



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 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

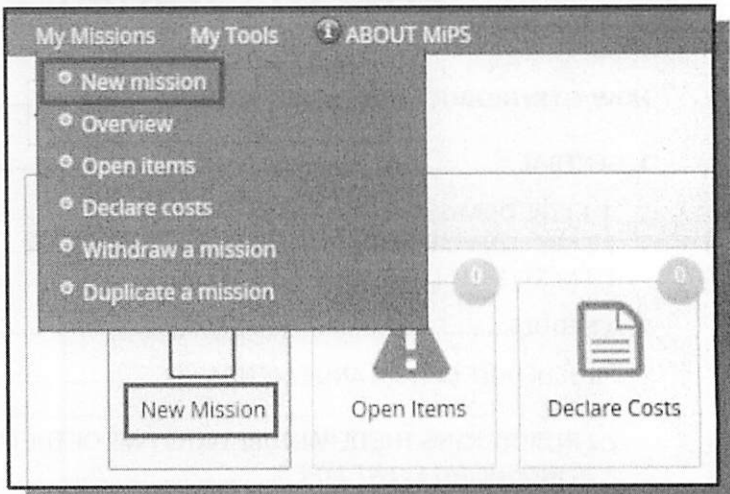
Author: PMO MiPS

Public: Mission performers + local mission officers

HOW TO INTRODUCE A PERSONAL MISSION ORDER

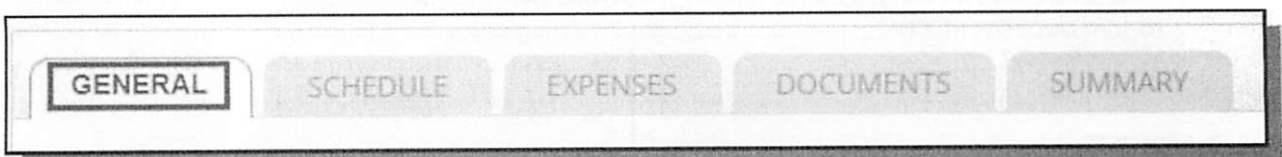
For a new mission, two possibilities:

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



1. GENERAL

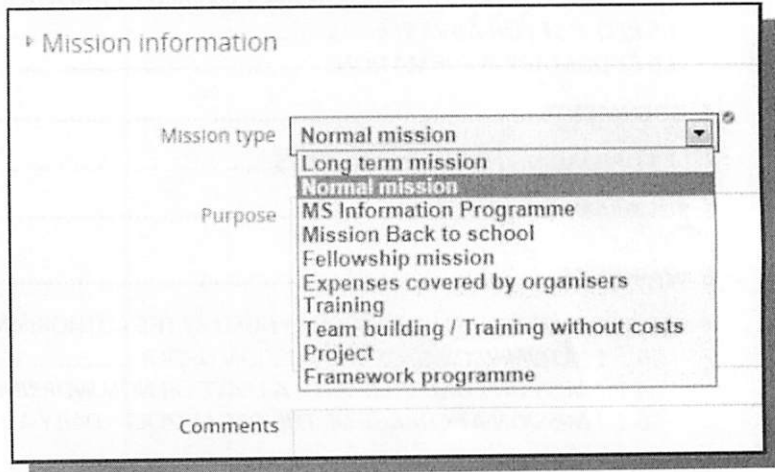
Your Mission order opens on the first tab that has to be filled in: **"Key data"**



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".

Offered transport

OFFERED FEES

By signing this mission the authorizing officer declares to have been made aware of the fact that this mission with expenses paid by the organizer 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.

Organizer mission warning

WARNINGS

Comments

Purpose

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

Organizers information

Mission type: Expenses covered by organizers

Name *

Address *

Contact name *

Phone number

Fax number

Email address

Offered fees: YES NO

Transport: YES NO

Accommodations: YES NO

Other fees: YES NO

Residual DA: WANTED NOT WANTED

GENERAL

1.3 MISSION AT CHARGE OF THE ORGANIZERS

Comments

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

Purpose *

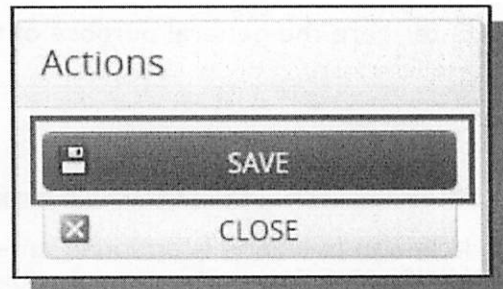
Enter here the general purpose of the mission (* = compulsory area)

