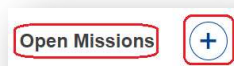
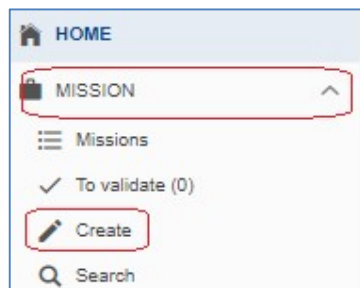


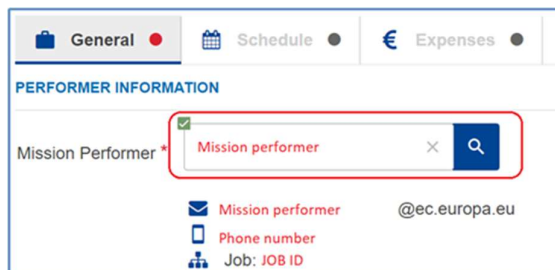
INTRODUCE A MISSION ORDER

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:

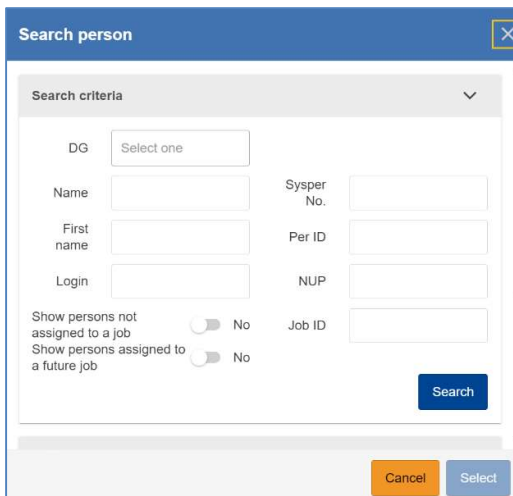


1. GENERAL

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

MISSION INFORMATION

Mission Type * Normal mission ▾

Purpose *
 Mission
 Expenses covered by organisers
 Framework programme
 HR B3 MS STUDY VISITS
 Long term mission
Normal mission
 Project
 Team building / Training without costs
 Training
 Authorised travel
 Back to school
 External event
 Fellowship
 Language course

Comments

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.

MISSION INFORMATION

Mission Type * Normal mission ▾

Purpose *

Comments

* (= compulsory field)



Save the data entered to go to the next step




2. SCHEDULE

2.1 ROUTE DETAILS

Route details





Departure place  and **Return place**  = place of assignment by default

You can change it by clicking on 

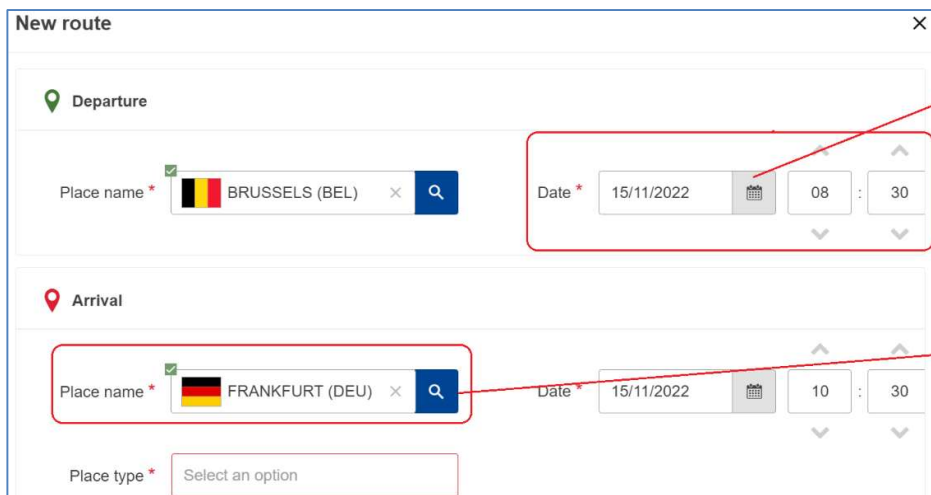
If departure and/or return take place from/to a place other than the place of assignment, a justification and a comparative for schedules/prices are necessary.

