button" value="YES"/> <input type="button" value="NO"/> Residual DA <input type="button" value="NOT WANTED"/> <input type="button" value="WANTED"/>
Address *	
Contact name *	
Phone number	
Fax number	
Email address	
<p> 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 organisers on the official's private bank account.</p>	
Purpose *	
Comments	

WARNINGS

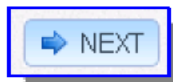
Organizer mission warning	
	By signing this mission the authorising officer declares to have been made aware of the fact that this mission with expenses paid by the organiser does not represent a potential conflict of interest, or in the event that this is the case, that this does not cause prejudice to the independence of the Commission.
OFFERED FEES	
Offered transport	

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



TO GO TO THE NEXT SCREEN:

- At the bottom of the screen :



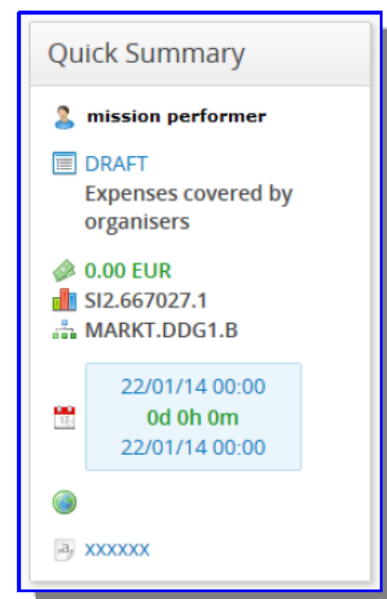
- Via the tab menu :



2. SCHEDULE

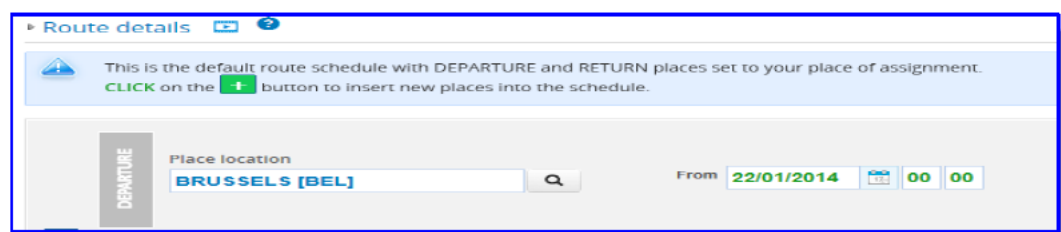
2.1 SCHEDULE DETAILS AND CALENDAR

The schedule details and calendar are fixed data. They will display the summary of the informations of the routes inserted.



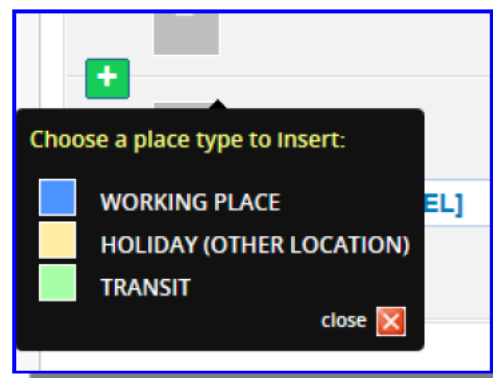
Do you want to gain time?
Prepare a plan of your mission before encoding it.

Departure place = assignment place (by default):



Next, select the place type:

- **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.

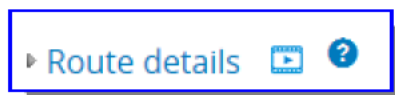


If departure and/or return happen from/to another place than the assignment place, it will be necessary to give a justification, and also the comparative schedule and price (e-mail exchange with travel agency)