1.2 MISSION PURPOSE

HOW TO INTRODUCE A MISSION ORDER

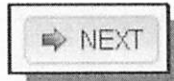


First, you should save the data introduced in the "key data" screen

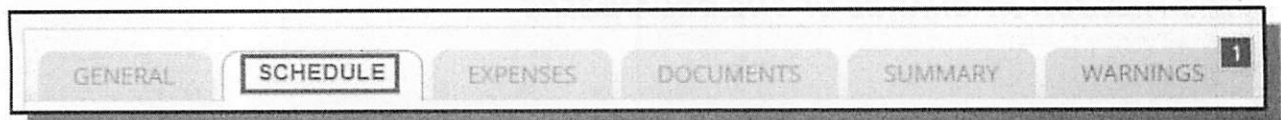


TO GO TO THE NEXT SCREEN:

- At the bottom of the screen :



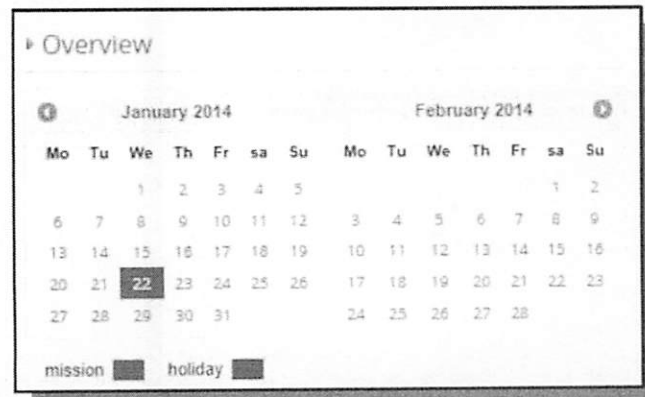
- Via the tab menu :



2. SCHEDULE

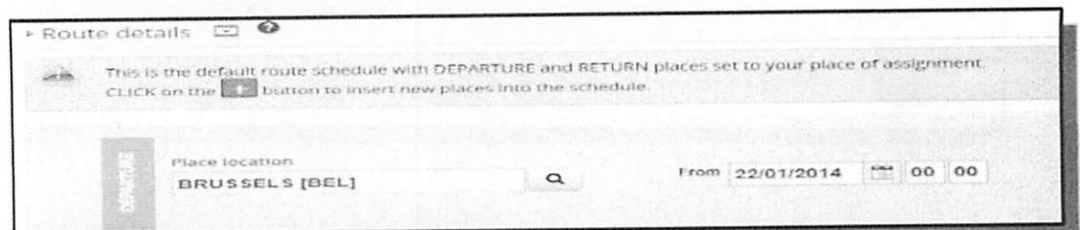
2.1 SCHEDULE DETAILS AND CALENDAR

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



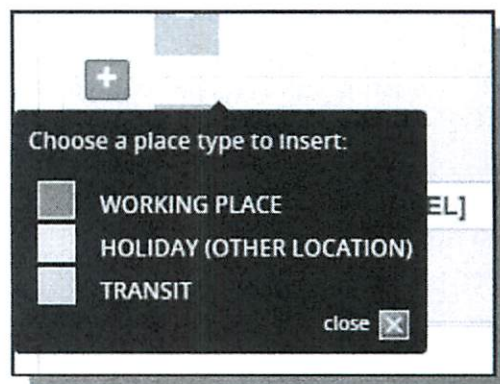
**Do you want to gain time?
Prepare a plan of your mission before encoding it.**

Departure place = assignment place (by default):



Next, select the place type:

- **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.



