HOW TO INTRODUCE A STATEMENT OF EXPENSES

Date: JANUARY 2014
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Target: MISSION PERFORMER

1. MAIN PRINCIPLES

After the return of his mission, as soon as he/she is in possession of all the supporting documents, the mission performer (MP) is required to submit his statement of expenses to the PMO within 3 months. This document, together with all supporting documents, will serve as the basis for the liquidation of the mission.

The mission order "OM" becomes "DF". The statement of expenses can be signed by the mission performer.
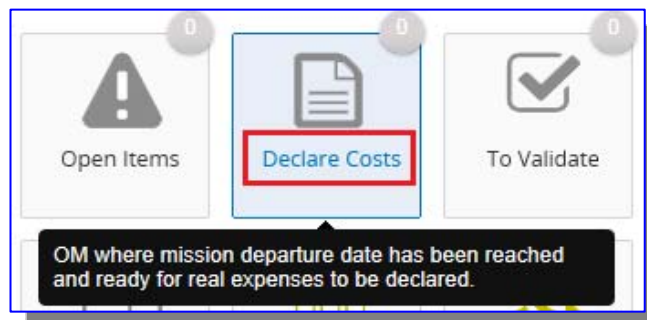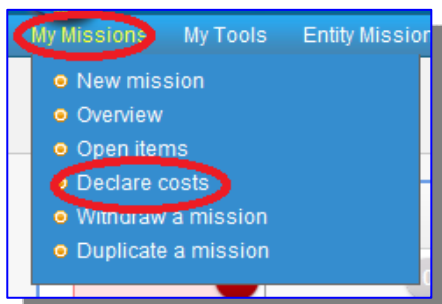
When the statement of expenses has been approved, the file with all scanned supporting documents in MIPS is sent automatically to PMO2.

Except for a conformity or ex-ante control, the "paper" documents should not be sent to PMO.

2. INTRODUCTION OF THE STATEMENT OF EXPENSES
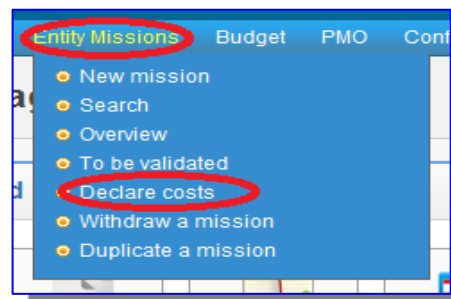
BY THE MISSION PERFORMER

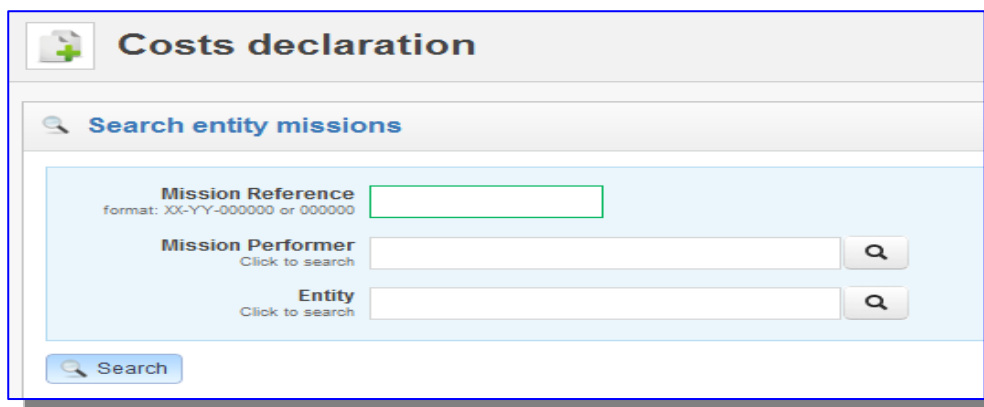- via the menu
- via the icon on the dashboard

MIPS displays all travel orders with the status "OM Approved"

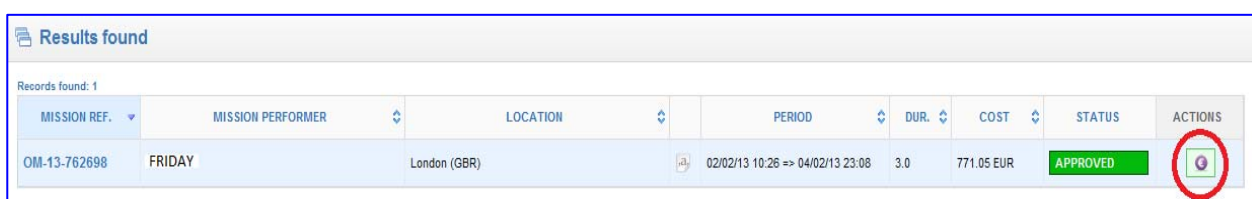**BY AN ASSISTANT/SECRETARY OR BY THE LOCAL MISSION OFFICER**

1. via the menu
2. via the icon on the dashboard

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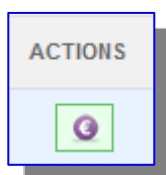Search on the entity, the name of the mission performer or the reference of the mission

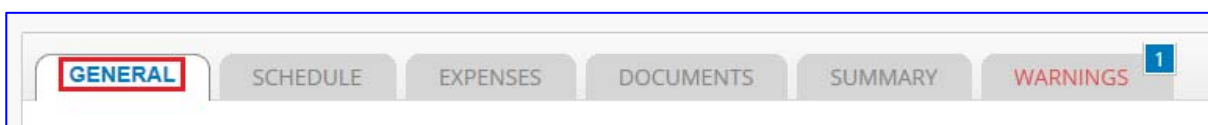MIPS displays all travel orders with the status "OM Approved"

2.1 SELECT THE MISSION IN THE OPEN ISSUES (OM APPROVED)

Select

2.2 INTRODUCTION OF THE STATEMENT OF EXPENSES

→ MIPS opens the statement of expenses for update under the tab GENERAL

→ In case the mission performer has to modify the data in his statement of expenses, see section « MODIFY A STATEMENT OF EXPENSES ».

