Last updated: 2014

ARES and MIPS

MIPS is the Commission electronic application used for the management of requests for mission orders and declarations of costs. MIPS is 100% paper less. No paper signatory is needed.

I. Mission orders

As of 14th October 2013, the processing of missions is entirely electronic. All steps are handled through the MIPS web application. You need to scan and upload in MIPS all original supporting documents (note to the file, programme of the mission, derogation if applicable). Scanned and uploaded documents will be considered as original supporting documents by PMO.

II. Mission statement of expenses (Declaration of costs)

Until your mission expenses have been fully reimbursed, please keep the original paper documents for control purposes or in case of a dispute.

➢ Upload the mission order in MIPS;
➢ Create your statement of expenses in MIPS;
➢ Upload in MIPS the scanned version of the supporting original documents (agenda of the meeting(s), all used travel tickets, all supporting documents concerning costs, e-mail exchanges with the travel agency if the mission is combined with annual leave);
➢ **The validation workflow of the mission statement of expenses takes place only in MIPS.**

Warning: **No ARES workflow between RTD and PMO as the sole workflow should be MIPS 100% paperless!**

III. Mission report

The mission report needs to be filed in ARES in the project file ('grant management' file). If the mission takes place outside the scope of a project, the mission report must be filed under the heading in use for DG RTD filing plan 2.10 – NOMCOM filing plan 10.02.06.12.015 Internal management of units/services.

The files created under this heading are SERIAL FILES.

2.10	10.02.06.12.015	Internal management of units/services	Gestion interne des unités /services				

The filing of the mission report is compulsory in the perspective of an effective document management policy that aims to have complete official files.

*Should you have any doubts, please do not hesitate to contact **RTD ARES Helpdesk** (94668)*