ONLINE TUTORIAL


An online help video can be accessed

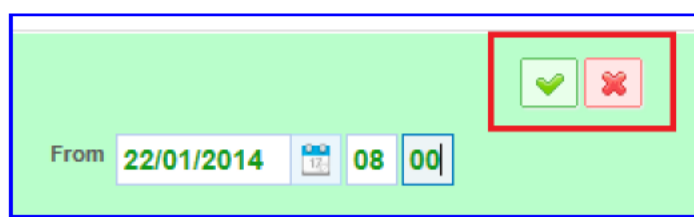


2.2 INTRODUCING THE DEPARTURE DATE/TIME OF THE MISSION



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

 Confirm your data

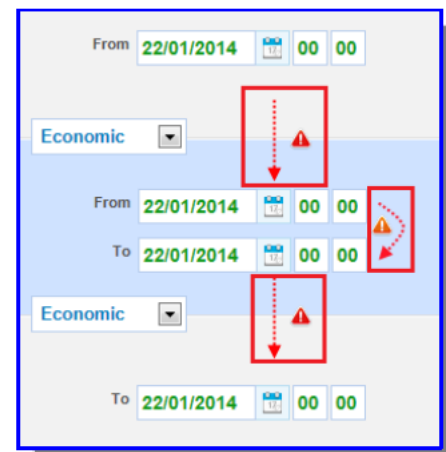


2. INTRODUCING EVENT TYPE

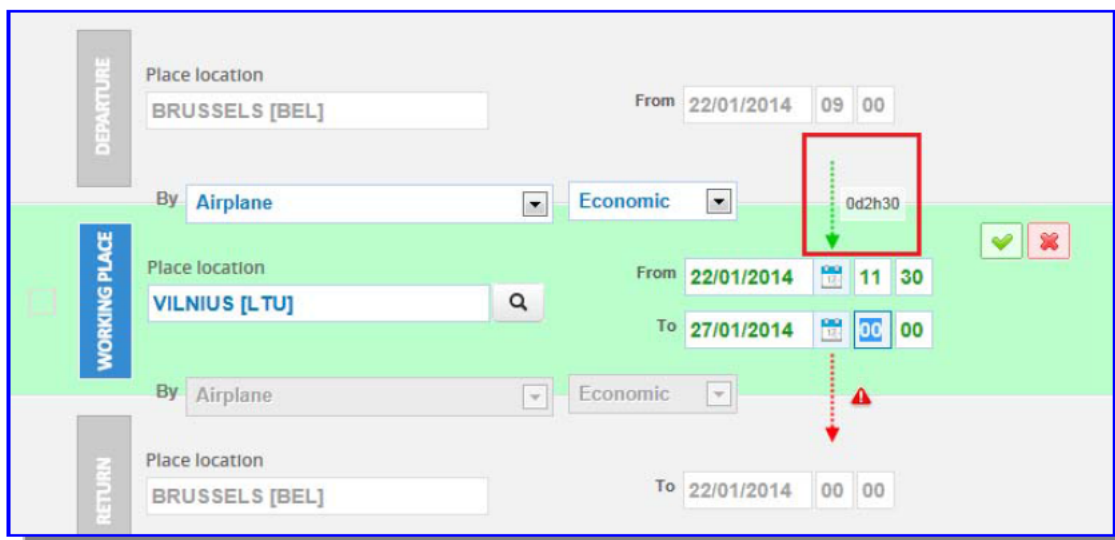
At this stage MIPS supposes that you are travelling towards your first working place, towards a transit or at your place of leave (holiday)


Once one of the 3 options is specified, MIPS will ask you to introduce details about the destination (type of transport and geographical place).

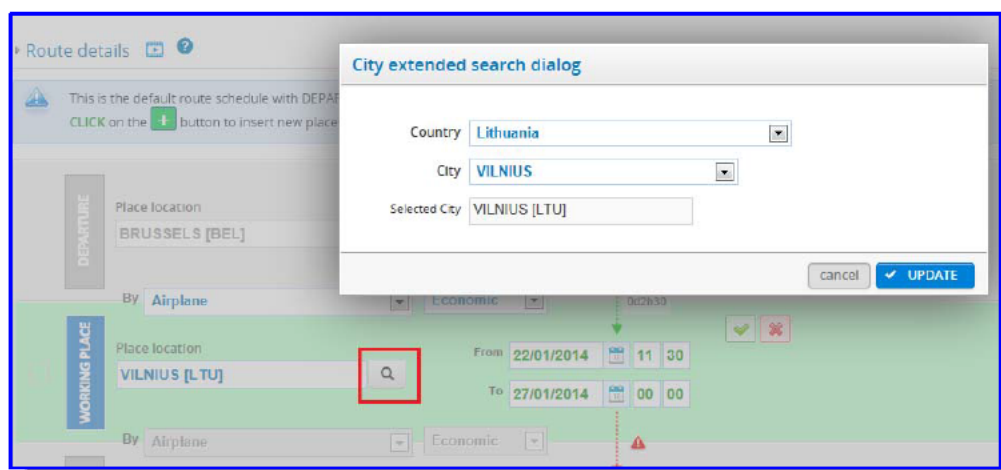
- Introduce the time (date) of arrival at the EVENT place.
(MIPS displays time schedule already encoded).
- Introduce date and time of departure from the EVENT place
-MIPS displays the schedule stages to check:



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

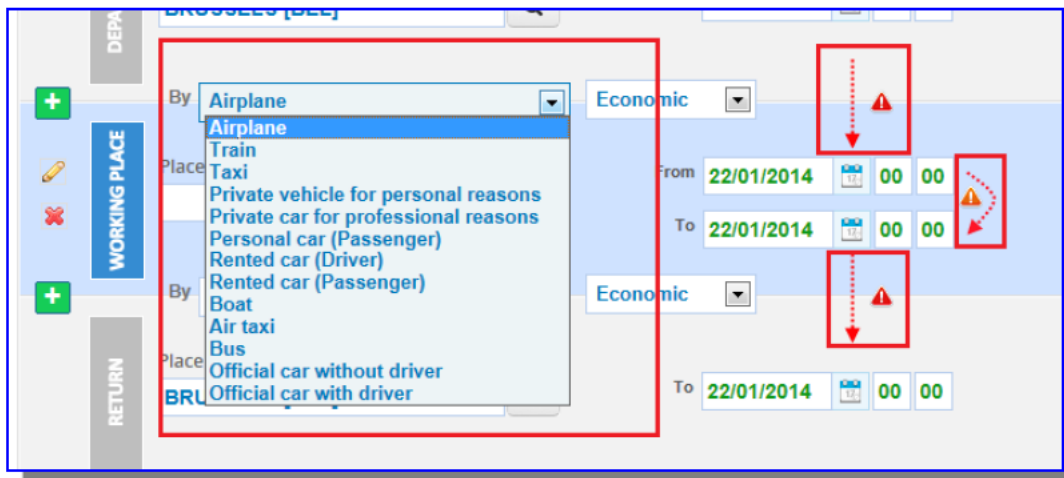
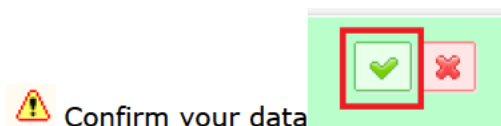


