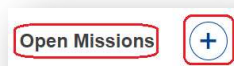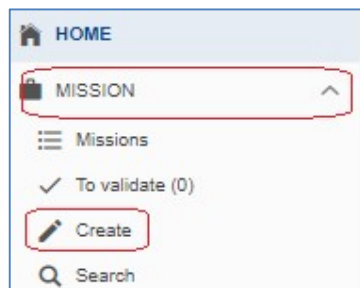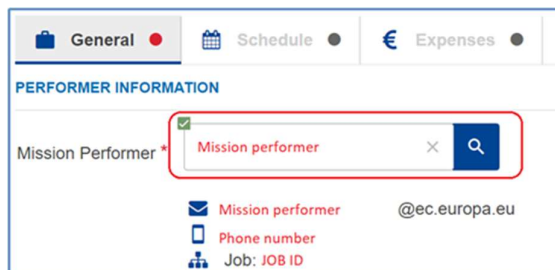European Commission | MIPS+

INTRODUCE A MISSION ORDER

To introduce a new mission, two possibilities: via the menu "MISSION" or via the button on the dashboard at the right side of the dashboard:
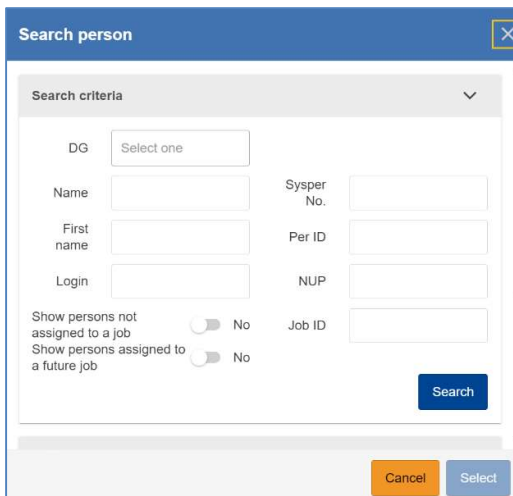

1. GENERAL

The mission order opens on the first tab "GENERAL":

To select another mission performer, click on and search for the mission performer entering one or several criteria *(only available for Local Mission Officer for the moment)*:

1.1 MISSION TYPE

Choose between "Mission" and "Authorised travel" according to the type of professional travel you will perform. In case of doubt, contact your local mission officer (LMO).

MiPS selects "Normal mission" by default, but it is also possible to select the types "Expenses covered by the organisers", "Team building/Training without costs", "Training" etc.

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

Warning: Any mission of more than 59 days encoded as a "normal mission" will be automatically changed in the "long-term mission" type by MiPS.

1.2 MISSION PURPOSE AND COMMENTS

Enter the general purpose of the mission, as well as the comments about the organisation of the mission if necessary.

* (= compulsory field)

 Save the data entered to go to the next step

2. SCHEDULE

2.1 ROUTE DETAILS

Departure place and **Return place** = place of assignment by default
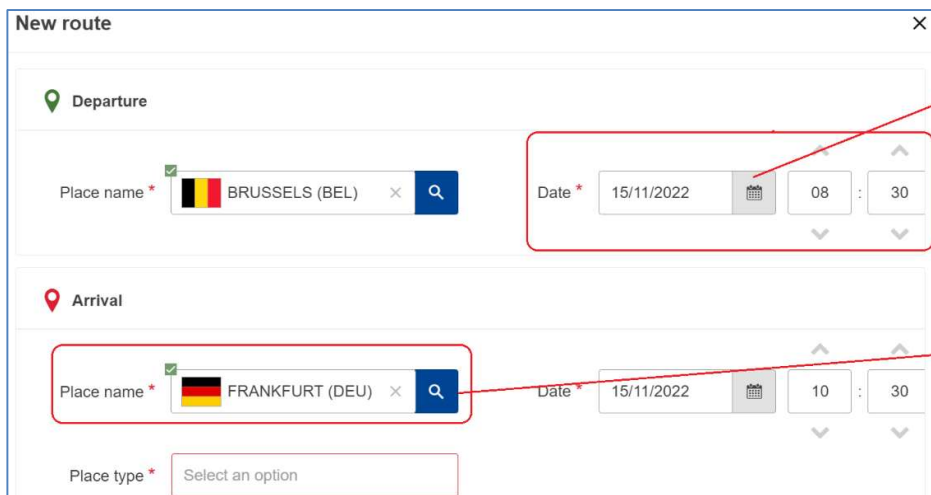
You can change it by clicking on

