U-web missioni: USER GUIDE

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1. Mission Request

The one who is about to go on a mission is required to access the University portal before leaving to enter the mission details, so that it can be previously authorized by the responsible in charge.

Once the applicant comes back from the mission, she/he is required to update the mission form with the details of the expenses incurred during the trip. The administrative office will check the expenses and proceed with the reimbursement.

1.1 Entering Mission Request

Before leaving, the applicant is required to access the dedicated section in the University portal, to fill in the form relating to the mission request.

After authentication, the applicant must select the 'New Request' function at the top left to insert a new Mission Request, as shown in figure 1.

Figure 1

Once you have entered a new request, the system will present a form to be completed with the destination of the mission, as shown in figure 2.

Figure 2

It is required to fill the information that follows:

Place of mission (mandatory): It is the place where the mission will take place. In case the mission includes more than one destination you can add a second (or more) destination by clicking "+ADD".

To indicate the place, just enter the name, or part of it, and the system will list the values in the table according to the string entered, as shown in the example:

If the system shows more than one option, the applicant must select one of them.

From (mandatory): it indicates the presumed date and time of start of the mission, which must be inserted in the format: dd/mm/yyyy and hh:mi. If the start time of the mission is not certain, you can leave the value proposed by the system 00:00. The exact start time of the mission can be updated when the mission is over.

To (mandatory): it indicates the presumed end date and time of the mission, which must be in the format: dd/mm/yyyy and hh:mi. If the end time of the mission is not certain, you can leave the value proposed by the system 23:59. The exact time of the end of the mission can be updated when the mission is over.

Suspension (Optional): the system will present the flag to be valorized only from the second destination onwards. The flag should be activated when the applicant, within the mission, makes a

break of some days for personal purposes, and therefore, these days should not be considered part of the mission.

Once you have entered the required data, proceed clicking OK.

The system will lead you to the "Mission" section, as shown in figure 3.

MISSION SECTION

In this section, the system will show the Destination according to what you selected in the previous stage.

If you need to enter other destinations, you will have to click 'Add'. In this case, the system will re-present the panel shown in figure 2, so that you can select a second destination.

The same procedure shall be followed for all destinations included in the mission. The list of all entered destinations will be shown in the destination section, as shown in Figure 4.

Destination

Location	Start date and time	End date and time	Suspension		
Hanoi, Vietnam	04/06/2019 00:00	07/06/2019 23:59	No	✏	🗑
Hong Kong, Hong Kong	08/06/2019 00:00	09/06/2019 23:59	No	✏	🗑

Figure 4

If you need to edit a destination you have already entered, select "Edit" ✏, which will appear in the Destination form for any update.

If you wish to delete a destination in click "Delete" 🗑, which will allow you to delete the line.

Once you have selected all the destinations, the other fields in the Mission section must be highlighted:

Qualification (Mandatory): It is pre-filled by the system with the active qualification (active report) in the University at the date you opened the mission. If the subject has more than one active role with the University at the same time, one of the proposed roles must be selected by opening the dropdown menu.

Departure Location (Optional): It is the place from which the mission starts. To indicate the place, you directly enter the name, or part of it, and the system will list the options in the table according to the string entered. The system will pre-fill the field with the municipality corresponding to the applicant's place of work, which can be modified by the applicant.

Type of request (Mandatory): The system proposes the types of authorization requests configured according to the University regulations. The detail of this table depends on the complexity of the University Regulation. Depending on the type selected, the following fields to be enhanced may change. For example, if you select a typology that indicates that the mission is on research funds, the system will also present the fields Project Manager, Project Manager and Work Unit to be enhanced. Depending on the type selected, the system will identify the different types of managers to be involved in the process.

Responsible (Mandatory): will be presented only in case of missions that will be charged to a grant.. It is the PI in charge of the grant where the mission will be charged to.

Project (Optional): will be presented only if the requested type selected is related to in case of missions that will be charged to a grant. The system shows in the drop-down list only the active projects of the selected manager, for which the applicant is included among the human resources associated with the project itself.

Work Unit: The field will be presented as mandatory, only if the selected project has associated Work Units. The Work Unit represents an additional detail (Workpackage) related to the selected grant.

Structure concerned (Mandatory): This field contains the area/structure to which the applicant belongs. If unique, it will be enhanced by the system.

Paying structure (Mandatory): Indicates the structure on which the cost of the mission will be borne (Mathematics/Neuroscience/Physics area, Administration, ILAS, etc). If only one unit applies, it will be enhanced by the system. The logic for the enhancement of this field varies depending on the type of request selected.

Regulation (Mandatory): it is the rules that you wish-to apply to the mission. If the University has only one valid regulation, the field will be pre-filled by the system.