- Select the EVENT place (in this example WORKING PLACE) :
- by typing the first 3 letters, a list will be displayed
- by selecting the  button, a dialog page will be opened

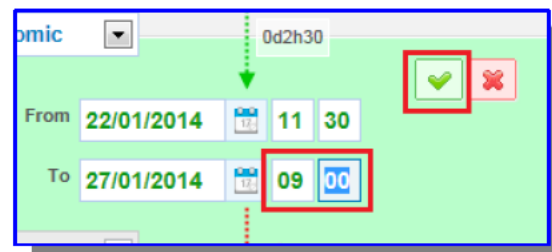
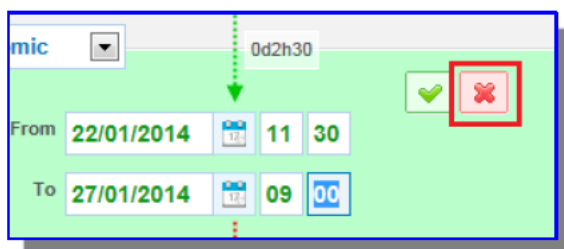


The 27 European countries appear at the beginning of the list, and then come the other countries.
If a city is missing in the list, thank you to contact your local mission manager.

- Select your means of transport

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)

MEETING WARNINGS INFO

- No meeting required for this mission type
- No meeting inserted**
- A meeting is missing for the place schedule
- Place schedule is correctly filled with meetings

CATION/DETAILS

22/01/2014 11:30

27/01/2014 09:00

VILNIUS [LTU]

+ New Meeting

ACTIONS

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)

Meeting Edition Dialog

Place information

From 22/01/2014 11:30 To 27/01/2014 09:00

location VILNIUS [LTU]

Meeting data

Purpose *

From 22/01/2014 11 30

To 27/01/2014 09 00

Visit Information

Inside EC building Outside EC building

Meeting Location

cancel

UPDATE

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



For example:

List of meetings for this place		
MEETING PERIOD	TITLE	ADDRESS
22/01/2014 14:00 -> 24/01/2014 18:00	xxxxxx	

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.





List of meetings for this place

MEETING PERIOD	TITLE	ADDRESS	VISITED PERSON	ENTITY	ACTIONS
22/01/2014 14:00 => 24/01/2014 18:00	xxxx				 

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.

By **Airplane** **Economic** 0d2h30

Place location **BRUSSELS [BEL]** To **27/01/2014** **11** **30**


RETURN



- 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:

Leave / non-working weekend 

FROM	TO	ACTIONS
25/01/2014 AM	27/01/2014 AM	 

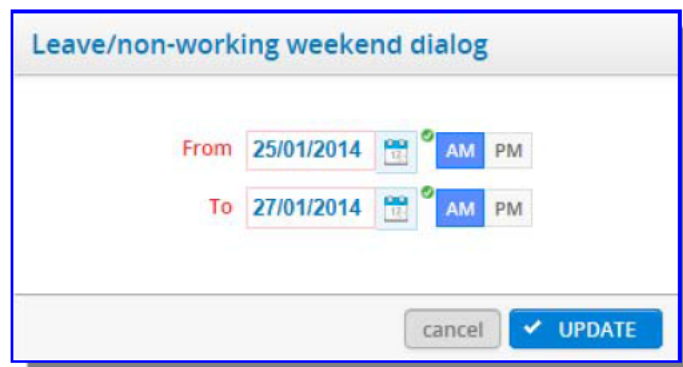
 The signing of the travel order by the authorising officer entitles the staff member to reimbursement of the costs subject to the rules in force.

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



A dialog box will be opened:

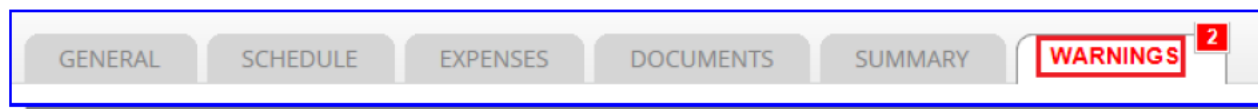
The information for the leave/non-working weekend have to be introduced.
(See section **WARNINGS**, 1. *Mission combined with leave or non working weekend*)



The dialog box is titled "Leave/non-working weekend dialog". It contains two rows of date and time selection. The first row is labeled "From" and shows the date "25/01/2014" with a calendar icon, and time options "AM" and "PM". The second row is labeled "To" and shows the date "27/01/2014" with a calendar icon, and time options "AM" and "PM". At the bottom right, there are two buttons: "cancel" and "UPDATE" with a checkmark icon.