If departure and/or return take place from/to a place other than the place of assignment, a justification and a comparative for schedules/prices are necessary.

Click on to introduce the routes with the date and departure/arrival times of the main means of transport used (plane, train, car, etc.), to enter the place of arrival and the type of place as follows:
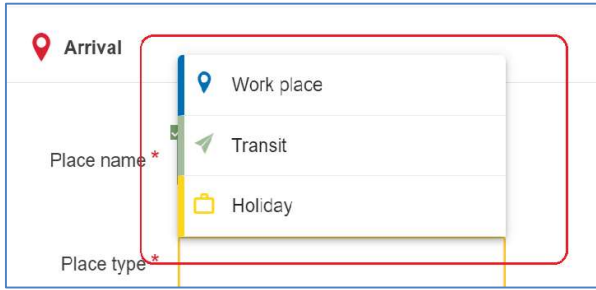

You can use the calendar icon

You can type the first 3 letters or use the magnifying glass icon (a dialogue box will open)

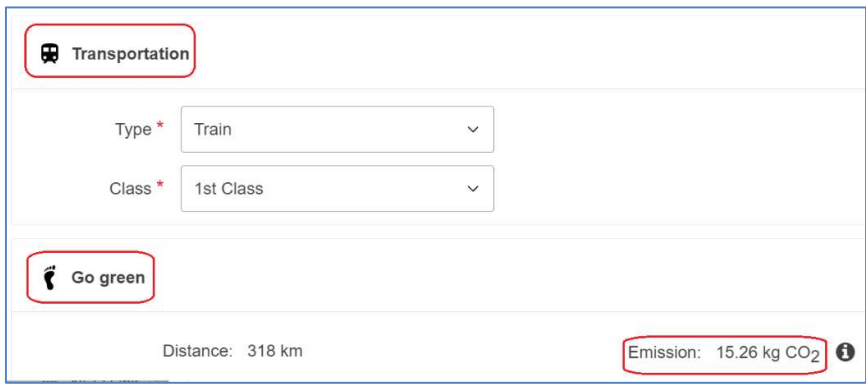Click on the tab "Select an option" type of place:

Place type * [Select an option] to choose the
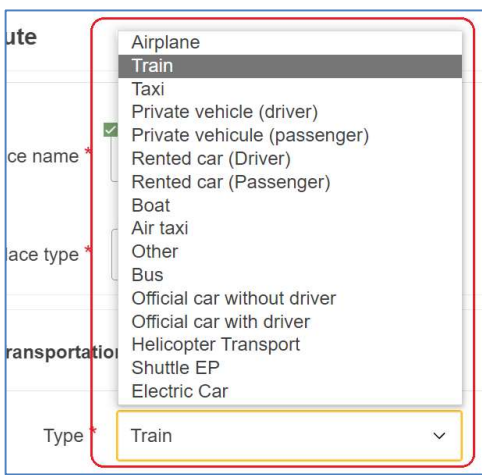
Workplace: place where the meeting takes place

Transit: stopover during the journey imposed by the flight ticket/train/…

Holiday: place of holiday if the mission is combined with a holiday in a place other than the place of mission (daily allowances will be deducted for the period on this place)
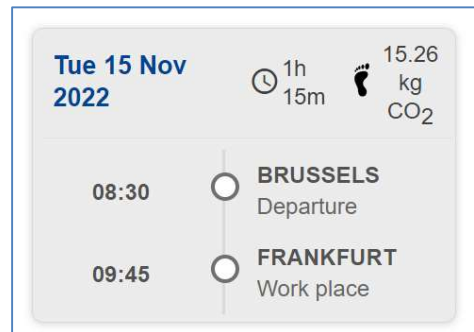
Scroll to edit the transportation data and choose the transportation mean for this route in the drop-down menu.