Reason (Mandatory): Free description, indicating the reason for which the mission will be carried out.

Notes (Optional): field in which you can-indicate further details about the mission.

Refund Mode (Mandatory): Indicates the type of reimbursement of expenses that you wish to be applied. There are two options: 'List of Expenses incurred (analytic)', or 'Fixed allowance and travel expenses only' (flat rate). The system takes precedence over the first option, but it can be modified by the applicant.

Mission without expenses (Optional): Tick this box if there will be no expenses covered by the traveller or by SISSA. If this flag is activated, it will not be possible to value the section relating to Expenses to estimate, and in the section relating to extraordinary means, it will be possible to indicate only the usual use of the own car only for insurance purposes.

After entering the data, you can proceed to the next section.

You will enter the section "Extraordinary means of transport", only if you have to request the use of one or more extraordinary means of transport during the mission.

SPECIAL VEHICLES SECTION

Entering the section "Special vehicles", the system will show what follows in figure 5.

Figure 5

To enter an extraordinary vehicle, select 'Add'.

Selecting the 'Add' button, the system will open the form shown in figure 6. A description of each field follows right after.

VEHICLES OF TRANSPORT   ✕

vehicles of transport * ❓

[⌄]

Reason for the use * ❓

[⌄]

Expected cost *

[   ]

Notes

[   ]

0/400

Authorization notes

[   ]

0/400

Details of regulation

Daily limit

[   ]

Expenses payable in advance

[   ]

OK   UNDO

Vehicles of transport (mandatory): Type of vehicle. The system proposes the list of exceptional means of transport defined in the University's regulation. The claimant must select one of the proposed ones. Depending on the vehicle selected, there may be different subsequent fields for which the enhancement is required.

Reason for the use (mandatory): Indicates the reason why the extraordinary means of transport will be used.

Distance Estimation (Mandatory): This field will only be presented if you have selected 'Own car' as your vehicle. It refers to the distance from the place of departure to the place of mission.

License plate (Mandatory): Car plate number This field will only be presented if you have selected 'Own car' as your vehicle. The plate of the own vehicle to be used in the mission shall be indicated.

Car owner (Mandatory): This field will only be presented if you have selected 'Own car' as your vehicle. The name of the owner of the vehicle to be used in the mission must be indicated.

Own car information (Optional): This field will only be presented if you have selected 'Own car' as your vehicle. In this field, the following additional information relating to the vehicle must be indicated: Vehicle make, Model, Type of power supply and engine capacity.

Estimated Cost (Mandatory): The field will be enhanced by the system if it has been selected as its own vehicle'; in other cases, it must be enhanced by the claimant. This field will not be present if you have selected the 'University Car' or 'Own Car' means if you have activated the 'Mission without expenses' flag in the 'Mission' section.

Notes (Optional): field in which to indicate further details, which refer to the use of the extraordinary vehicle.

To confirm select the 'OK' button. The system returns to the request entry form and in the extraordinary vehicles panel, the list of vehicles inserted will be shown, as shown in figure 7.

Figure 7

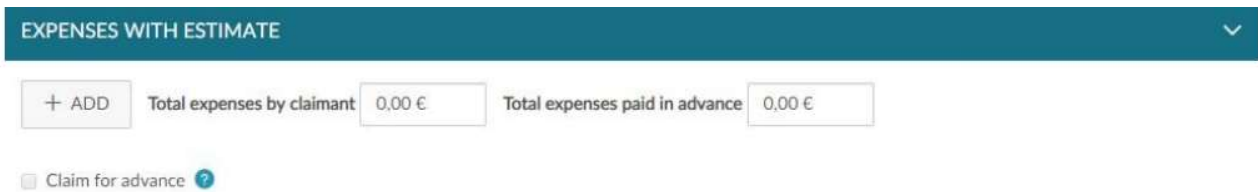To enter additional means of transport, select 'Add'.

If you wish to view a vehicle that has already been inserted, you must select the Modify button , which will appear in the form of extraordinary vehicles.

If you need to modify a vehicle already inserted, you must select the Modify button , which will show in the form of extraordinary vehicles to insert the necessary changes.