New route



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:

New route



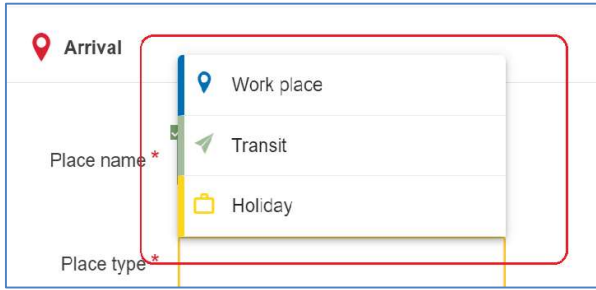
You can use the calendar icon

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:

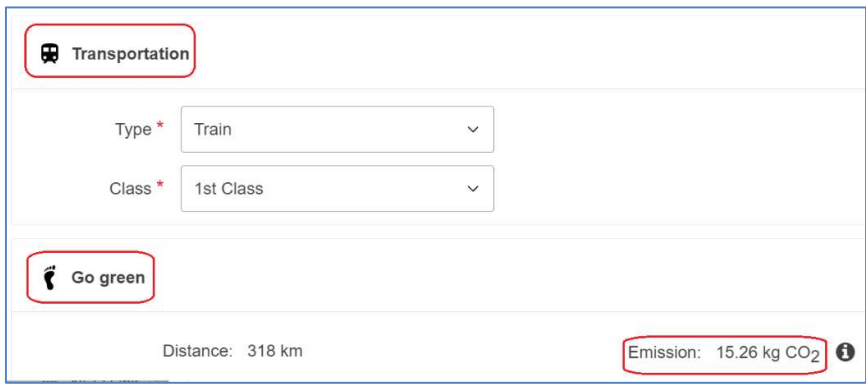
Place type *

to choose the

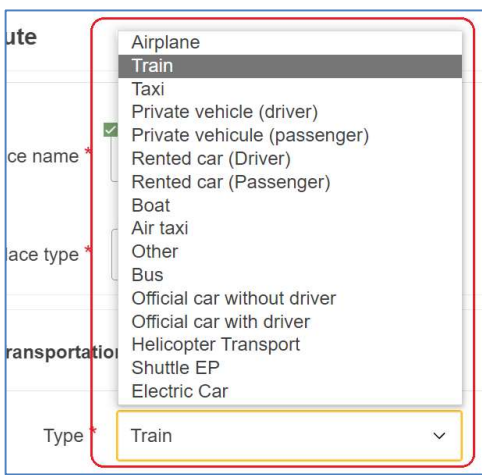


Workplace: place where the meeting takes place
Transit: stopover during the journey imposed by the flight ticket/train/...
Holiday: place of holiday if the mission is combined with a holiday in a place other than the place of mission (daily allowances will be deducted for the period on this place)

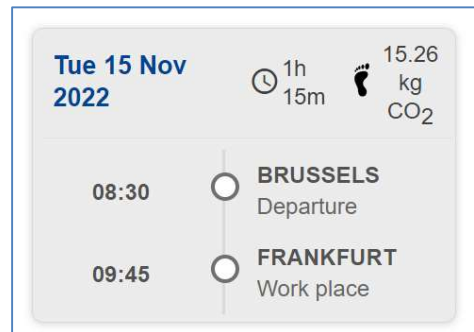
Scroll to edit the transportation data and choose the transportation mean for this route in the drop-down menu.



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 CO₂

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.

Meeting
✕

Purpose *

From *

^
^

:

v
v

To *

^
^

:

v
v

Location

Create another
Save
Cancel

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

Create period
✕

From - to PM 17/11/2022 - 17/11/2022 PM

Comment

Cancel
Save

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

From	To	Days	Type	Comment	Actions	
Thu 17/11/2022	PM	Thu 17/11/2022	PM	0.5	HOLIDAYS	✕ 📅

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.

Mission only

Leave/Teleworking days
1

Mission combined with private arrangement

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".