MiPS will automatically estimate the CO2 emission according to the journey introduced.

The overview shows the data introduced in the first journey.

Repeat the same steps for adding routes and/or working places/transits.

After the introduction of the outward journey, MiPS will automatically propose a return journey with the same route that you can edit by clicking on it.

Thu 17 Nov 2022 ⏱ 1h 🦶 15.26 kg CO_2

17:30	○	**FRANKFURT** Work place
18:30	○	**BRUSSELS** Return

Edit route ⊗

📍 **Departure**

Place name * 🇩🇪 FRANKFURT (DEU)   Date * 17/11/2022 📅   17 : 30

📍 **Arrival**

Place name * 🇧🇪 BRUSSELS (BEL) ✕ 🔍   Date * 17/11/2022 📅   18 : 30

Place type * 🏴 Return

Cancel   OK

2.2 MEETING LIST

For each working place, a meeting must be encoded.

🇩🇪 **FRANKFURT (DEU)**   242.50 €

👥 Meetings   ⌄   ➡   A dialogue box opens to introduce the information concerning the meeting.

FRANKFURT (DEU)   242.50 €

Meetings

test

Date: Nov 16, 2022
Time: 2:30 PM — 12:00 PM
Purpose: test

2.3 INTRODUCING A LEAVE PERIOD/A NON-WORKING WEEKEND/A TELEWORKING PERIOD

Introduce the chosen period by using the "Leave/Teleworking days" button.

Leave/Teleworking days   1

Mission only	Leave/Teleworking days 1	Mission combined with private arrangement	?

⚠️ 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.

Periods   Add   Remove all

⚠ Be careful to the leave days encoded, they must be between the date of departure and the date of return.

In order to compare the mission combined with a leave/non-working weekend/teleworking period to a normal mission, you will be requested to introduce the route/schedule for the mission only, as it would be, without combining the mission with a private arrangement, departing and arriving from your place of assignment, according to the most appropriate means of transport. The comparison will also be requested for mission with a departure and/or return outside the place of assignment for private reasons.

Teleworking is considered as private arrangement and must be introduced in the same manner as the leave or non-working weekend.

> **There is no link between the leave periods introduced in MIPS and the "timesheets" in SYSPER 2.0**