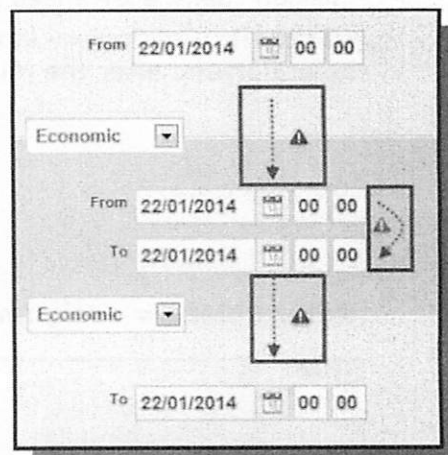
Confirm your data

2. INTRODUCING EVENT TYPE

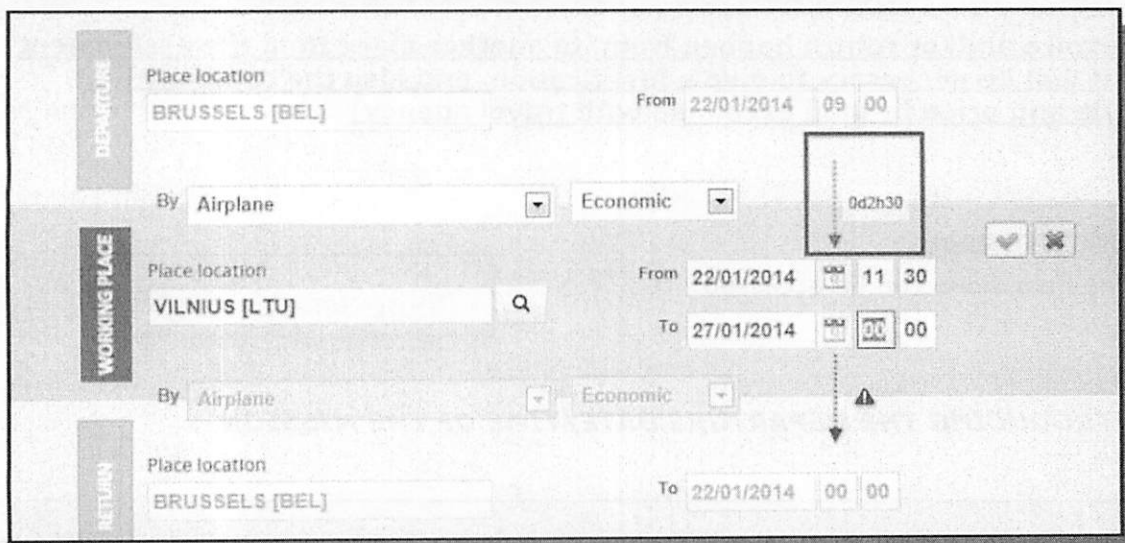
At this stage MiPS supposes that you are travelling towards your *first working place*, towards a transit or at your place of leave (holiday)

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

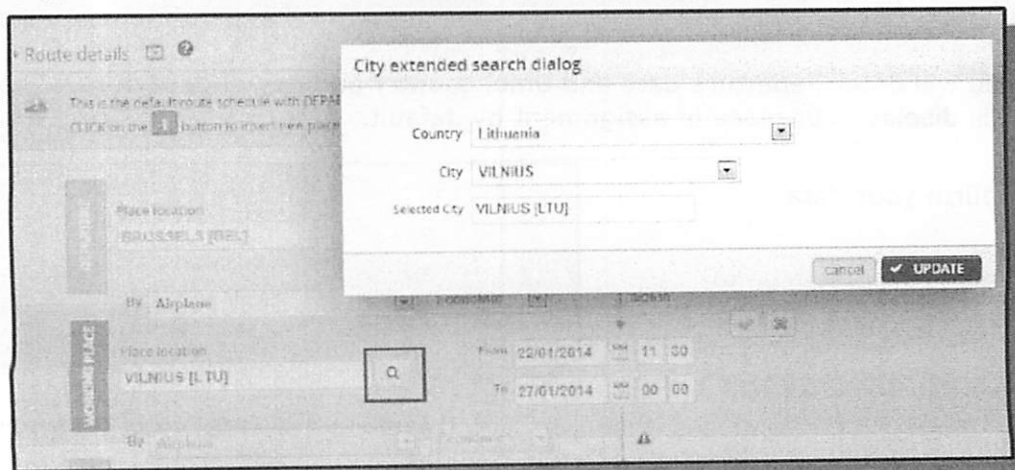
- Introduce the time (date) of arrival at the EVENT place. (MIPS displays time schedule already encoded).
- Introduce date and time of departure from the EVENT place -MIPS displays the schedule stages to check:



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

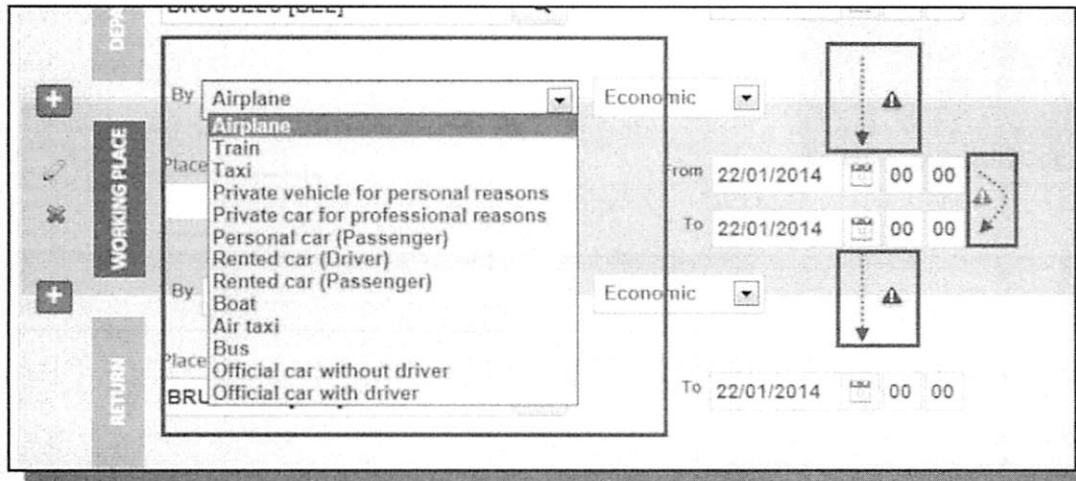


- Select the EVENT place (in this example WORKING PLACE) :
 - by typing the first 3 letters, a list will be displayed
 - by selecting the button, a dialog page will be opened



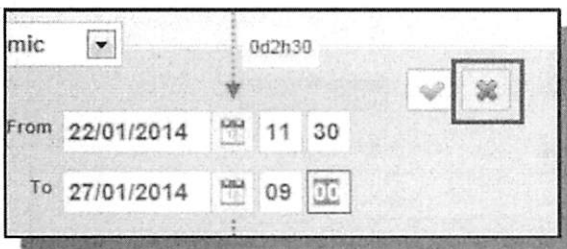
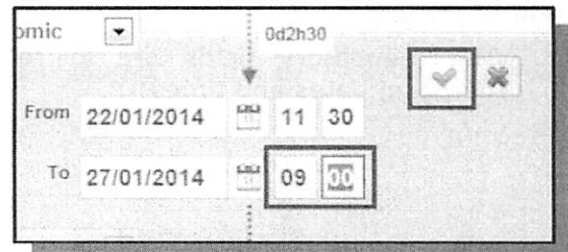
The 27 European countries appear at the beginning of the list, and then come the other countries. If a city is missing in the list, thank you to contact your local mission manager.

- Select your means of transport



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)

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
ACTIONS

▲
22/01/2014 11:30
27/01/2014 09:00
VILNIUS [LTU]

+ New Meeting

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 To

location

Meeting data

Purpose

From

To

Visit Information

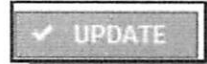
Meeting Location

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 -> 21/01/2014 18:00	xxxxxxx	

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.

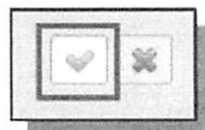
By **Airplane** Economic 0d2h30

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

- Select your means of transport



Confirm your data using the button.



2.8 INTRODUCE A LEAVE / NON WORKING WEEKEND

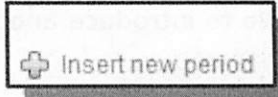
If you combine the mission with days of leave you will introduce the information concerning your holidays:

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.

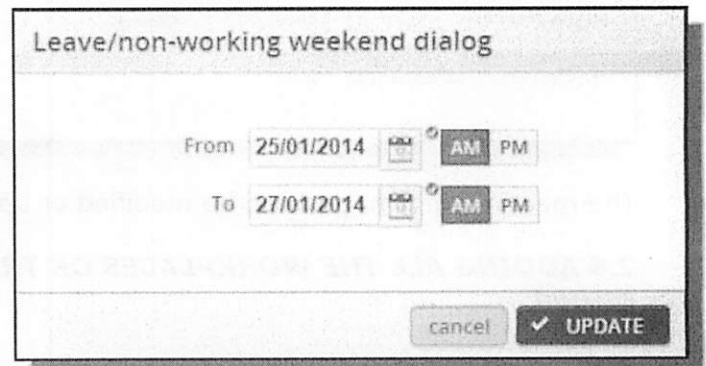
Insert the new period for Leave/non-working weekend using:



+ Insert new period

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*)



Leave/non-working weekend dialog

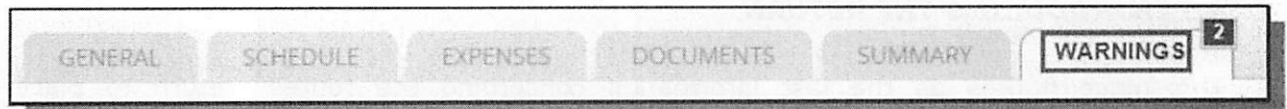
From 25/01/2014 AM PM

To 27/01/2014 AM PM

cancel UPDATE

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.