If you wish to delete a vehicle that has already been inserted, you must select the Delete button , which will allow you to delete the line.
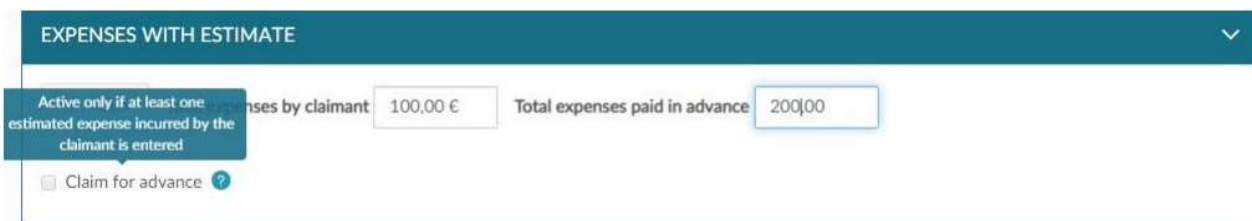
EXPENSES WITH ESTIMATE SECTION

Entering the section "Expenses with estimate", the system will present the mask shown in figure 8

If you do not want to enter the details of the expenses, you can enter the estimated cost of the expenses that will be paid in advance by the applicant and/or the estimated cost of any expenses prepaid by the University in the fields 'Total expenses applicant' and 'Total expenses prepaid', as shown in Figure 9. In this case, however, it is not possible to request the advanced payment, because it is calculated according to the detail of the expenses at the claimant's charge.

If you wish to enter the details of the expenses at your charge, you will have to 'Add'.

By clicking 'Add', the system will open the form shown in figure 10, the fields of which are detailed below.

Figure 10

Type (Mandatory): You must indicate the type of expense you must enter, you can type directly the code of the expense type, otherwise you can open the dropdown to make the selection.

Currency (Mandatory): The system proposes the Euro currency, which can be modified by the applicant.

Amount (Mandatory): It's the presumed amount of the expense in foreign currency.

Euro (Mandatory): It is the amount of the expense in euro. It is valued by the system on the basis of the amount in the currency indicated and the relative exchange ratio. The amount to be refunded will be calculated according to the exchange rate of the day when the mission starts.

Supported by (Mandatory): Allowed values: CLAIMANT – UNIVERSITY PREPAID. The system pre-fills the field with CLAIMANT.

However, if the expense has not been incurred by the applicant, but has been prepaid directly by the University, you must change the value to UNIVERSITY PREPAID.

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Notes (Optional)

Daily limit: This field shows the possible daily spending limit, provided for by the University regulations for the type of expense selected.

Costs to be paid in advance: If active, it indicates that the type of expense selected is taken into account in the calculation of any advance, as required by the University regulations.

To confirm the entry of the expense, press the 'OK' button.

The system returns to the request insertion form and in the expense estimate panel the list of inserted expenses will be shown, as shown in figure 11.

Figure 11

To enter additional costs in the estimate, you will have to select 'Add'.

If you need to view an expense already entered, you must select Edit [eye icon], which will show in the form of expenses estimate.

If you need to modify an expense already entered, you must select the Modify button [pencil icon], which will appear in the expense estimate form, to insert the necessary changes.

If you want to delete a previously entered expense, you must select the Delete button [trash icon], which will allow you to delete the line.

If you wish to request for the advanced you must activate the flag 'Request advance', located on the left below the list of expenses, as shown in Figure 11.

After the entry of the expenses, if you do not need to enter more information, you can proceed to save the request.

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Save the request

To save the request, you can choose whether to press the button ![SAVE IN DRAFTS], or the
button ![SAVE IN DRAFTS], located at the bottom right.
If you press the SAVE AND SEND button, it means that the request is complete and can be forwarded
to the responsible persons involved for authorization.
If you select the SAVE IN DRAFTS button, it means that the request is incomplete and needs to be
modified later, to integrate the missing information.
In both cases, if the save is successful, the message will appear:

The claim has been sent correctly

1.2 Search for Mission Requests

To search for previously submitted requests, it is necessary to select the 'My Missions' function, as
shown in Figure 12.

figure 12

In the upper part of the panel, you can find the search conditions, and below the list of the recovered
requests, as shown in figure 13.

Figure 13

When you enter 'My Missions', the system shows a list of the opened missions of the last 3 months.

The search by "status" is possible by selecting one or more statuses from the dropdown menu, as shown in figure 14.

Period:	From:	To:
Last 3 months	13/03/2019	GG/MM/AAAA

Reason	Destination	Status
Search...	Search...	All ▾

☐ Authorised
☐ Completed
☐ Completed without reimbursement

Reason	Destination	▼ From	To	Estimated cost
External project	Hanoi, VN Hong Kong, HK	04/06/2019 00:00	09/06/2019 23:59	710,00 €

☐ Draft
☐ Non necessita aut. rimborso
☐ Not completed
☐ Not completed with reimbursement
☐ Order issued

| Roadshow C-FORGE
Cybersecurity Conference
2019 | Torino, IT | 08/05/2019
00:00 | 08/05/2019
23:59 | 0,00 € |

☐ Pagata cedolino
☐ Paid
☐ Refused
☐ Reimbursement authorised
☐ Reimbursement claimed

| Convegno Cybersecurity | Lucca, IT | 07/05/2019
00:00 | 07/05/2019
23:59 | 121,44 € |

☐ Reimbursement to be authorised
☐ Sent to bank
☐ Under approval

Figure 14

For each mission request you can read the following detailed information as in the grid.