→ The mission performer signs his statement of expenses. The statement of expenses follows the workflow of the visa chain for validation by the authorizing officer.

If compared to what has been encoded at the mission order, there have been no changes, the mission performer can go directly to the last tab " Summary" or "Warnings" and sign the statement of expenses.
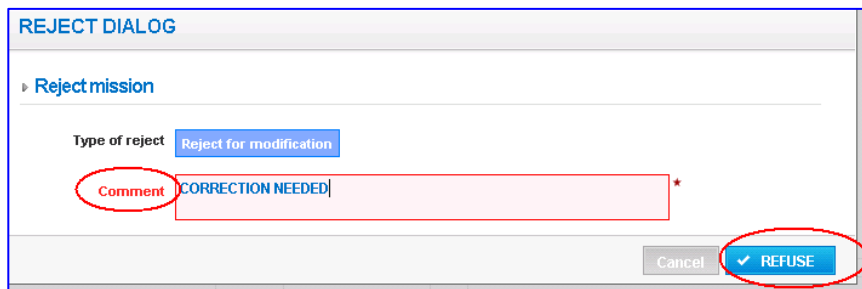
The mission performer has to sign his statement of expenses personally. No delegation is accepted.

3. MODIFY A STATEMENT OF EXPENSES

- **WHO CAN MODIFY? WHEN?**

In general, a mission file cannot be modified by its author after the signature / approval. The document must be in **draft**.

Once signed or approved, the document may be refused by the next actor in the visa chain.

In case of refusal, the mission performer (MP) is notified by e-mail. At this point, he is invited to read the reason of the refusal in MIPS.

- **REFUSED FOR MODIFICATIONS**

The visa chain is reset; the statement of expenses is back at the mission performer's level for modification and new signature.

⇒ **SUMMARY**

- *A mission performer can modify before the signature (draft) or after a refusal for modification.*
- *Hierarchy can refuse or accept (sign) a DF.*
- *Authorising officer can refuse or accept (validate) a DF.*
- *The local mission officer can modify a DF whenever he wants before the approval.*

⇒ **HOW TO MODIFY?**

Choose first the DF (Statement of Expenses) in the list of missions to be signed (in Open items)
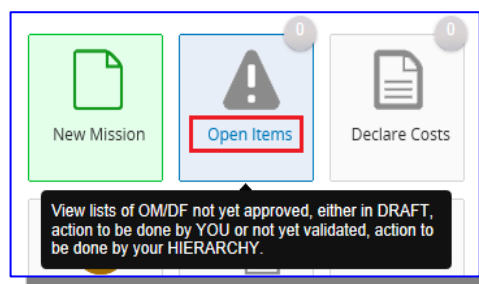
4

Edit the statement of expenses by clicking on:

Then, go to the rights tabs to modify data (see «INTRODUCING A TRAVEL ORDER» and «ROUTES»)

To finish ⊞ SAVE or ☒ CLOSE

⚠ If the schedule has changed so that there are no more times in common between the mission order and the mission itself (for instance, the mission started 3 days after the end of what's on the OM), the mission performer won't be allowed to make a statement of expenses (There must be at least one minute in common). He should then withdraw the mission, and make a new mission order with the correct schedule, supply a note from the authorising officer (via Ares) for late approval with a complete explanation on what happened. He should then proceed as usual (visa chain, statement of expenses).

4. STATEMENT OF EXPENSES APPROVED BY THE AUTHORIZING OFFICER

In the "summary", you'll see the mission total amount approved by the authorising officer for the mission order

Once approved by the authorizing officer, an automatic notification will be sent to the mission performer and MIPS automatically sends the uploaded file to PMO for calculation and reimbursement.

5. STATEMENT OF EXPENSES AWAITING LIQUIDATION / PAYMENT

EXPENDITURE REPORT

PMO will register the reception of the expenditure report when supporting documents **arrive and then only will PMO be able to continue the treatment.**

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6. EXPENDITURE REPORT (DL)

- The complete file is transmitted to the Mission officer, who will be able to treat your mission up to the final step: liquidation and payment.

- In case of problems (missing documents,), MIPS sends you a notification by e-mail.

The workflow of the mission can be followed in the Visa Summary.

Once the mission paid on the bank account, MIPS will send an automatic notification to the mission performer.

7. INTRODUCE A COMPLEMENT

If the mission performer needs to add something or correct a data in his mission expenses, he can introduce a "complement" to the statement of expenses.

This complement can be introduced via the procedure below **after the reimbursement of the calculated file, on his bank account**.

⇒ The mission performer contacts the Mission officer at PMO (of this mission) who will open the complement. (The name of this Mission officer appears in MIPS in the workflow of the mission).

The procedure at that moment is, as soon as the complement has been opened by the Mission officer, the same as the modification of the statement of expenses.

⇒ The mission performer selects the mission and introduces the modifications

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⇒ The mission performer adds original scanned supporting documents.

⇒ The complement goes back automatically to the mission officer at PMO2

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