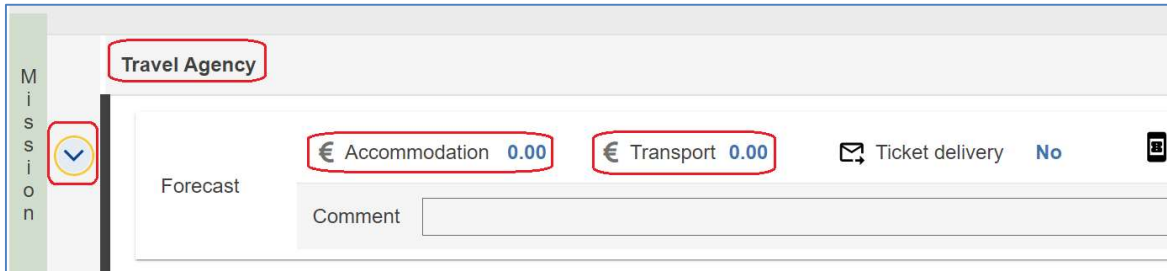When selecting "holiday" as type of place in the schedule, do not enter the same period in "Leaves".
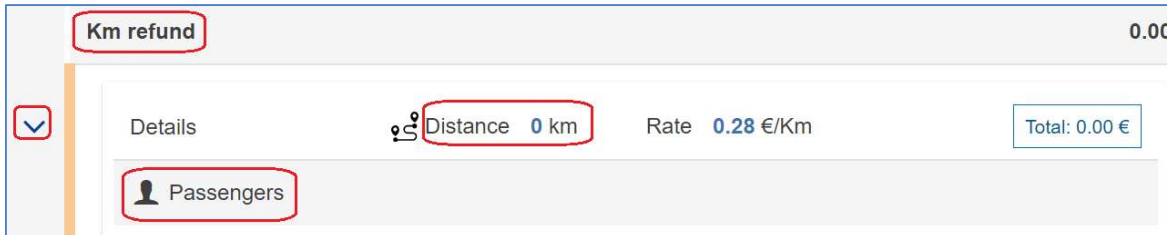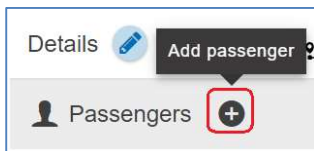
3. EXPENSES

3.1 TRAVEL AGENCY AND KM REFUND

- Travel Agency

Only transport tickets and hotels ordered through the agreed travel agency and directly paid by the Institution/service must be encoded in this section. As soon as the invoice is received, the estimated amount is adapted. The accommodation booked trough the travel agency must be introduced under the Accommodation dialog box, but the forecast of the cost will appear in this section.

- Km refund – reimbursement for the use of a personal car (inserted as mean of transport in the itinerary)

Insert the expected number of kilometres roundtrip and MiPS will automatically calculate the refund amount (0.28€/km).

The names of the passengers linked to the mission have to be introduced in the system.

3.2 EXPENSES INCURRED ON MISSION

Click on and to enter a cost linked to the place: departure, workplace, transit (as of a stay of 6 hours on this place) or return.

3.2.1. Accommodation

When clicking on , a dialogue box opens, allowing you to enter the required data (the mandatory fields are in red).

Create a new accommodation

hotel * [Type the name or click on the icon to select one] 🔍

location [   ] 100

☕ breakfast included   ◯ No

🌙   Nights * [0]   (limit: 3)

🏷️   Amount * [0]   EUR ∨   (limit: 148.00 €)

🗂   Paid by   ● Mission performer ◯ Travel agency

🛏️ double occupancy   ◯ No

Total   0 * 0.00 = 0.00 €

☐ Create another   **Save**   Cancel

Access to the list of hotels negotiated by the Commission:

hotel * [Type the name or click on the icon to select one] 🔍

The hotel ceiling for the country is always indicated: Amount * [0]   EUR ∨   (limit: 148.00 €)

If the hotel ceiling is exceeded, a justification must be introduced (using the drop-down menu). This information will be visible in the WARNINGS section before approval by the authorising officer.

🏷️   Amount * [190]   EUR ∨   (limit: 148.00 €)

🗂   Paid by   ● Mission performer ◯ Travel agency

🛏️ double occupancy   ◯ No

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

Justification [   ] ∨

If the breakfast is included in the price of the accommodation, the hotel ceiling is increased by 15% to cover the breakfast. At the same time, a deduction of 15% from the daily allowance will apply.

Only tick "Paid by travel agency" if the accommodation has been booked through the agreed travel agency and will not be charged to you.

The total cost of the accommodation will then appear under the travel agency section:

It will not be added to the total cost to be reimbursed to the mission performer.