Reason	Reason for the mission
Destination	Destination of the mission
From	Date of commencement of mission
A	Date of end of mission
Estimated Cost	This is the total of the expenses included in the estimate request mission, both incurred by the applicant, that prepaid

Figure 14

status	The "status" indicates the mission's process phase: Status DRAFT: the request is saved, but not yet sent. Once the document is submitted, the status indicates the type of authorization requested: = the request is pending authorization = authorized request = denied request Only for the authorization of extraordinary means the partially authorized status is foreseen, in case the responsible person authorizes only some of the requested extraordinary means, in this situation before the state will appear the symbol The potential states related to the authorizers are: OTHER STRUCTURE PROJECT FUNDS DEVELOPMENT HALF USE TRAINING VISA ACCOUNTING Once all the necessary authorizations have been given, the status of the request changes to AUTHORIZED

To modify a request, click 'OPEN' next to the line to be modified. If the request is a Draft, it will be possible to edit the form.

If the request has already been submitted, you can update the form if it is appending for approval. In case the request has already been authorized, the editable data are Project, Reason, Notes, Methods of reimbursement, Flag, Expenses incurred by the host, Expenses to Quote.
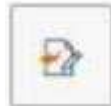
To delete a Request that has already been entered, click 'DELETE" at the bottom of the line, which you have to delete.

A request can be deleted if it is partially authorized or authorized but not accounted for.

To print a Request, select the 'PRINT' icon at the bottom of the line.

There is also 'PORTA IN BOZZA'. This function is available in the status 'In approval' or 'Authorized' but not accounted for requests. It is to be used if it is necessary to change the information in the request that can no longer be modified. By choosing this function, the request will be returned to the Draft state, you can then make all the necessary changes, and then you will need to send it again for authorization.

1.3   Printout mission request

To print a Request, you will need to click the 'PRINT' icon, located at the end of the line, as shown in figure 24. Clicking the button will display two possible print options:

- Request;
- Final expenses.
-

Request printout.

Dati Richiesta		
Numero richiesta: 898299	Data registrazione: 16/11/2020	Numero missione: 898303
Dati Protocollo		
Documentale: 000151805-ADMNADM-5c15f088-4101-4a63-9775-b571e39aec35	Data protocollo: 16/11/2020	Numero protocollo: 2020-ADMNADM-0004290
Richiedente		
Cognome: SFORZIN	Nome: Federica	
Codice fiscale: SFRFRC52S03L424B	Qualifica: PO - Professori Ordinari	
Missione		
Destinazione		

Luogo	Data e ora inizio	Data e ora fine	Sospensione
Milano	04/11/2020 00:00	05/11/2020 23:59	NO
Luogo Partenza: UDINE		Tipo Richiesta: AMM Amministrativa e Tecnica	
Responsabile progetto:		Progetto:	
Unità di lavoro:		Regolamento: REGOLAMENTO TESORO	
Modalità rimborso: Elenco spese sostenute (Piè di lista)		Missione senza Spese: No	
Motivazione: prova annulla richiesta rimborso/integrazione		Note:	

Figure 15

Spese a preventivo

Tipo	Valuta	Importo	Importo in Euro	Modalità sostenimento	Note
AEREO RIMBORSO SPESE VIAGGIO AEREO	EUR	700,00	700,00	Richiedente	

Richiesta anticipo: No

Costi Presunti della missione:

Costo Presunto Spese a Preventivo:	700,00	Costo Presunto Spese Prepagate:	0,00
Costo Presunto Indennità Forfettaria:	0,00	Costo presunto Totale:	700,00

Spese a consuntivo

Tipo	Data sostenimen	Valuta	Importo	Importo in Euro	Modalità sostenimento	Note
AEREO RIMBORSO SPESE VIAGGIO AEREO	04/11/2020	EUR	700,00	700,00	Richiedente	
ALTRO ALTRE SPESE	05/11/2020	EUR	12,00	12,00	Richiedente	

Totale spese richieste a rimborso: 712,00

Totale spese prepagate Ente: 0,00

Spese rimborsate

Tipo	Data sostenimento	Valuta	Importo	Importo in Euro	Importo rimborsato	Autorizzazione	Note autorizzatore
AEREO	04/11/2020	EUR	700,00	700,00	700,00	Autorizzata	
ALTRO	05/11/2020	EUR	12,00	12,00	12,00	Autorizzata	