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.



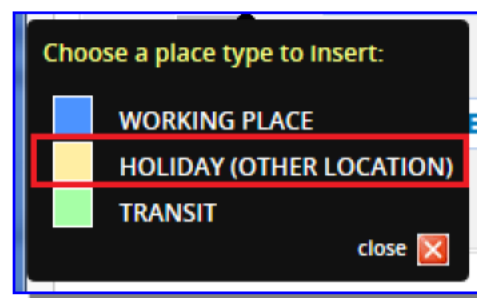
The image shows a horizontal tabbed interface. The tabs are labeled "GENERAL", "SCHEDULE", "EXPENSES", "DOCUMENTS", "SUMMARY", and "WARNINGS". The "WARNINGS" tab is selected and highlighted in red. A small red square with the number "2" is next to the "WARNINGS" tab.

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".

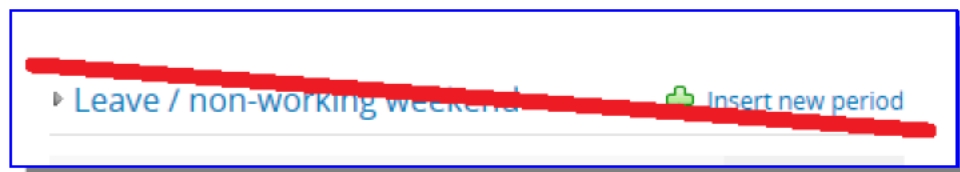
The following type will have to be selected:



The dialog box is titled "Choose a place type to insert:". It has a dark background with three options, each with a colored square: a blue square for "WORKING PLACE", a yellow square for "HOLIDAY (OTHER LOCATION)", and a green square for "TRANSIT". The "HOLIDAY (OTHER LOCATION)" option is highlighted with a red rectangular border. At the bottom right, there is a "close" button with a red 'X' icon.

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

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



The image shows the "Leave / non-working weekend" dialog box, which is crossed out with a thick red diagonal line. The dialog box contains the text "Leave / non-working weekend" and a green plus icon with the text "Insert new period".

2.10 SCHEDULE OVERVIEW

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

Overview

January 2014

February 2014

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		

mission holiday

Leave / non-working weekend

Insert new period

FROM	TO	ACTIONS
25/01/2014	AM 27/01/2014 AM	

The signing of the travel order by the authorising officer entitles the staff member to reimbursement of the costs subject to the rules in force.

2.11 SUMMARY

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

Quick Summary

MISSION PERFORMER

DRAFT
Normal mission

204.00 EUR

SI2.667027.1

MARKT.DDG1.B

22/01/14 09:00

5d 2h 30m
(+4h 0m)

27/01/14 11:30

VILNIUS(LTU)

XXXXX

2.12 ACTIONS

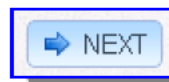
The actions available are displayed on the bottom, right side of the screen.

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 :

Actions

SAVE

CLOSE

DELETE

GENERAL

SCHEDULE

EXPENSES

DOCUMENTS

SUMMARY

WARNINGS 2

3. EXPENSES

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

Travel agency costs / others third party expenses0.00 EUR

Travel Agency Costs0.00 EUR

Travel Invoices forecast amount0.00

Enter here the travel costs NOT PAID by YOU, only total amount received from the travel agency when you asked for a price quotation

Ticket deliveryYESNO

GSM boarding passYESNO

Comments


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

Own expenses by mission place204.00 EUR

[+] [0] - BEL - BRUSSELS - DEPARTURE - 22/01/2014 09:00	0.00 EUR
[+] [1] - LTU - VILNIUS - WORKING PLACE - 22/01/2014 11:30 => 27/01/2014 09:00	204.00 EUR
[+] [2] - BEL - BRUSSELS - RETURN - 27/01/2014 11:30	0.00 EUR

Mission total expenses: 204.00 EUR

Select the  to expand to all types of costs

3.2 ENTERING THE ACCOMMODATION FOR THE RELEVANT MEETING PLACES


[1] - LTU - VILNIUS - WORKING PLACE - 22/01/2014 11:30 => 27/01/2014 09:00204.00 EUR

Accommodations

 Insert new accommodation for this place

0.00 EUR

Accommodation costs edition dialog


Hotel name Click for the list 


Location

breakfast included ☐ YES ☒ NO

Nb. nights - amount x (limit: 115.00 EUR)

Total LTL => EUR

 A derogation is required on exceeding the maximum hotel price allowed!

Derogation needed 

Justification

- Select a message...
- Accompanying the President/Commissioner
- City tax added to the initial room rate
- Last minute reservation/no other availability
- Meetings venue
- No other vacancies due to special events (fairs, exhibitions, etc.)
- all participants were required to stay in the same hotel
- close to the meeting venue
- security reasons
- Other specify :

Nights at this location

A

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

breakfast included ☐ YES ☒ NO

(limit: 115.00 EUR) 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".