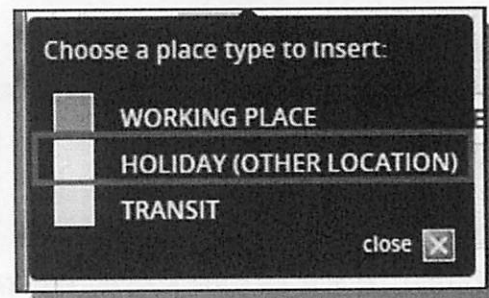
GENERAL SCHEDULE EXPENSES DOCUMENTS SUMMARY **WARNINGS** 2

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:




Choose a place type to insert:

WORKING PLACE

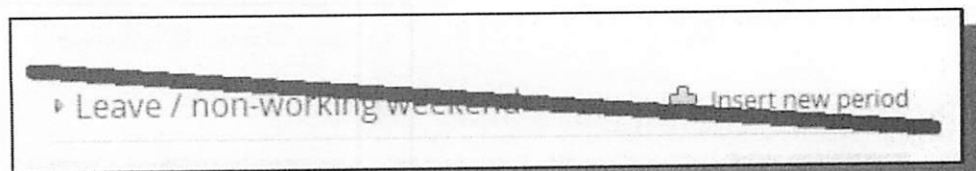
HOLIDAY (OTHER LOCATION)

TRANSIT

close X

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

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



Leave / non-working weekend + Insert new period

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

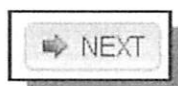
The actions available are displayed on the bottom, right side of the screen.

⚠️ 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.

Travel agency costs / others third party expenses		0.00 EUR
<input type="checkbox"/> Travel Agency Costs		0.00 EUR
Travel invoices forecast amount	<input type="text" value="0.00"/>	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 delivery	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
	GSM boarding pass	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Comments <input type="text"/>		

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 place		204.00 EUR
<input type="checkbox"/>	[0] - BEL - BRUSSELS - DEPARTURE - 22/01/2014 09:00	0.00 EUR
<input type="checkbox"/>	[1] - LTU - VILNIUS - WORKING PLACE - 22/01/2014 11:30 => 27/01/2014 09:00	204.00 EUR
<input type="checkbox"/>	[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 09:00		204.00 EUR
<input type="checkbox"/> Accommodations	<input type="button" value="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/Commissionner
- 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	
#	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	<input type="button" value="A"/> <input type="button" value="Q"/>

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:

Hotel name:

Chain:

Chain:

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_externe.swf? goto=sooite&ID_COMPANY_ID=5C372837417&ID_NUM_CONTRACT=132903&hote/OuVille=5309
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 1743400 E-mail: sales@crowneplaza.com booking code: Corporate ID: 033700736

3.3 ENCODING MISCELLANEOUS COSTS KNOWN IN ADVANCE

Expenses details

<input checked="" type="checkbox"/> Travel agency costs / others third party expenses	0.00 EUR
<input checked="" type="checkbox"/> Own expenses by mission place	601.83 EUR
<input checked="" type="checkbox"/> [0] - BEL - BRUSSELS - DEPARTURE - 22/01/2014 09:00	0.00 EUR
<input checked="" type="checkbox"/> Miscellaneous Costs <input type="button" value="Insert new miscellaneous cost for this place"/>	0.00 EUR
<input checked="" type="checkbox"/> [1] - LTU - VILNIUS - WORKING PLACE - 22/01/2014 11:30 => 27/01/2014 09:00	601.83 EUR
<input checked="" type="checkbox"/> Accommodations <input type="button" value="Insert new accommodation for this place"/>	390.99 EUR
<input checked="" type="checkbox"/> Miscellaneous Costs <input type="button" value="Insert new miscellaneous cost for this place"/>	0.00 EUR
increased amount on exchange rate	6.84 EUR
<input checked="" type="checkbox"/> Daily Allowances	204.00 EUR
Number of daily allowances: 5.50 x 60.00 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

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

> Departure/return place

Miscellaneous costs edition dialog

Type: **Airport parking** (dropdown menu open)

amount: 0.00 EUR

Comments: [text area]

cancel UPDATE

> Workplace

Miscellaneous costs edition dialog

Type: **25% hotel deduction** (dropdown menu open)

amount: [field]

Comments: [text area]

cancel UPDATE

total expenses: 601.83 EUR

Miscellaneous costs will then appear as shown hereunder:

Miscellaneous Costs 15.00 EUR

Insert new miscellaneous cost for this place

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	0	0.00 EUR
Breakfast provided	0 + 0 breakfast included	0.00 EUR
Leave	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

Sysper No.