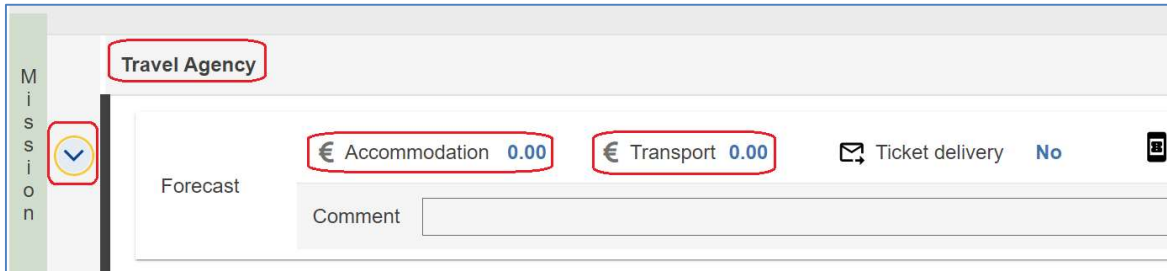
3. EXPENSES

<

€
Expenses
●
📄
Documents
●
!
Warnings
3
👁
Sumr
>

3.1 TRAVEL AGENCY AND KM REFUND

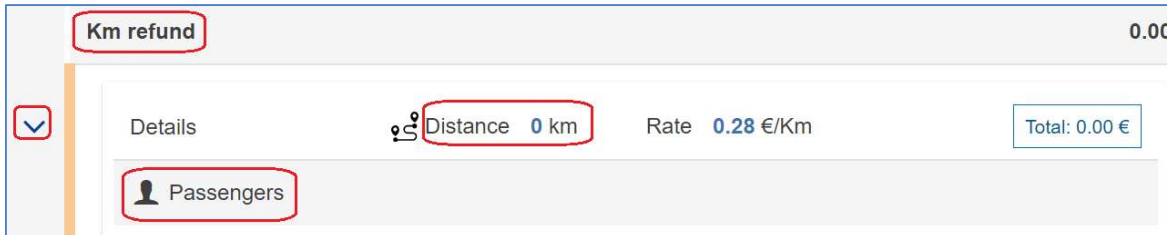
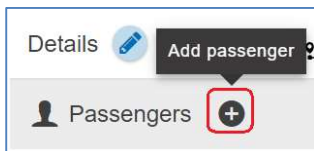
- Travel Agency



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 through 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


P l a c e	>	 BRUSSELS
	>	 LUXEMBOURG
	>	 BRUSSELS

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.

P l a c e	 BRUSSELS	15/11/2022 08:30	0.00
	 Miscellaneous	Total: 0.00 €	
	No miscellaneous costs inserted		
			

3.2.1. Accommodation

 LUXEMBOURG
 Accommodation  0 / 3 nights (0 provided)
No accommodation inserted


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 * 🔍

location

breakfast included No

Nights * (limit: 3)

Amount * 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 * 🔍

Amount * EUR (limit: 148.00 €)

The hotel ceiling for the country is always indicated:

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 * 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 ▼

breakfast included No

Nights * 3 (limit: 3)

Amount * 0 EUR (limit: 148.00 €)

breakfast included Yes

Nights * 3 (limit: 3)

Amount * 0 EUR (limit: 162.70 €)

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.

Nights * 3 (limit: 3)

Amount * 150 EUR (limit: 162.70 €)

Paid by Mission performer Travel agency

double occupancy No

Total 3 * 150.00 = 450.00 €

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

Travel Agency

Forecast

€ Accommodation 450.00 € Transport 0.00

Comment

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:

double occupancy Yes

In this case, 25% of the daily allowance will be deducted automatically, except if the mission performer knows the price of a single room.

double occupancy Yes

single room price known No

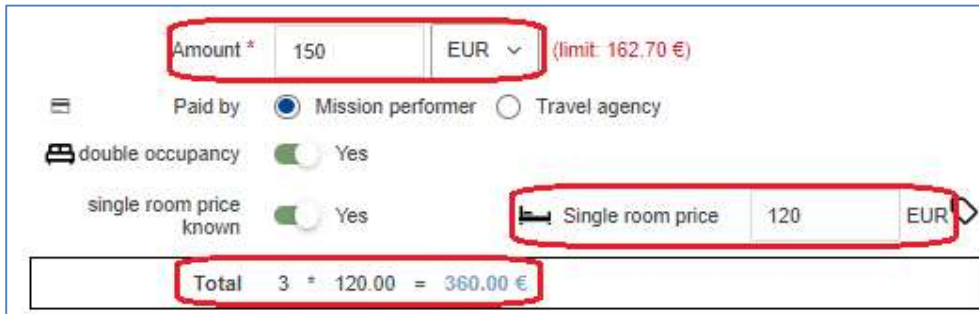
3 * 150.00 = 450.00 €

Total - 0.25 * 450.00 = - 112.50 € (double room deduction) ↓

= 337.50 €

Price per night 112.50 €

- If the single room is cheaper than the price encoded, MiPS will keep the price of the single room.