Derogation needed 

MIPS do not check if the justification is relevant.

Click on and an overview of the hotels will appear.




The subtotal for accommodation is updated

Accommodations

Insert new accommodation for this place

390.99 EUR

List of accommodations for this place

#	HOTEL NAME - LOCATION	NB.	NIGHT (CUR)	NIGHT (EUR)	TOTAL	BKF? DER.	ACTIONS
1	NOVOTEL VILNIUS CENTRE - Gedimino av. 16 - CEN	3	450.00 LTL	130.33 EUR	390.99 EUR	No 	 

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 criterias

City Select a city

Hotel name

Chain

Search

Results found

click on a hotel name to select it

HOTEL NAME	CITY	ADDITIONAL INFORMATION
NOVOTEL VILNIUS CENTRE	VILNIUS	Chain: ACCOR category: ★★★★★ currency: EUR fare amount: 70.00 (112.00) Breakfast included: YES amount: 0.00 address: Gedimino av. 16 location: CEN phone: 370-52-2666200 E-mail: H5209@accor.com booking code: 132903 transport: BUS Nr. 2, OPERA THEATRE STOP url link: http://businesstravel.accorhotels.com/lien_externes.vlt?goto=societe&ID_COMPANY_ID=SC372937417&ID_NUM_CONTRACT=132903&hotelOuVille=5209
Vilnius	VILNIUS	Chain: BEST WESTERN category: ★★★★★ currency: EUR fare amount: (115.00) Breakfast included: YES amount: 13.00 address: Konstitucijos ave. 14, LT-09308 location: CENTER phone: 37052739595 E-mail: office@vilniushotel.eu booking code: Mandatory transport: (bus/taxi/hotel car service) url link: http://www.vilniushotel.eu
Crowne Plaza Hotel Vilnius	VILNIUS	Chain: Intercontinental Hotels Group category: ★★★★★ currency: EUR fare amount: (99.00) Breakfast included: YES amount: 9.00 address: Mk Ciurlionio Street 84 NA LT-03100 location: C phone: 370 5 7742400 E-mail: cph@brutal.eu booking code: Corporate ID 05270726

cancel

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

[0] - BEL - BRUSSELS - DEPARTURE - 22/01/2014 09:00

0.00 EUR

Miscellaneous Costs

Insert new miscellaneous cost for this place

0.00 EUR

[1] - LTU - VILNIUS - WORKING PLACE - 22/01/2014 11:30 => 27/01/2014 09:00

601.83 EUR

Accommodations

Insert new accommodation for this place

390.99 EUR

Miscellaneous Costs

Insert new miscellaneous cost for this place

0.00 EUR

Increased amount on exchange rate

6.84 EUR

Daily Allowances

204.00 EUR

Number of daily allowances

5.50 x 68.00 EUR

374.00 EUR

Meals deduction

0

0.00 EUR

Breakfast provided

0 + 0 breakfast included

0.00 EUR

Leave

2.50

-170.00 EUR

PMO MiPS JANUARY 2014

- 14 -

Select the type of expense from in the drop-down list

> Departure/return place

Miscellaneous costs edition dialog

Type: Airport parking ✓

amount: 0.00 EUR

Comments:

cancel ✓ UPDATE

> Workplace

Miscellaneous costs edition dialog

Type: 25% hotel deduction ✓

amount: EUR

Comments:

cancel ✓ UPDATE

total expenses: **601.83 EUR**

Miscellaneous costs will then appear as shown hereunder:

Miscellaneous Costs + Insert new miscellaneous cost for this place 15.00 EUR						
List of miscellaneous costs for this place						
#	TYPE	AMOUNT (CUR)	AMOUNT (EUR)	COMMENTS	DER.	ACTIONS
1	Airport transfer	15.00 EUR	15.00 EUR	airport outside the city.		✎ ✖

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

Breakfast provided + 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.

Daily Allowances		204.00 EUR
Number of daily allowances	5.50 x 68.00 EUR	374.00 EUR
Meals deduction	<input type="text" value="0"/>	0.00 EUR
Breakfast provided	<input type="text" value="0"/> + <input type="text" value="0"/> breakfast included	0.00 EUR
Leave	<input type="text" value="2.50"/>	-170.00 EUR

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 an another entity (inside or outside your DG)

► Budget information

Charged to other entity? ☒ YES ☐ NO

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 criterias

Selected entity

Name

First name

Login

Show future job assignments ☐

Sysper No.

(Sysper)

Per Id

NUP

Job Id

Enter one or several search criteria click

or

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

Persons found

Click on a person id (first column) to select it

Number of person found: 1

PER ID	NAME	ENTITY	ST LINK	JOB ID	FROM	TO	LOGIN	INST. CODE	SYS PER NO.	NUP
163699	contact person	PMO.2.002			01/12/12	31/12/99		COM		0316369900

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.

Budget information

Charged to other entity?