Netto:	712,00
Totale Imponibile:	712,00
Contributi e ritenute a carico del percipiente:	0,00
Anticipi recuperati:	0,00

Spese a integrazione

Tipo	Data sostenimen	Valuta	Importo	Importo in Euro	Modalità sostenimento	Note
ASSIC RIMBORSO SPESE ASSICURAZIONE	04/11/2020	EUR	44,00	44,00	Richiedente	z

Totale spese richieste a rimborso: 44,00

Totale spese prepagate Ente: 0,00

Autorizzazioni

Tipo autorizzazione	Autorizzatore	Stato	Data	Note
Svolgimento	MONTAGNANA CHRIS	Autorizzata	16/11/2020	
Rimborso	MONTAGNANA CHRIS	Autorizzata	16/11/2020	

Figure 16

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Final expenses printout
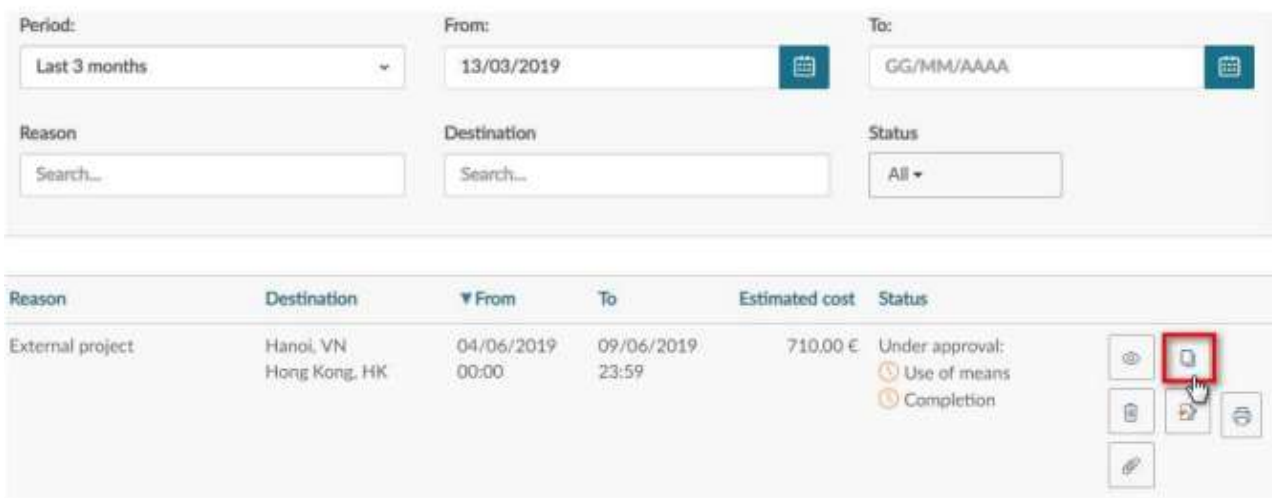
Data sostenimento	Tipo spesa	Valuta	Importo Spesa	Importo Euro	Modalità sostenimento	Note
04/11/2020	AEREO RIMBORSO SPESE VIAGGIO AEREO	EUR	700	700	Richiedente	
04/11/2020	ASSIC RIMBORSO SPESE ASSICURAZIONE	EUR	44	44	Richiedente	z
05/11/2020	ALTRO ALTRE SPESE	EUR	12	12	Richiedente	

Figure 17

1.4   Mission Request Duplication

It is possible to insert a new request starting from an already inserted request. To duplicate a request, select 'My Missions' at the top left. Once you have entered the function, you will have to search for the request to be duplicated. Once you have found the request, you will have to type on the "DUPLICATE"