Amount * 150 EUR (limit: 162.70 €)

Paid by Mission performer Travel agency

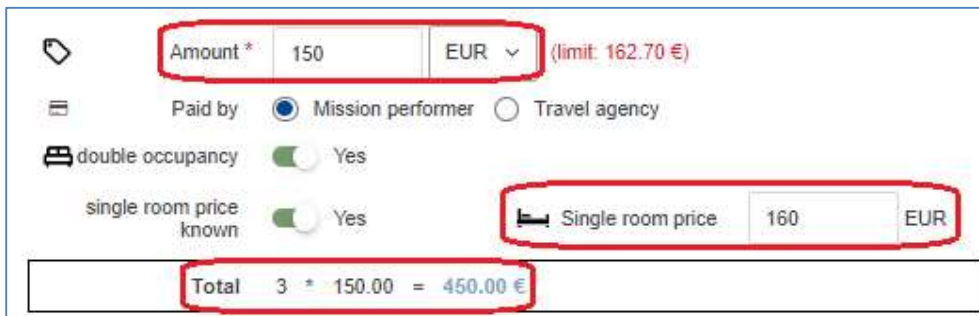
double occupancy Yes

single room price known Yes

Single room price 120 EUR

Total 3 * 120.00 = 360.00 €

- If the single room is more expensive than the amount encoded, MiPS will keep the price as encoded:



Amount * 150 EUR (limit: 162.70 €)

Paid by Mission performer Travel agency

double occupancy Yes

single room price known Yes

Single room price 160 EUR

Total 3 * 150.00 = 450.00 €

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

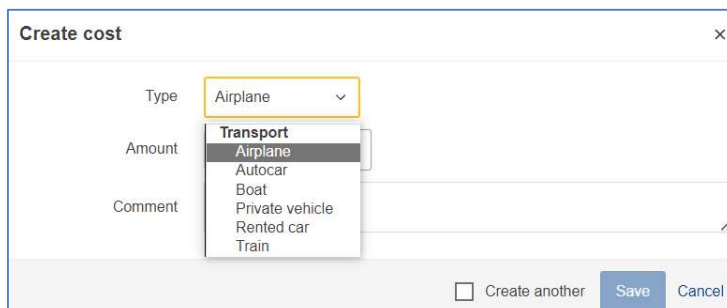


✈️ Travel

No travel costs inserted

[Add cost](#)

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



Create cost

Type

Amount

Comment

Create another

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



If you have several travel costs, just click on

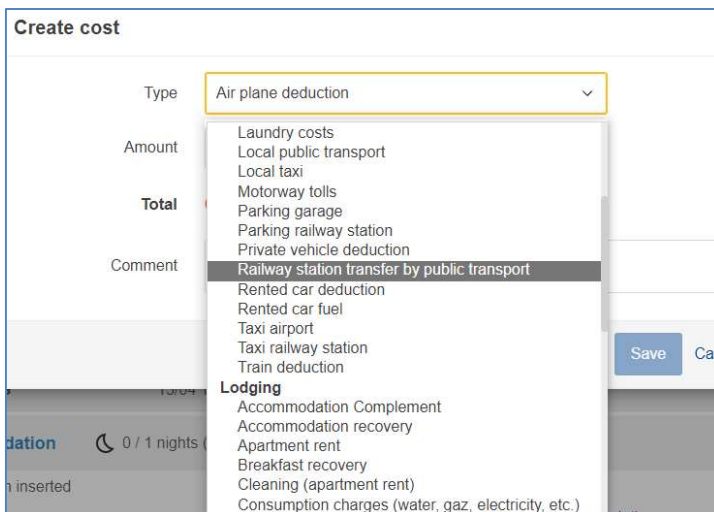


and the dialog box will remain opened.