Contact person Entity

this mission of **MARKT.DDG1.B.4** will be charged on **PMO.2.002**

Commitment

MISSIONS PMO 2014

Allocation

PREC Type

3.5 REQUEST FOR ADVANCE

Request an advance by selecting
"Insert new advance request"

Advance requests

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 does not correspond)

Advance requests

An advance can not be granted because you have a Commission credit card.

Advance requests

⚠ A mission for a period which is less or equal to 3 days and for which the amount (without the travel agency invoice) is less than 1000 euros should not be justified by an advance. All derogation must be subject to a note from the competent authorising officer to the Head of Unit of the Mission service.

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.

Advance request edition dialog

accept MiPS computed advance costs:

Computed amount 3206.00 EUR

based on computed daily allowances: 6.0 and accommodation amount 0.00 EUR

OR request another amount with a limit

Requested amount 0.00 (limit: 3946.00)

Justification

cancel

✓ UPDATE

3.6 BUDGETARY INFORMATION

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.


Commitment BGUE-B2014-26.012100.010211-C1-PMO - SI2.674128.1

MISSIONS PMO 2014

Allocation PMO.2

TO GO TO THE NEXT SCREEN:

- At the bottom of the screen :

 NEXT

- Via the tab menu :

GENERAL

SCHEDULE

EXPENSES

DOCUMENTS

SUMMARY

4. DOCUMENTS

4.1 UPLOADING LINKED DOCUMENTS

The mission performer is allowed to add scanned documents to the MIPS file when

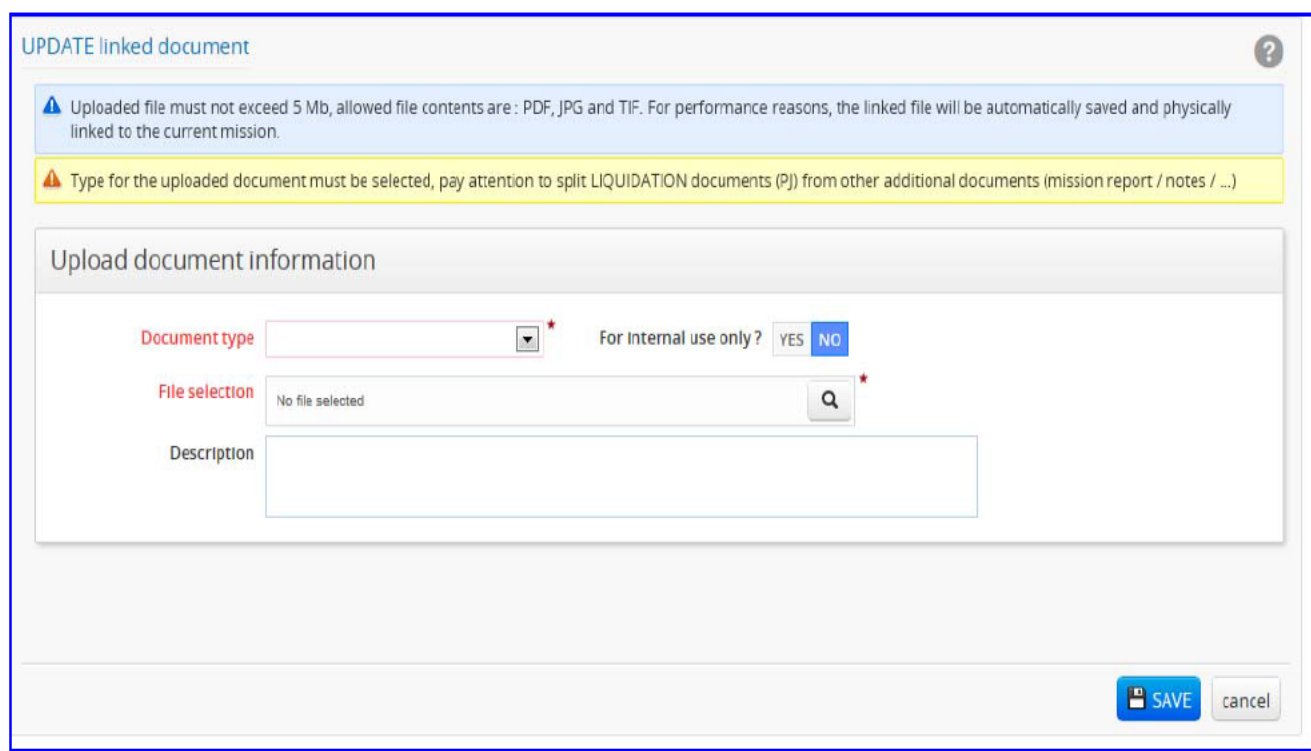


introducing the mission order, and when introducing the statement of expenses.

