

INTRODUCE A STATEMENT OF EXPENSES

1. MAIN PRINCIPLES

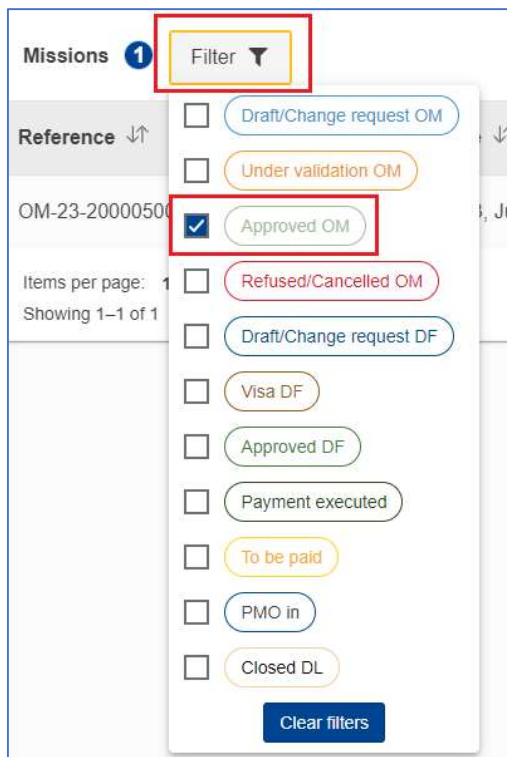
After the return of mission/authorised travel, as soon as he/she is in possession of all the supporting documents, the mission/authorised travel performer is required to submit the statement of expenses to the PMO within 3 months.

When the statement of expenses has been approved by the last actor in the visa chain, the file with all uploaded supporting documents in MiPS is sent automatically to PMO.

2. INTRODUCTION OF THE STATEMENT OF EXPENSES (DF)

- **BY THE MISSION PERFORMER *only for the moment***

Via the menu HOME or MISSIONS, you can use the filter option to select the Approved OM/DA and click on DECLARE COSTS at the right of the chosen mission to edit the DF.



Reference	Date	Status	Places	Purpose	Actions
OM-23-200005005	2023, Jun 6	Approved OM	LUXEMBOURG	bd	View

Actions

- [View](#)
- [€ Declare costs](#)
- [Duplicate](#)

2.1 EDIT THE STATEMENT OF EXPENSES

- In case there have been no changes compared to the data introduced in the mission order/authorised travel request and no mandatory supporting document to upload (MiPS displays the list of the vouchers to be provided):

General | Schedule | Expenses | **Documents** 1

document(s) found

Vouchers to be provided

-> Signature of the statement of expenses to the tab " Summary".

Mission order DF-23-200005005 [Sign](#)

General | Schedule | Expenses | Documents | Warnings | **Summary**

- In case the mission/authorised travel performer must modify the data in his statement of expenses:

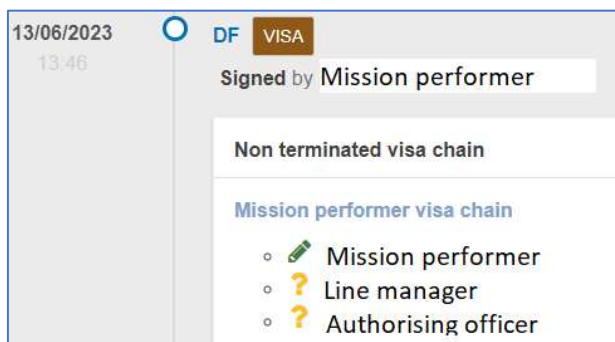
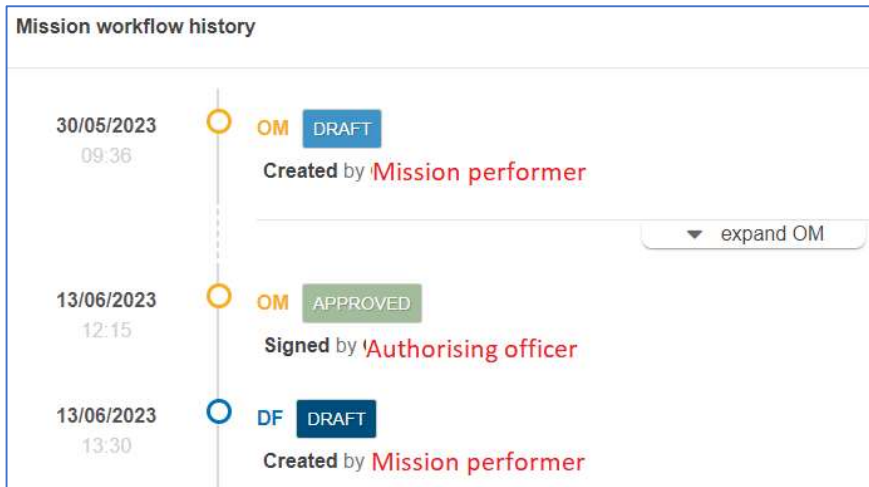
-> Update of all the data for each tab.