The mission performer accompanied by a person not involved in the mission will have to declare the double occupancy of the room:

In this case, 25% of the daily allowance will be deducted automatically, except if the mission performer knows the price of a single room.
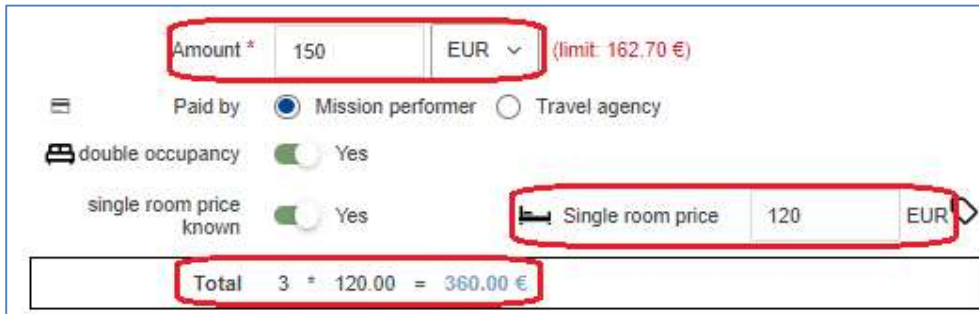
- If the single room is cheaper than the price encoded, MiPS will keep the price of the single room.
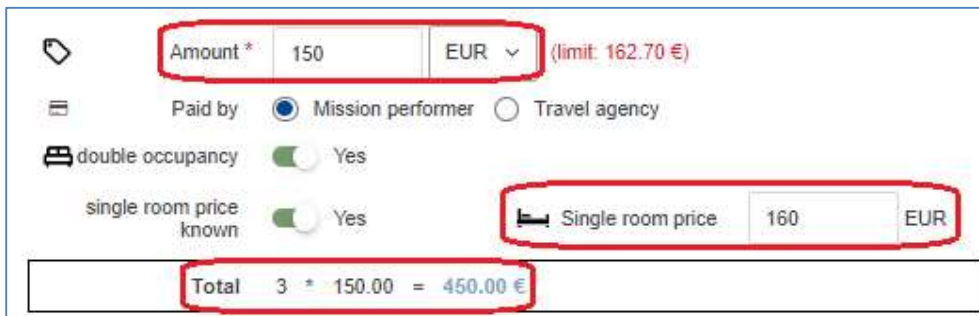
- If the single room is more expensive than the amount encoded, MiPS will keep the price as encoded:

The mission performer is required to provide proof of the amounts inserted into MiPS (single room price and actual price paid).
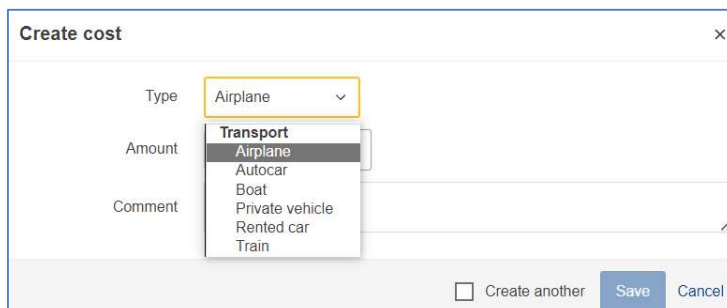
3.2.2. Travel

Select the type of expense from the drop-down menu and provide for a justification (if necessary):

All the costs encoded will be automatically added to the section Travel:

If you have several travel costs, just click on and the dialog box will remain opened.
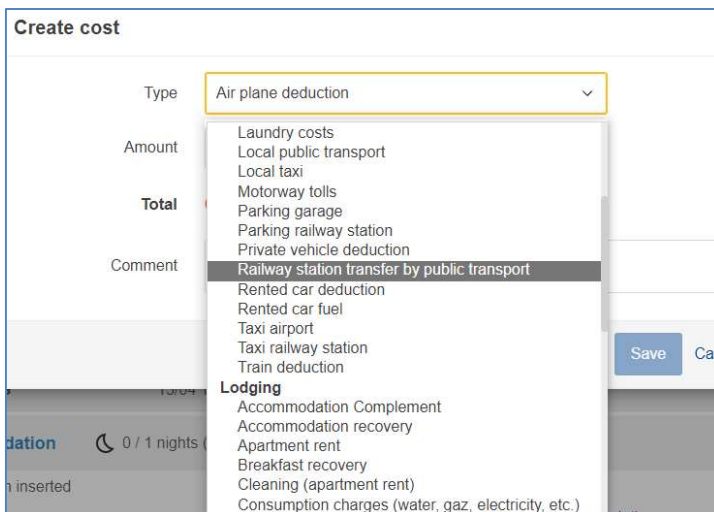
3.2.3. Miscellaneous