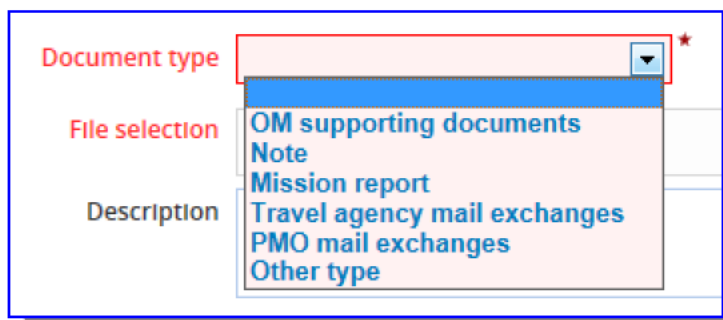
Select:



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



Select the type of document you want to add to the file:



Upload document information

Document type **OM supporting documents** ☐ For internal use only? YES ☐ NO

File selection **BPs.PDF**

Description **e-mail travel agency**

Select the file in your documents (PDF, JPG, TIFF only are authorised) and double-click on it, it will be uploaded automatically

File list:

File Name	Date	Size
LISTE DES DELEGATIONS EEAS.xlsx	30/10/2013 08:49	17 KB
LOGO PMO MIPS.doc	14/10/2013 14:52	26 KB
Malta note.pdf	16/10/2013 14:20	1.045 KB
Menu déroulant dérogation hôtel.doc	23/08/2013 11:11	73 KB
MENUS DÉROULANTS FRANS DIVERS.doc	26/11/2013 09:24	81 KB
MESSAGE ABAC ERROR.doc	15/01/2013 10:24	24 KB
MIPS COMPLETE NOTIFICATIONS.doc	18/09/2013 11:59	157 KB
MIPS NEWS template.doc	10/09/2013 14:17	439 KB
MIPS NOTIFICATIONS.xls	18/09/2013 16:12	108 KB
mips_result.xls	21/11/2013 08:43	46 KB
Mission Bourlingster Annika.doc.pdf	12/12/2013 09:55	25 KB
MISSION COMBINED WITH A LEAVE PERL...	16/04/2013 13:45	428 KB
mission officers PMO2 29-07-2013.xls	23/10/2013 11:14	40 KB

Buttons: **SAVE**, cancel

MIPS confirms the document has been correctly uploaded

Document successfully edited

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

Linked documents list UPLOAD A NEW DOCUMENT

FILE NAME	DOCUMENT TYPE	DESCRIPTION	SIZE	INSERTED BY	DATE	ACTION
BPs.PDF	OM supporting documents	e-mail travel agency	87461	MISSION PERFORMER	24/01/14 11:45	

TO GO TO THE NEXT SCREEN:

- At the bottom of the screen :
- Via the tab menu :

NEXT

GENERAL SCHEDULE EXPENSES DOCUMENTS **SUMMARY**

5. SUMMARY

MIPS display:

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

Expenses summary

Expenses due		Total third:	
5.50 Daily allowances:	374.00 EUR	Travel invoices and fees:	0.00 EUR
Accommodations:	390.99 EUR	Air Taxi fees:	0.00 EUR
Misc costs:	0.00 EUR	Visas fees:	0.00 EUR
Meals deductions:	0.00 EUR	Third invoices:	0.00 EUR
2.50 holiday deductions:	-170.00 EUR	Total third:	0.00 EUR
Exchange rate:	6.84 EUR		
Mission Performer	601.83 EUR	Total mission costs:	601.83 EUR
Advances:	0.00 EUR		
Balance due:	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 MARKT.DDG1.B.4 will be charged on PMO.2.002

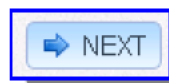
PREC Type: Normal

Mission workflow history

DATE	ACTIONS	ACTOR	DOC	STATUS	COMMENTS
------	---------	-------	-----	--------	----------

TO GO TO THE NEXT SCREEN:

- At the bottom of the screen :
- Via the tab menu :



GENERAL SCHEDULE EXPENSES DOCUMENTS SUMMARY **WARNINGS** 1

6. WARNINGS

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

- List of justifications
- List of derogations

► List of justifications

• No justification found


► List of derogations

LOCATION	TYPE	AMOUNT	CEILING HOTEL	JUSTIFICATION
Gedimino av. 16 - CEN [NOVOTEL VILNIUS CENTRE]	Accommodation	130.33 EUR	115.0 EUR	Meetings venue

6.1 INFORMATION TO BE ACKNOWLEDGED BY THE AUTHORISING OFFICER

6.1.1 LATE APPROVAL OF THE MISSION ORDER

► Acknowledgments to be validated

TYPE	CONTENT
LATE APPROVAL	<div>  <p>This mission has already started. The ex post validation of a mission is not in conformity with the financial rules. A note of exception signed by the authorising officer by delegation must be sent to the PMO.2 Missions service.</p> </div> <div> <p>Comments</p> <input type="text"/> </div> <div> <input checked="" type="checkbox"/> </div>

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:

COMBINED PERIODS

⚠

You combine a mission with a vacation or a non-working weekend. In order to enable your authorising Officer to compare your proposal with the same mission without vacation, please confirm below the dates and times of your departure and/or return as well as the price quoted by the travel agency according to the most appropriate means of transport.

Departure from the assignment place

Return at the assignment place

Real transport price of the mission

EUR ✓

Transport price quoted by the travel agency

EUR ✓

Difference:

EUR

Justification

★

If it is not possible for the mission performer to pay for the private part of his trip through a separate invoice from the agency, the difference must then be declared as a negative amount in the settlement of expenses (deduction airplane/train). This amount will then be deducted from the total to be paid to the mission performer.