(Sysper)

Per Id

NUP

Job Id

Show future job assignments

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? YES NO

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.

Advance requests

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

- ✚ 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

⚠ 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 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.

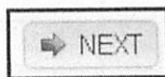
Commitment BGUE-B2014-26.012100.010211-C1-PMO - SI2.674128.1

MISSIONS PMO 2014

Allocation PMO.2

TO GO TO THE NEXT SCREEN:

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

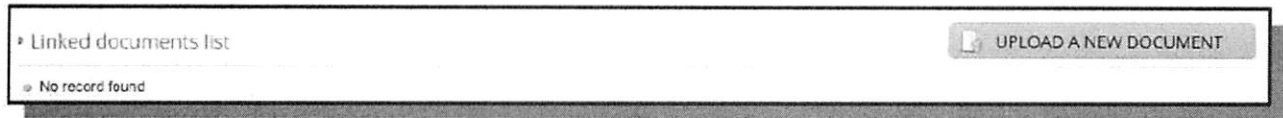


GENERAL SCHEDULE EXPENSES DOCUMENTS SUMMARY

4. DOCUMENTS

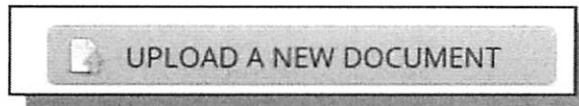
4.1 UPLOADING LINKED DOCUMENTS

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

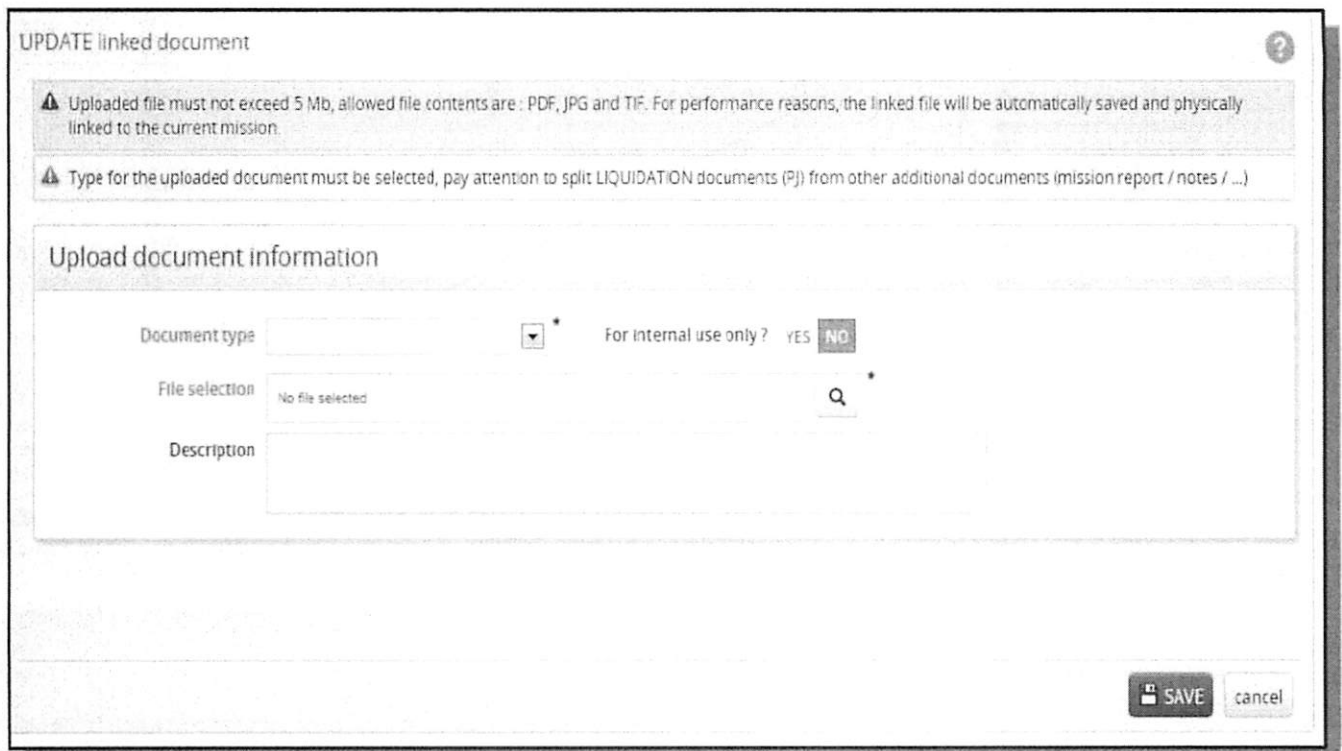


introducing the mission order, and when introducing the statement of expenses.

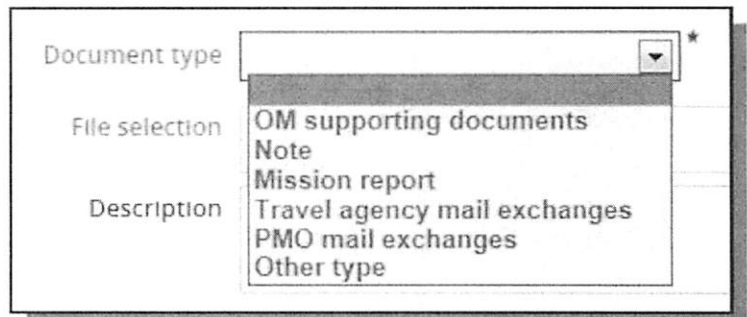
Select:



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



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



HOW TO INTRODUCE A MISSION ORDER

Upload document information

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

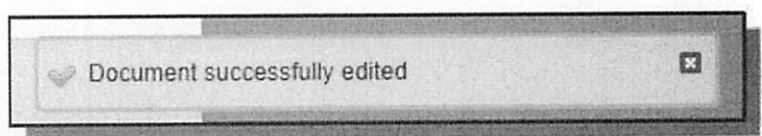
File selection: BPs.PDF