Select the type of expense from the drop-down menu and provide for a justification (if necessary):

3.2.4. Daily allowance
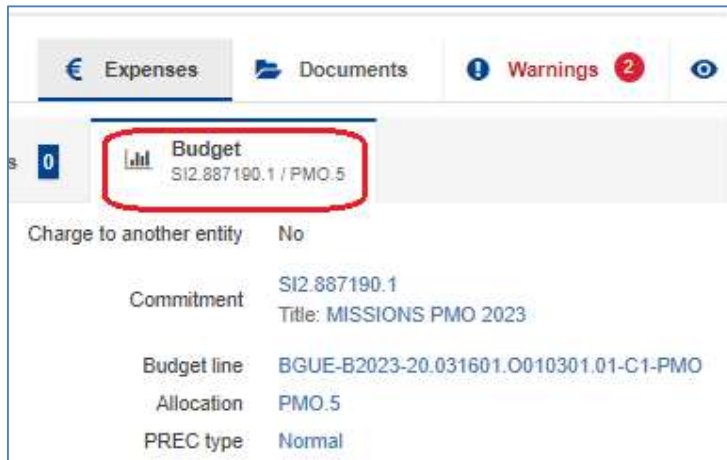
MiPS calculates the daily allowances based on the duration of the mission.

MiPS mentions the number of breakfasts included in the accommodation costs, previously entered in the "accommodation" window.

If you are aware that meals will be offered, you must edit and introduce them in the "Meal deduction" box.

3.3 BUDGETARY INFORMATION

The budget information is, by default, that of the mission performer's entity.
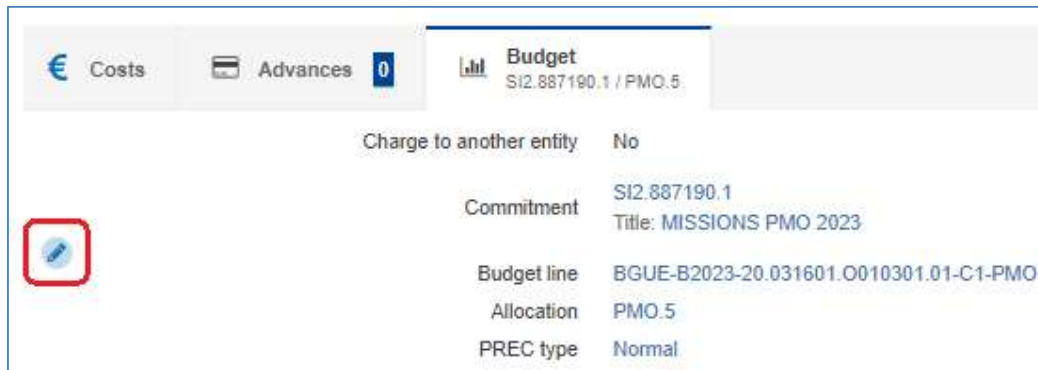
It can be modified either by the mission performer, by the person in charge of the budget, or by any other actor with the required delegation, if another commitment/budgetary line is available for this mission.

The costs can be charged to the budget of another entity (other service/DG or Institutions/agencies using MIPS):

In order to find the correct budget line, you need to encode the "contact person" of the "other entity" that will be following your file.

The contact person will appear under "Budget Information". The budget line will be selected according to the contact person inserted.