-> Signature of the statement of expenses to the tab " Summary".

In the "SUMMARY" section, MiPS displays the costs in the OM (estimation) compared to the ones claimed in the DF (current). The mission performer will receive the amount computed minus the eventual advance received: the balance due.


Expenses due	Current	Estimated (OM)
Daily allowances	175.59 €	175.59 €
Accommodations	0.00 €	0.00 €
Misc. costs	0.00 €	0.00 €
Meals deductions	0.00 €	0.00 €
Holiday deductions	0.00 €	0.00 €
Mission performer	175.59 €	175.59 €
Advances	0.00 €	0.00 €
Balance due	175.59 €	175.59 €

Once signed (DF VISA), the statement of expenses follows the workflow of the visa chain for validation by the authorising officer or the appropriated validator.



The mission performer must sign his statement of expenses personally. No delegation is accepted.

2.2 MODIFY THE STATEMENT OF EXPENSES BEFORE APPROVAL

- In status "draft", the DF can be modified by clicking on 

Once signed by the mission/authorised travel performer, the DF is "under validation" by the next actors in the visa chain. The DF may be refused for modification by the next actor in the visa chain and back in draft status for edition mode by the mission performer.

Once approved by the authorising officer, the DF cannot be modified anymore. Should you want to change something, contact PMO via Staff Contact on MyIntracomm or MiPS.



If the schedule has changed so that there are no more times in common between the initial schedule and the real schedule (for instance, the mission/authorised travel request started 3 days after the end of what on the OM/AD), 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/authorised travel request and make a new mission order/travel request with the correct schedule, supply a validation for late approval from the authorising officer with all information regarding this situation.

3. STATEMENT OF EXPENSES APPROVED BY THE AUTHORISING OFFICER

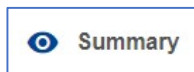
Once approved by the authorising officer, an automatic notification will be sent to the mission/authorised travel performer and MiPS automatically send the uploaded file to PMO for treatment.

4. SETTLEMENT OF MISSION/AUTHORISED TRAVEL EXPENSES BY PMO (DL)

After sending the DF electronically to the mission service, the settlement of expenses will be prepared (DL) by PMO.

If documents essential to the calculation of the mission/authorised travel are missing (hotel bills, taxi tickets, invitations, programmes, etc.), a notification will be sent by MiPS to the mission/authorised travel performer's e-mail box and the file will be put on hold (status LIQ OUT in MiPS) until the requested information is received by PMO.

The workflow of the mission/authorised travel can be followed in the Summary of the DL.



Once the mission/authorised travel is paid on the bank account, MiPS will send an automatic notification to the mission/authorised travel performer.

5. INTRODUCE A COMPLEMENT (additional settlement)

If the mission/authorised travel performer needs to add some expenses not introduced nor validated by the authorising officer in his statement of expenses, he can request for a "complement" to the statement of expenses, once the DL is paid (status PAID).

The mission/authorised travel performer contacts the Mission officer at PMO by email (name on the workflow of MIPS) or via Staff Contact and PMO will open the complement in which the missing expenses and the supporting documents will be introduced. This complement will follow the same visa chain as the DF for validation.