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 Name	Date	Format	Size
LISTE DES DELEGATIONS EEAS.xlsx	30/10/2013 08:49	Microsoft Excel W...	17 KB
LOGO PMO MIPS.doc	14/10/2013 14:52	Microsoft Word 9...	26 KB
Malta note.pdf	16/10/2013 14:20	Adobe Acrobat D...	1.045 KB
Menu déroulant délégation hôtel.doc	23/08/2013 11:11	Microsoft Word 9...	73 KB
MENUS DÉROULANTS FRANS DIVERS.doc	26/11/2013 09:24	Microsoft Word 9...	81 KB
MESSAGE ABAC ERROR.doc	15/01/2013 10:24	Microsoft Word 9...	24 KB
MIPS COMPLETE NOTIFICATIONS.doc	18/09/2013 11:59	Microsoft Word 9...	157 KB
MIPS NEWS template.doc	10/09/2013 14:17	Microsoft Word 9...	439 KB
MIPS NOTIFICATIONS.xls	18/09/2013 15:12	Microsoft Excel 97...	108 KB
mips_result.xls	21/11/2013 08:43	Microsoft Excel 97...	46 KB
Mission Bourlingster Annika.doc.pdf	12/12/2013 09:55	Adobe Acrobat D...	25 KB
MISSION COMBINED WITH A LEAVE PERL...	16/04/2013 13:45	Microsoft Word D...	428 KB
mission officers PMO2 29-07-2013.xls	23/10/2013 11:14	Microsoft Excel 97...	40 KB

MIPS confirms the document has been correctly uploaded



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

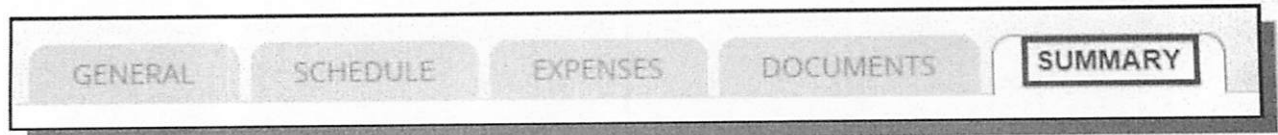
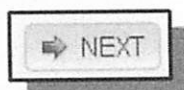
Linked documents list

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 :



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 MARKET.DDG1.B.4 will be charged on PMO.2.002