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

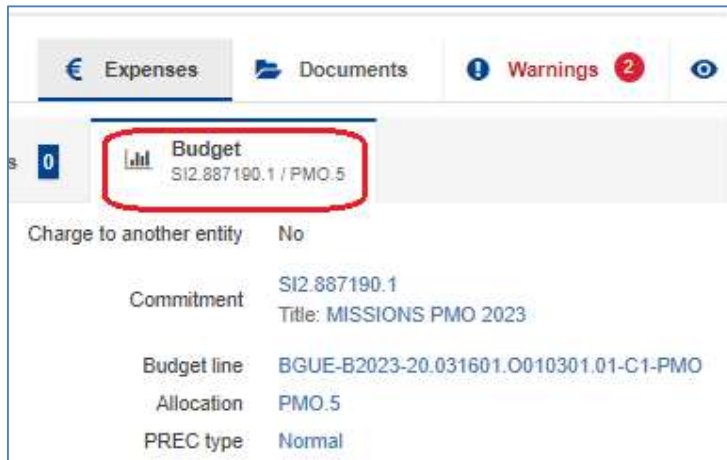
MiPS calculates the daily allowances based on the duration of the mission.

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.



€ Expenses Documents Warnings 2

0 Budget
SI2.887190.1 / PMO.5

Charge to another entity No

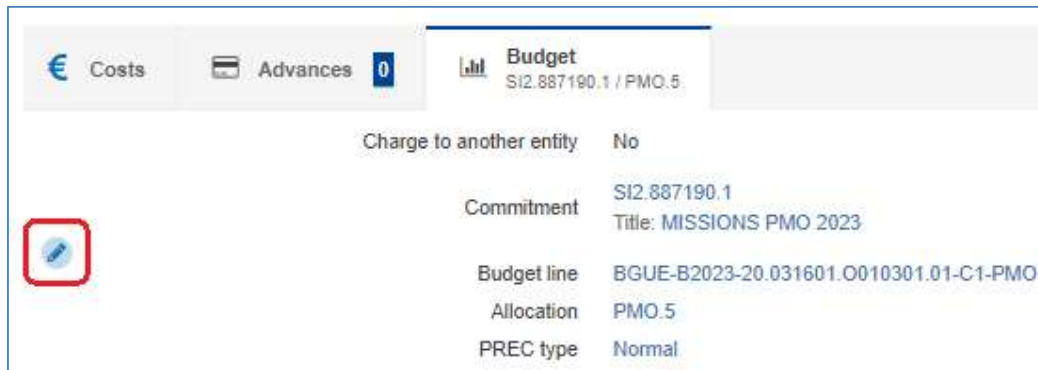
Commitment SI2.887190.1
Title: MISSIONS PMO 2023

Budget line BGUE-B2023-20.031601.0010301.01-C1-PMO

Allocation PMO.5

PREC type Normal

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.



€ Costs Advances 0 Budget
SI2.887190.1 / PMO.5

Charge to another entity No

Commitment SI2.887190.1
Title: MISSIONS PMO 2023

Budget line BGUE-B2023-20.031601.0010301.01-C1-PMO

Allocation PMO.5

PREC type Normal

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

Charge to another entity No Yes

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.

Charge to another entity

Contact person: * 

Commitment *

Allocation *

Budget line BGUE-B2023-20.031601.0010301.01-C1-PMO

PREC type Normal


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".

General Schedule Expenses

Costs Advances 0 Budget S12.887190.1

Reference	Status
 Request a new advance	

Add new advance 

Daily allowance 3.7

Accommodation amount 0.00 €

Requested amount * (limit: 276.00 €)