key figure 18.
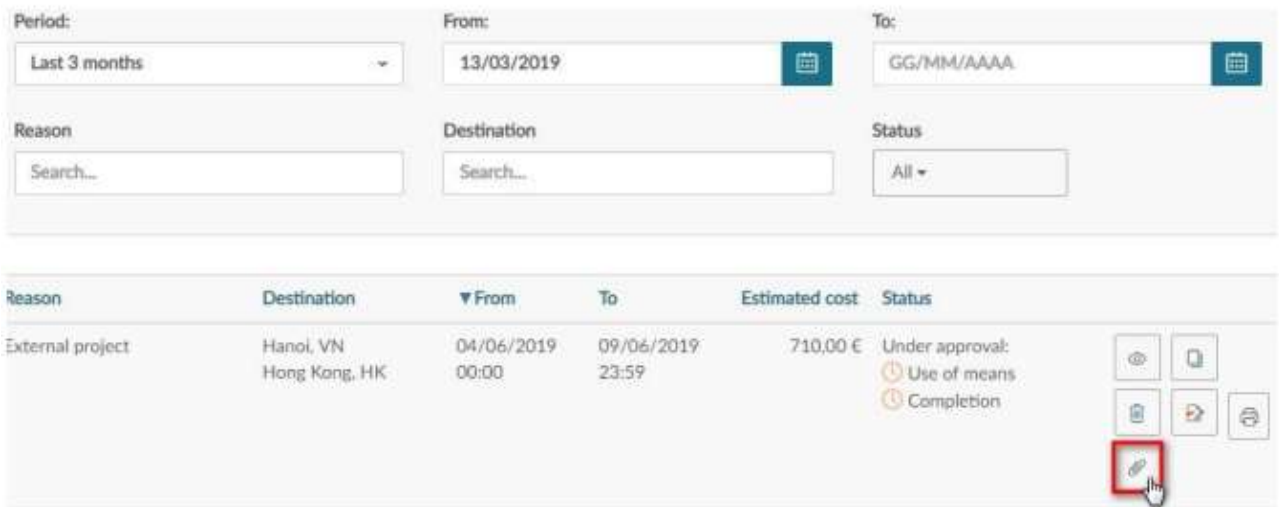
Figure 18

Clicking DUPLICATE, the system switches to the function of inserting a new request. The request has the same data as the duplicated one and all data are modifiable. Once the modification of the data has been completed, the new request will be saved.

1.5   Attachments

It is possible to insert one or more attachments in a request. Attachments can be inserted directly into the request, or from the 'My Missions'. If the insertion of the attachment is done from within the request,

you must click on [⌀ ATTACHMENTS] located at the top left. If you insert the attachment from 'My missions'

you will have to click [⌀] .

Figure 19

In both cases, by clicking 'ANNEXES' the system will present the panel shown in figure 19. To add the attachment, press the 'ADD' button.

Figure 20

The system will then open a panel to associate the attachment to the request, as shown in figure 20. You can enter a description that details the type of attachment and then you must select the document to be attached by selecting BROWSE.

To save the entry, press the 'CHARGE' key.

MANAGEMENT OF ATTACHMENTS

Description:

Seclect attachment:

Scegli file   Nessun file selezionato

LOAD

× CLOSE

If the attachment is correctly associated with the request, you can see the message:

✓ Allegato creato con successo   ×

It will be possible, by typing again on the 'ANNEXES' button, to insert new attachments, or to download the attached documents, or to delete the association with some documents, as shown in figure 21.

To download an attachment, press the button ⬇ To delete an attachment, press the key 🗑

1.6   Mission completion indication

Once the applicant has returned from the mission, he/she will have to confirm that the mission has been carried out, by accessing the request previously inserted. Even if the mission has not been carried out, it must be indicated by accessing the request previously inserted.

It is necessary to select the function "My missions" searching for the request for which the execution must be indicated.

At the bottom of the line relating to the Request, which is in the 'Authorized' state, there are

the following icons:

: mission done

: mission not done

as shown in figure 23

Figure 23

MISSION NOT COMPLETED

If the mission has not been carried out, the applicant must type ☒ . The system has an intermediate panel in which you must confirm that the selected Mission Request has not been carried out, as shown here below.

Confermi di non aver effettuato la seguente missione?

Luogo Destinazione: Firenze, IT
Data e Ora inizio: 02/05/2019 00:00
Data e Ora fine: 03/05/2019 23:59

☐ Expenses incurred to be claimed as reimbursement

YES   NO

By pressing the 'Yes' button and activating the 'incurred expenses to be claimed for reimbursement' flag, the request will go to 'not made with refund' status. The system will open the request by placing itself in the panel of expenses in the final balance to indicate the expenses that are requested for reimbursement, even if the mission has not been carried out, because already incurred. Once you have entered the costs, you can proceed to the request for reimbursement.

COMPLETED MISSION

If the mission has been carried out, [icon]. The system links to an intermediate panel where it is required to indicate dates and hours of starting and ending mission. As shown in figure 24.

Figure 24

If you change the dates and/or hours of the start and or end of the mission, it is mandatory to valorize the field "motivation indicating the reason for the change.

To change the dates and/or hours of a destination, type in the icon [icon] at the bottom of the line.

Once you have entered the correct data, you can choose between two options: 'FILL REFUND', or 'SEND WITHOUT REFUND'.

The 'FILL REFUND' must be chosen if you have incurred expenses in the mission for which you request reimbursement.

