



# U-WEB Mission request

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# 1. Insertion Request Web mission

The applicant who has to go on a mission, before leaving for the mission itself, must connect to the University portal to enter data on the mission to be carried out, so that it can be previously authorized by those responsible involved in the process.

When returning from the mission, the applicant will then have to enter the details of the expenses incurred during the mission, so that the mission office can then proceed, after checking, to the reimbursement of the same.

## 1.1.1 Entering Mission Request

Before leaving, the applicant must connect to the University portal and enter the dedicated section, to fill in the form relating to the mission request.

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



Figure 1

Once you have entered a new request, the system will present a form in which to indicate the data of the destination of the mission, as shown in figure 2.

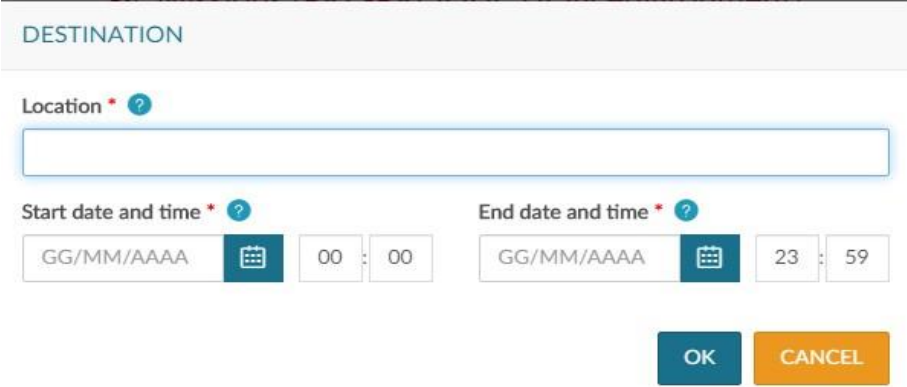


Figure 2

The data to be exploited are as follows:

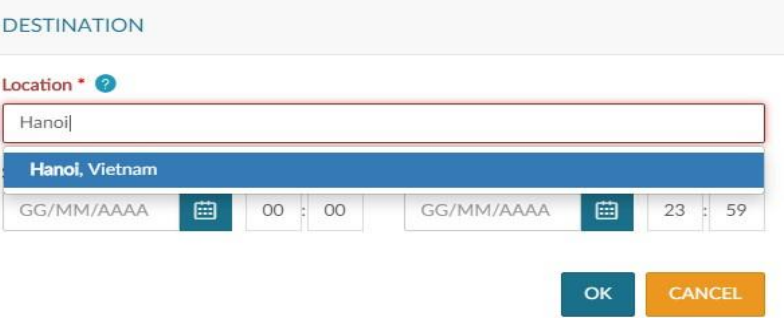
<p><b>Place</b></p>	<p>Mandatory field. It is the place where the mission will take place, in case the mission includes more than one destination, in this field the place of the first destination must be indicated. To indicate the place, you directly enter the name, or part of it, and the system will list the values in the table according to the string entered, as shown in the example:</p>  <p>If the system shows more than one value, the applicant must select one of the proposed values.</p> <p>The places table contains the main Italian and foreign locations.</p>
<p><b>From</b></p>	<p>Mandatory field, indicates the presumed date and time of commencement of the mission. To be inserted in the format: dd/mm/yyyy and hh:mi. If you do not yet know the start time of the mission, you can leave the value proposed by the system 00:00. The exact start time of the mission can be adjusted after the return from the mission, when it is indicated that the mission has been carried out.</p>
<p><b>To</b></p>	<p>Mandatory field, indicates the presumed end date and time of the mission. To be inserted in the format: dd/mm/yyyy and hh:mi. If you do not yet know the end time of the mission, you can leave the value proposed by the system 23:59. The exact time of the end of the mission can be evaluated after the return from the mission, when it is indicated that the mission has been carried out.</p>
<p><b>Suspension</b></p>	<p>Optional field, 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 several days for personal purposes, and therefore, these days should not be considered for the purpose of the mission.</p>

Table 1

Once you have entered the required data, proceed by typing in the OK key.