Justification

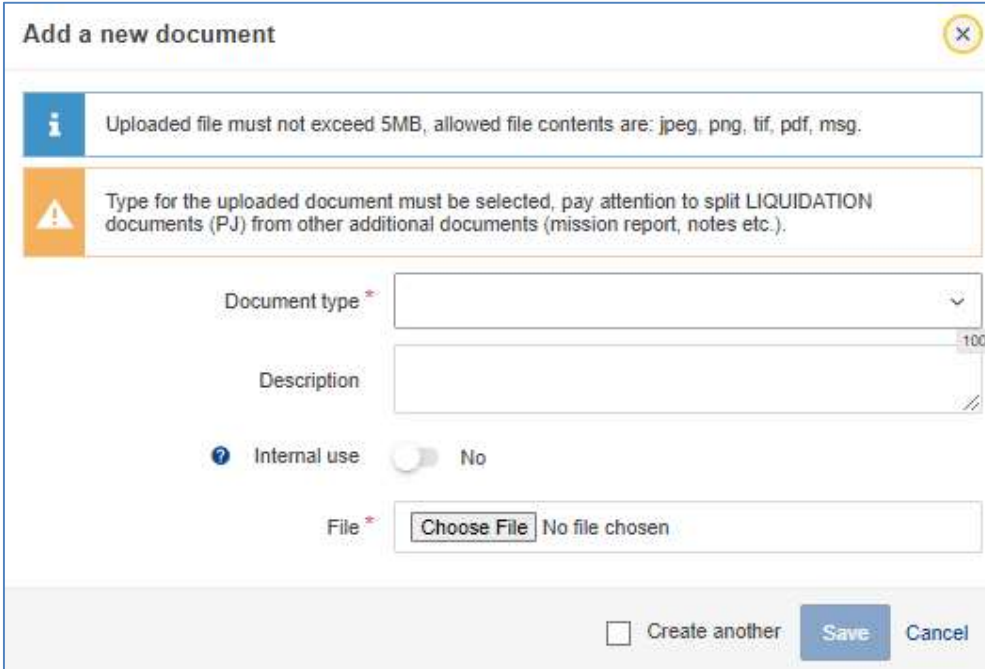
MiPS propose by default 65% of the expenses introduced as forecast but the amount can be adjusted up to 80% (limit) with justification.

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

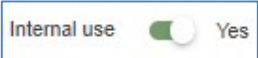
The request of advance will be treated by the PMO or the responsible authority after signature by the authorising officer.

4. DOCUMENTS

Documents must be uploaded in the section  by clicking on 



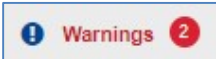
A search window opens allowing you to select a type of document.

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: 

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. 

6.1 LATE APPROVAL OF THE MISSION ORDER

Late approval ✓

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 sent to the PMO.2 Missions service.

NOTIFICATION FORM TO REPORT ON AN EXCEPTION

Official initiating the exception request: Unit:

PMO.5.002

Policy, procedure or process not complied with:

Signature of the Mission Order after the departure on mission

Exceptional circumstances which trigger an exception request: *
Prior non compliance event?

No

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).

Combined periods ✓

You combine your professional travel with a private arrangement.

To enable your Authorising Officer to compare your proposal of mission combined with private arrangement with the travel for the mission only, please introduce the transport cost of your mission only according to the most appropriate means of transport.

Business departure date *	13/04/2023	07:00	✓ ↻
Business return date *	14/04/2023	20:00	

i The overspent generated by the private arrangement must be paid to the agreed travel agency in case you choose this booking method. If it is not technically possible for you to pay for the private part of this trip, 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 balance of your mission costs.