☐ Meetings list

MORE INFOS

✓ ★

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.

Organizer mission warning

⚠

By signing this mission the authorising officer declares to have been made aware of the fact that this mission with expenses paid by the organiser does not represent a potential conflict of interest, or in the event that this is the case, that this does not cause prejudice to the independence of the Commission.

OFFERED FEES

Offered transport

Residual daily allowances not wanted

7. ACTIONS

💾

SAVE

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

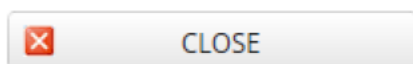
It is suggested to save your draft mission order regularly.

When the draft mission is saved, it is still changeable within your open items.



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

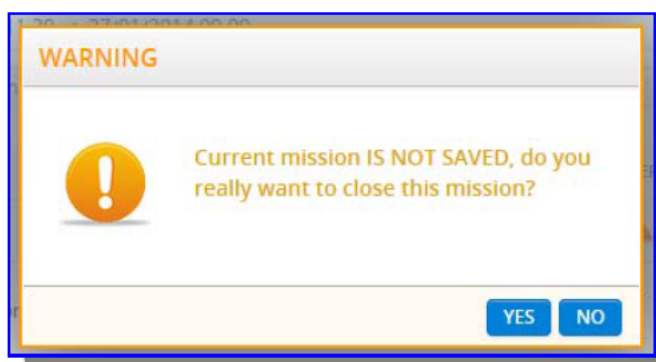
- in VISA SUMMARY if no justification, derogation and extra information to be acknowledged are introduced
- in WARNINGS if justification, derogation and extra information to be acknowledged are introduced



The mission will be closed.

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

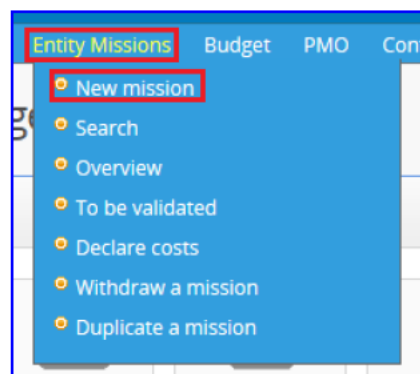
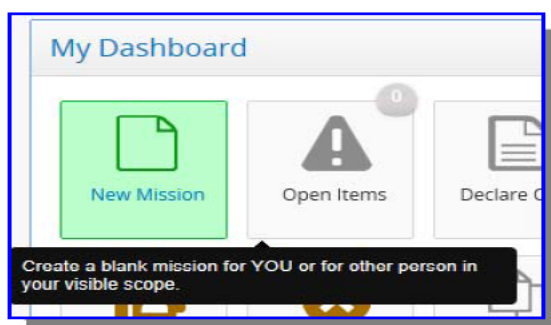
If the mission is closed without saving:



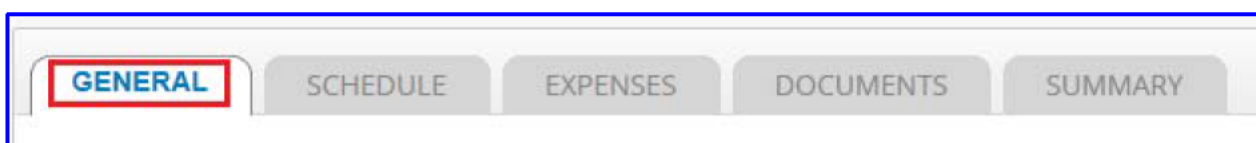
8. HOW TO INTRODUCE A MISSION ORDER FOR SOMEONE ELSE

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"



Mission Performer
Click to search



Select the mission performer

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

Search person

Search criterias

Selected entity **Select a DG**

Name

First name

Login

Sysper No. (Sysper)


Per Id

NUP

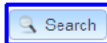
Job Id

Also persons not assigned to a job ☒

Show future job assignments ☐

 Search Cancel

Click on



to launch or



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

Selected entity **PMO**

Name **mission performer**

The results display:

Persons found

Click on a person id (first column) to select it

Number of person found: 1

PER ID	NAME	ENTITY	ST LINK	JOB ID	FROM	TO	LOGIN	INST. CODE	SYSPER NO.	NUP
163699	mission performer	PMO.2.002			01/12/12	31/12/99		COM		0316369900


Click on the link PER ID to select the mission performer

Mission Performer
Click to search

mission performer

entity: **PMO.2.002 - COM**

job id: - statutory link: - login:

 **mission performer** [europa.eu](mailto:mission_performer@europa.eu)

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

DATE	ACTIONS	ACTOR	DOC	STATUS	COMMENT
23/01/14 10:31	Created	mission performer	OM	<div>DRAFT</div>	
<div>☐</div> 23/01/14 16:17	Signed	mission performer	OM	<div>SIGNED</div>	

Non terminated visa chain workflow

USER	ACTION
mission performer	Signed
authorising officer	Awaiting decision