The system will present to fill in the Mission section, as shown in figure 3.

### MISSION

#### Destination

+ ADD

Location	Start date and time	End date and time	Suspension
Hanoi, Vietnam	04/06/2019 00:00	07/06/2019 23:59	No

**Title \*** ?  
ND - Personale tecnico amministrativo

**Start location** ?

**Type of Request \*** ?

**Structure concerned \*** ?  
100011 - Dipartimento di Scienze della salute

**Paying structure \*** ?

**Regulation \*** ?

**Reason \*** ?

**Notes** ?

**Method** ?

List of expenses incurred  
 Lump sum reimbursement of travel costs only

Mission without expenses ?       Health policy ?

Figure 3

# 2.Mission section

Within the Mission section, the system will show the Destination section valued, with the data inserted in the initial panel.


If you need to enter other destinations, you will have to type on the 'Add' button. In this case, the system will re-present the panel shown in figure 2, in which the data relative to the second destination will be valued.


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.

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, type in the  Edit button , which will appear in the Destination form to insert the necessary changes.

If you want to delete a destination that has already been entered, type in the  Delete button, which will allow you to delete the line.

Once you have entered the data relating to the destinations, the other fields in the Mission section must be highlighted:

<b>Qualification</b>	Mandatory field. It is pre-filled by the system with the active qualification (active report) in the University at the date of insertion of the request. If the subject has more than one active relationship with the University at the same time, one of the proposed relationships must be selected by opening the dropdown menu.
<b>Departure Location</b>	Field optional. Indicates the place from which the subject leaves to start the mission. To indicate the place, you directly enter the name, or part of it, and the system will list the values 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 employment, which can be modified by the applicant.
<b>Type of request</b>	Mandatory field. 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.
<b>Responsible</b>	Mandatory field, will be presented only if the requested type selected, is related to missions that will be charged to project funds. He's in charge of the project funds that the mission is going to burden.
<b>Project</b>	Optional field, will be presented only if the requested type selected, is related to missions that will be borne by project funds. It's the research project that's going to be responsible for the mission. 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.
<b>Work Unit</b>	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 project.
<b>Structure Affection</b>	Mandatory field. This field contains the structure to which the applicant belongs. If unique, it will be enhanced by the system.

<b>Paying structure</b>	Mandatory field. Indicates the structure on which the cost of the mission will be borne. If unique, it will be enhanced by the system. The logic for the enhancement of this field, vary depending on the type of request selected.
<b>Regulation</b>	Mandatory field. It's the rules that you want to apply to the mission. If the University has only one regulation active, the field will be pre-filled by the system.
<b>Reason</b>	Mandatory field. Free description, indicating the reason, for which the mission should be carried out.
<b>Notes</b>	Field optional. Free field in which to indicate further details relating to the mission.
<b>Refund Mode</b>	Mandatory field. Indicates the type of reimbursement of expenses that will be incurred, which you want to use. There are two options: 'List of Expenses incurred (footer)', or 'Fixed allowance and travel expenses only'. The system takes precedence over the first option, which can be modified by the applicant
<b>Mission without expenses</b>	Field optional. The flag should be activated if the mission is not expected to incur any expense borne by itself, or by the University. 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.

Table 2

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

You will enter the section 'Extraordinary means', only if you have to request the use of one or more extraordinary means for the performance of the mission.

## 2.1.1 Special means sections

Entering the section 'Extraordinary means', the system will present the mask shown in figure 5.