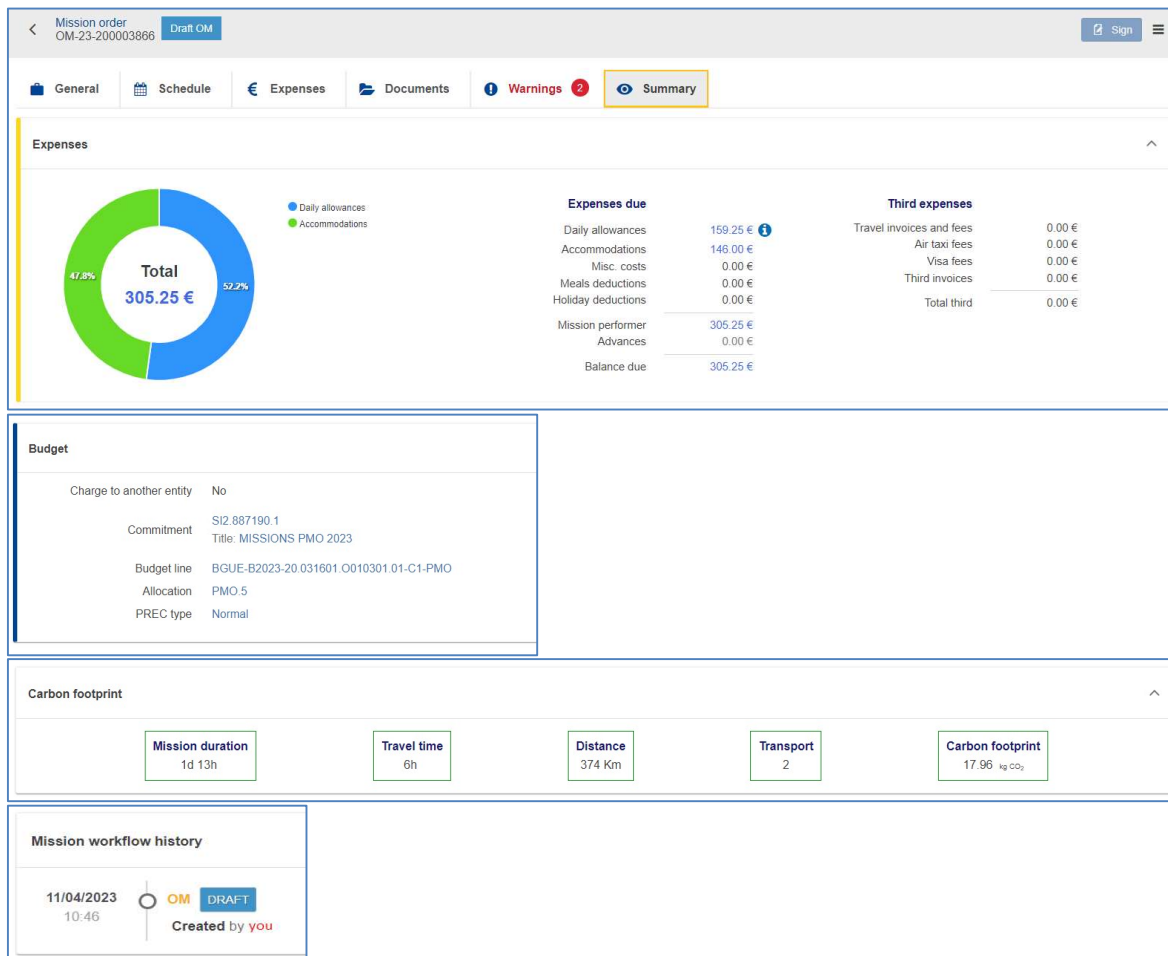
Justification *

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 : ✓

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.



The screenshot shows the 'Summary' tab of a mission order (OM-23-200003866) in a 'Draft' state. The main section is 'Expenses', which includes a donut chart showing the total expense of 305.25 €. The chart is divided into 'Daily allowances' (52.2%) and 'Accommodations' (47.8%). To the right of the chart are two tables: 'Expenses due' and 'Third expenses'.

Expenses due		Third expenses	
Daily allowances	159.25 €	Travel invoices and fees	0.00 €
Accommodations	146.00 €	Air taxi fees	0.00 €
Misc. costs	0.00 €	Visa fees	0.00 €
Meals deductions	0.00 €	Third invoices	0.00 €
Holiday deductions	0.00 €	Total third	0.00 €
Mission performer	305.25 €		
Advances	0.00 €		
Balance due	305.25 €		

Below the expenses section, there is a 'Budget' section with the following details:

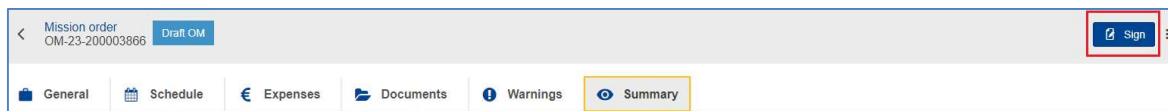
- Charge to another entity: No
- Commitment: S12.887190.1
Title: MISSIONS PMO 2023
- Budget line: BGUE-B2023-20.031601.0010301.01-C1-PMO
- Allocation: PMO.5
- PREC type: Normal

The 'Carbon footprint' section displays the following metrics:

- Mission duration: 1d 13h
- Travel time: 6h
- Distance: 374 Km
- Transport: 2
- Carbon footprint: 17.96 kg CO₂

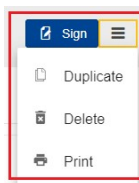
The 'Mission workflow history' section shows a single entry for 11/04/2023 at 10:46, with the status 'OM DRAFT' and 'Created by you'.

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



This screenshot is identical to the previous one, but the 'Sign' button in the top right corner is highlighted with a red box.

Other actions are also possible at this stage:



A dropdown menu is shown below the 'Sign' button, containing the following options:

- Duplicate
- Delete
- Print

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.