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SEND WITHOUT REFUND', should be chosen instead, if the mission has not incurred any expenses to be requested for reimbursement.

If you type in the 'FILL REFUND' button, the status of the mission request will change to 'Done' and the system will present the panel for entering the actual expenses incurred in the mission, as detailed in the next paragraph.

If you type on the 'SEND WITHOUT REFUND' button, a confirmation intermediate panel will appear, as shown in figure 25. By typing on the SEND button, the request will go to the final status 'Made without refund'. It will not be possible to do any more activities on such a request and will be communicated to the competent Budget Office, so that it can release any funds set aside for such a request.

Are you sure you have not incurred any expenses for which reimbursement is to be claimed?

YES   NO

Figure 25

1.7   Reimbursement request

Selecting 'Draft reimbursement' from the mission panel carried out, or activating the flag 'incurred expenses to be claimed for reimbursement from the 'mission panel not carried out" the system leads to the 'expenses to be reimbursed' panel as shown in figure 26.
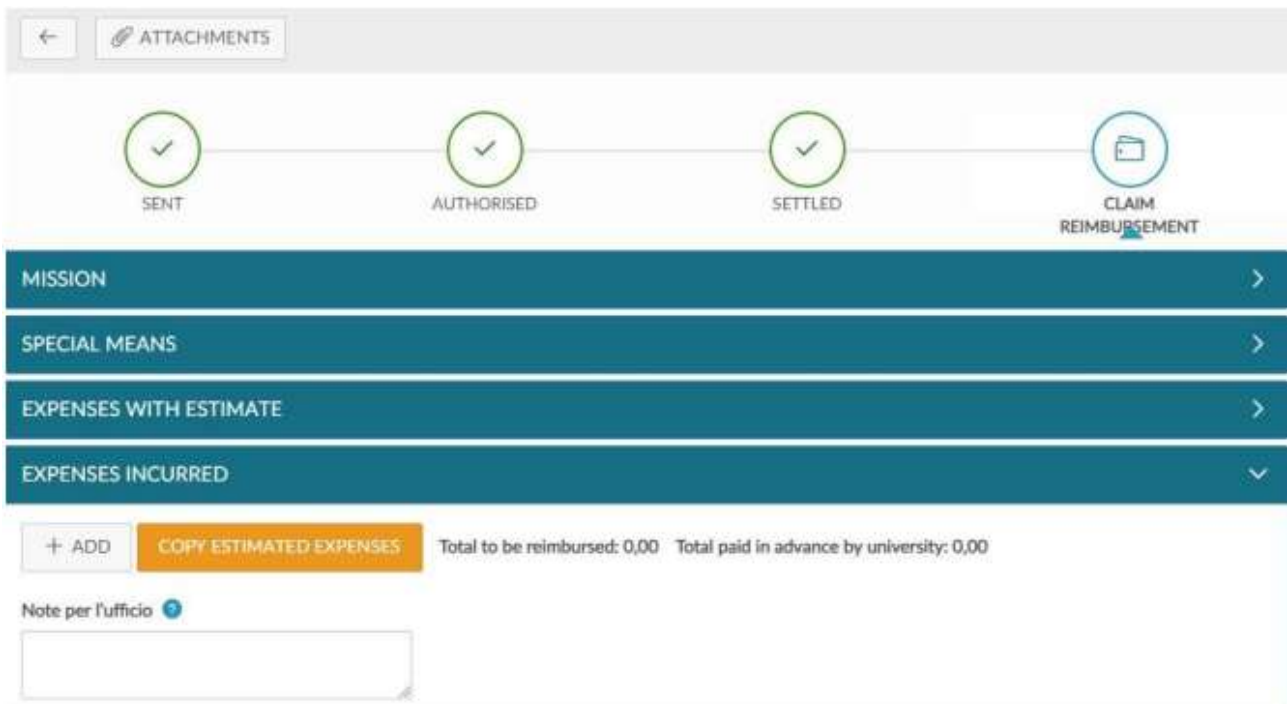
Figure 26

To enter a new expense, type in the 'Add' button. If you wish the system to copy in the final panel, the costs entered in the estimate, you will have to type on the button 'COPY ESTIMATED EXPENSES.

By pressing the 'ADD' key, the system will present the panel shown in figure 27, the fields of which are detailed below.