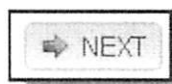
PREC Type: Normal

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]	Accomodation	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 style="border: 1px solid gray; padding: 5px;"> 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. </div> <div style="margin-top: 10px;"> Comments <input style="width: 100%;" type="text"/> </div> <div style="text-align: right; margin-top: 10px;"> <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:

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: 0.00 EUR *
 Transport price quoted by the travel agency: 0.00 EUR *
 Difference: 0.00 EUR *

COMBINED PERIODS

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

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

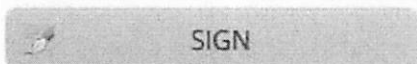
7. ACTIONS



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

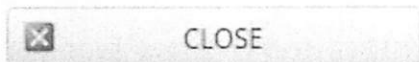
It is suggested to save your draft mission order regularly.

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.

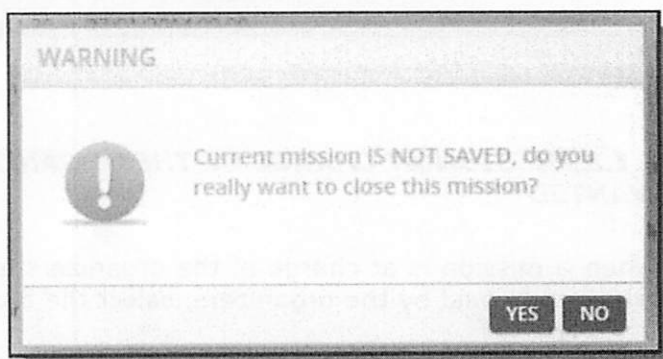
- in VISA SUMMARY if no justification, derogation and extra information to be acknowledged are introduced
- in WARNINGS if justification, derogation and extra information to be acknowledged are introduced



The mission will be closed.

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

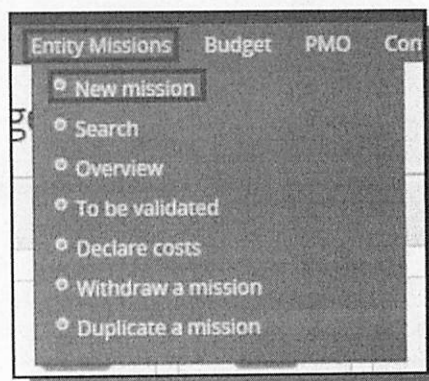
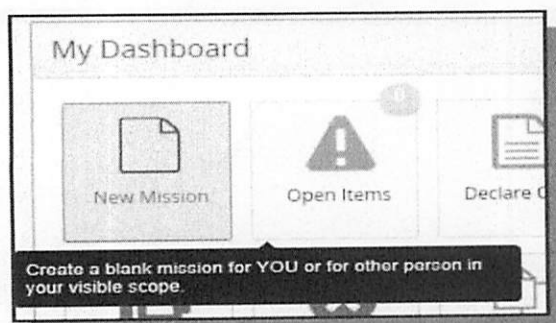
If the mission is closed without saving:



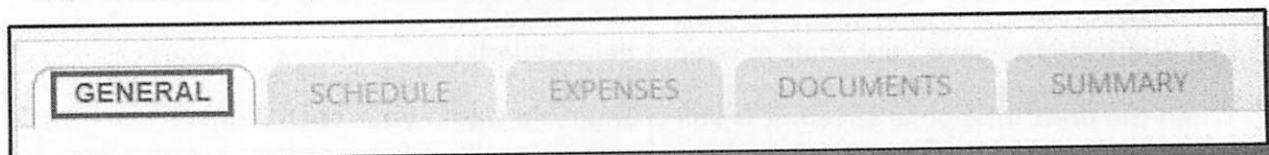
8. HOW TO INTRODUCE A MISSION ORDER FOR SOMEONE ELSE

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

Name

First name

Login

Also persons not assigned to a job

Show future job assignments

Sysper No. (Sysper)

Per id

NUP

Job id

Click on to launch or

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

Selected entity

Name

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
103699	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

entity: PMO.2.002 - COM

job id: [] - statutory link: [] - login: []

mission performer.europa.eu

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						
DATE	ACTIONS	ACTOR	DOC	STATUS	COMMENT	
23/01/14 10:31	Created	mission performer	OM	DRAFT		
<input type="checkbox"/> 23/01/14 16:17	Signed	mission performer	OM	SIGNED		
Non terminated visa chain workflow						
USER		ACTION				
mission performer		Signed				
authorising officer		Awaiting decision				