3.4. REQUEST FOR ADVANCE

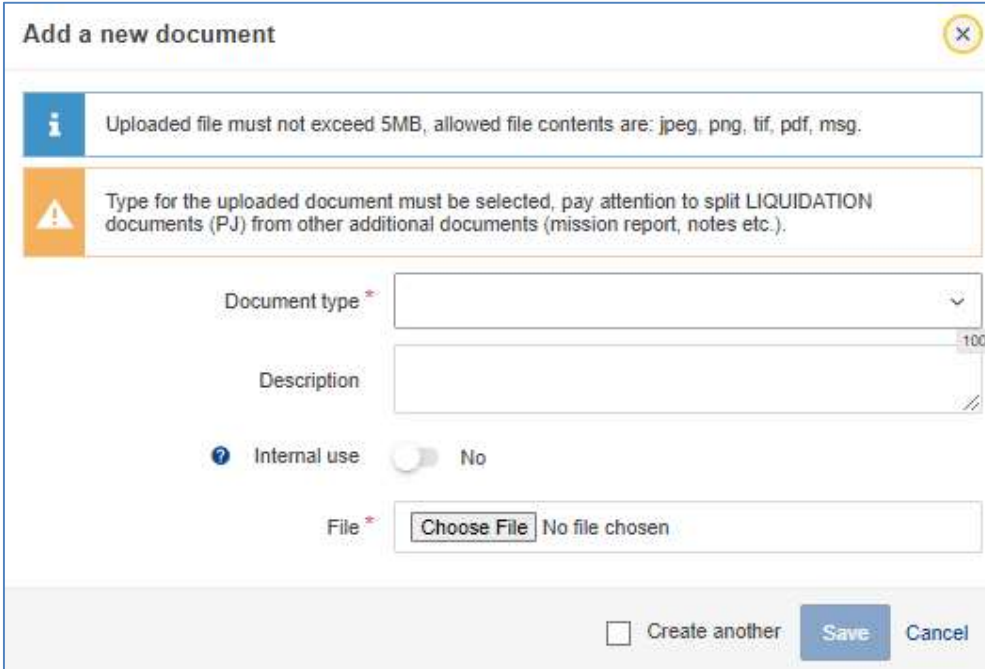Request an advance by clicking on "Request a new advance".

MiPS propose by default 65% of the expenses introduced as forecast but the amount can be adjusted up to 80% (limit) with justification.

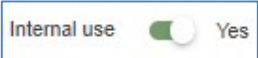The agreement for the submission of an advance will be left to the discretion of the authorising officer.

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

4. DOCUMENTS

Documents must be uploaded in the section 📁 Documents by clicking on ⊕
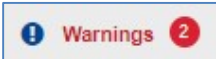
A search window opens allowing you to select a type of document.

The documents which are not necessary for the liquidation of the mission by the PMO (mission report for example) may be ticked as internal use: Internal use 🟢 Yes

Be careful not to include the mandatory supporting documents such as accommodation invoices or comparative schedule for mission with private arrangement.

5. WARNINGS

The derogations and the information to be acknowledged by the authorising officer in MiPS can be found under the "warnings" tab. ❶ Warnings ❷