EXPENSES INCURRED

Type * ❓

	⌄

Date when expenses incurred * ❓

06/05/2019	📅

Currency * ❓

Euro - EUR

Amount * ❓

Euro * ❓

Incurred by * ❓

Claimant ⌄

Notes

Details of regulation

Daily limit

📎 ATTACHMENTS   OK   CANCEL

figure 27

Type of product	Mandatory. You must indicate the type of expense you must enter, you can type directly the code of the expense type, otherwise you can open the dropdown to make the selection.
Supported the	Mandatory field. It's the date the expense was incurred.
Currency	Mandatory field. The system proposes the Euro currency, which can be modified by the operator, if you change the currency, the fields will appear: exchange ratio, exchange date, which the system will value based on the exchange rate in the tables of Ugov closest to the start date of the mission. Based on the amount in currency and the exchange rate, the system will value the next field: Amount.
Amount	Mandatory field. It's the amount of the expense in foreign currency.
Euro	Mandatory field. This is the amount of expenditure incurred in euro. It is valued by the system on the basis of the amount in the currency indicated and the relative exchange ratio.
Support mode	Mandatory field. Allowed values: RECEIVER - ATHENEAL PREPAYMENT. The system pre-fills the field with RECEIVER. However, if the expense has not been incurred by the applicant, but has been prepaid directly by the University, you must change the value with ATHENEAL PREPAYMENT.
Notes	Field optional.
Daily limit	System field. This field shows the possible daily spending limit, provided for by the University regulations for the type of expenditure selected.

To confirm the entry of the expense, click 'Ok'.

The system returns to the grid of the list of expenses entered in the final balance, as shown in figure 28. To enter additional expenses, you will have to select again 'Add'.

To view a previously entered expense, type in the icon at the bottom of the line.

To modify a previously inserted expense, you must type in the icon at the bottom of the line, which you must change.

To delete a previously entered expense, type in the icon at the bottom of the line.

To insert an attachment for a single expense, type in the icon at the bottom of the line.

If you have entered all the expenses in the final balance and you want to send the refund request to the mission office, you must type on the 'Forward Refund Request' button in the bottom-right summary.

FORWARD CLAIM FOR REIMBURSEMENT

If you wish to save the changes made to the final costs, but do not yet send the reimbursement request

to the mission office, you must type on the 'Save' **SAVE** in the bottom-right summary.

In this case, you can re-enter at any time, modifying the final costs to complete the entry, by typing on

the icon .

It should be noted that it is possible to begin to compile the final costs, even during the period of execution of the mission, without waiting for the end of the mission. In this case, the request must be

displayed , and by typing on the 'Edit' button, the final expenses section can be filled in.

1.8 Integration of reimbursement

The Reimbursement Integration function allows the applicant to add receipts for expenses that were forgotten in the initial reimbursement request, already processed. You can find it in 'My Missions' grid, selecting in 'Status', 'Order Issued', 'Sent to Bank', or 'Paid'.

The icon for entering expenses is the same as for the reimbursement request, this time marked 'Fill in integration' (Figure 29)

Figure 29

The applicant will need to enter the expenses she/he forgot to claim for reimbursement in the panel 'Integration Expenses', using the same methods and rules as for entering final expenses (Figure 30).

Figure 30

To save a draft click **SALVA**

Clicking **SALVA E CHIUDI** saves the changes exits the integration completion function and returns to the 'My Missions' menu.

Applicant submits the reimbursement integration request by clicking the button:

INOLTRA RICHIESTA INTEGRAZIONE

Once the mission for integration is processed by the office and the payment order is issued, the following statuses will be visible in the request: Integration Order Issued, Integration Sent to Bank, Integration Paid, depending on the progress of the procedure related to the payment order issued by the mission.

The mission printout is also modify adding the number of the request of integration and data related to the integration of reimbursement such as

Dati Richiesta		
Numero richiesta: 953043	Data registrazione: 10/03/2020	Numero missione: 953045
		Numero missione a integrazione: 953057

Spese a integrazione						
Tipo	Data sostenimen	Valuta	Importo	Importo in Euro	Modalità sostenimento	Note
ALBER spese di pernottamento in albergo	06/03/2020	EUR	300,00	300,00	Richiedente	
Totale spese richieste a rimborso: 300,00						
Totale spese prepagate Ente: 0,00						

Figure 31

After the payment the applicant will see

Spese a integrazione rimborsate						
Tipo	Data sostenimento	Valuta	Importo	Importo in Euro	Importo rimborsato	Autorizzazione	Note autorizzatore
ALBER	06/03/2020	EUR	300,00	300,00	300,00	Non necessita	
PASTG	06/03/2020	EUR	150,00	150,00	45,00	Non necessita	
Netto: 345,00						
Totale Imponibile: 0,00						
Contributi e ritenute a carico: 345,00						
Anticipi recuperati: 0,00						

Figure 32

It is possible to cancel directly the integration request clicking

Figure 33