6.1 LATE APPROVAL OF THE MISSION ORDER

6.2 MISSION COMBINED WITH A LEAVE/NON-WORKING WEEKEND/TELEWORKING

The fields below will be filled in by the mission performer when creating the mission order (MiPS takes into account the leave periods encoded before the start or after the end of the mission).
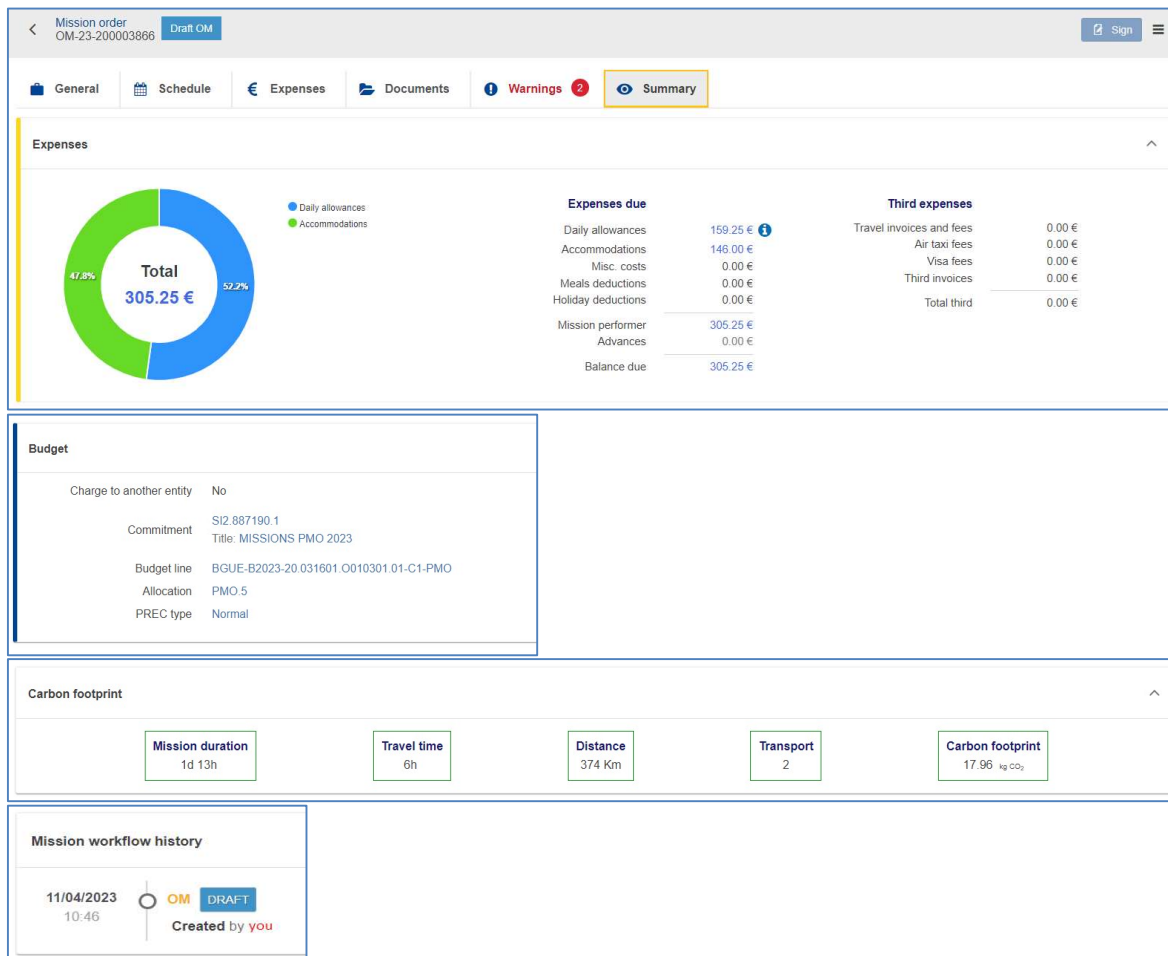

The price of transport tickets and schedules for a normal mission will have to be filled in (compulsory), a message warns the mission performer if (s)he did not introduce this data.

Once all the date introduced, don't forget to validate it : ✔

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6. SUMMARY

MIPS displays a complete summary of expenses, the budgetary information, the carbon footprint based on the mean of transport and the duration of the trip, and the mission order history workflow.

Once all the data are correctly introduced, you will be able to sign:

Other actions are also possible at this stage:

After the signature, no modification by the mission performer is possible and the mission order is under validation by the next actor in the visa chain.