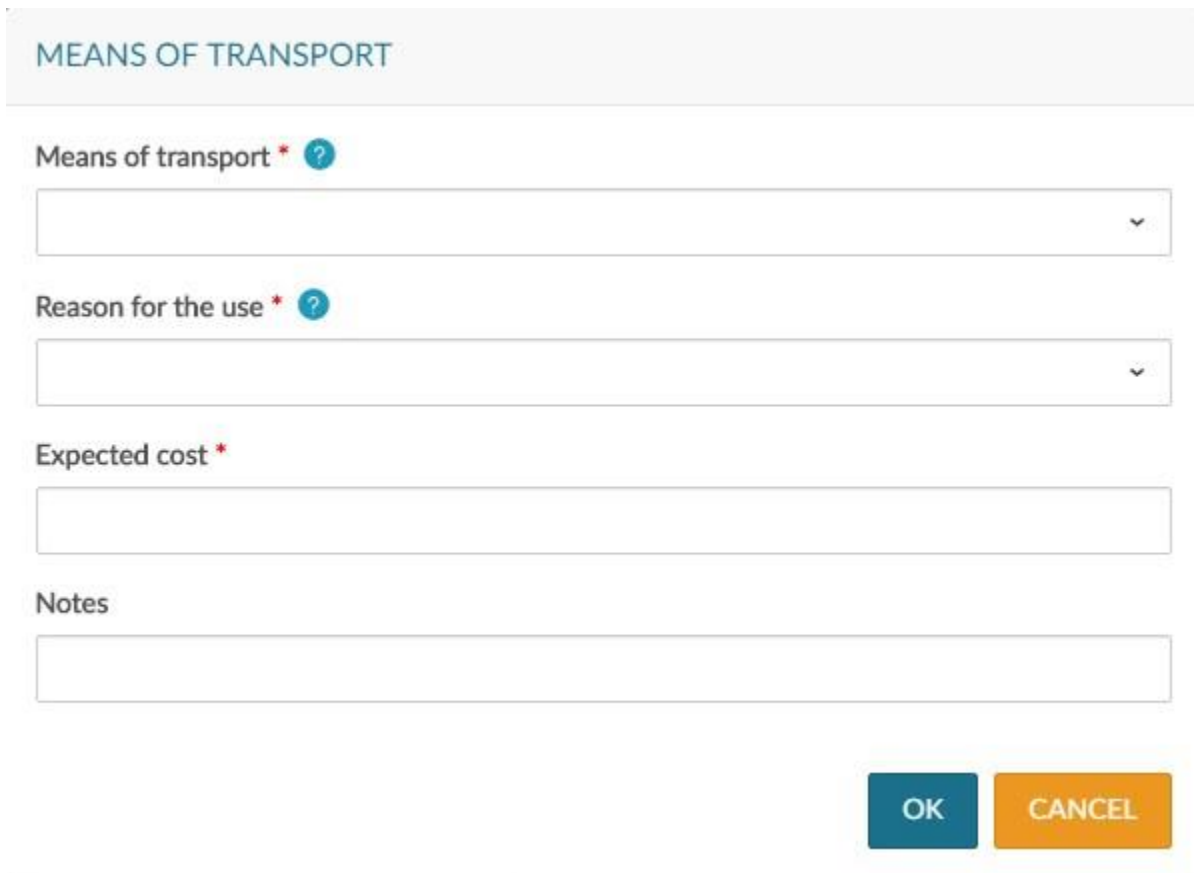


The image shows a dark teal header bar with the text 'SPECIAL MEANS' on the left and a small white downward-pointing chevron on the right. Below the header bar, there is a white rectangular button with a thin red border containing the text '+ ADD'.

Figure 5

To enter an extraordinary vehicle, type in the 'Add' button.

By typing on the 'Add' button, the system will open the form shown in figure 6, the fields of which are detailed below.



The image shows a light gray header bar with the text 'MEANS OF TRANSPORT'. Below the header, there are four input fields and two buttons. The first field is labeled 'Means of transport \* ?' and is a dropdown menu. The second field is labeled 'Reason for the use \* ?' and is also a dropdown menu. The third field is labeled 'Expected cost \*' and is a text input field. The fourth field is labeled 'Notes' and is a text input field. At the bottom right, there are two buttons: 'OK' (dark teal) and 'CANCEL' (orange).

Figure 6



<b>Medium</b>	Mandatory field. The system proposes the list of exceptional means defined in the University's regulation. The operator must select one of the proposed ones. Depending on the medium selected, there may be different subsequent fields for which the enhancement is required.
<b>Reason</b>	Mandatory field. Indicates why the selected overtime medium should be used.
<b>KM presumed</b>	Mandatory field. This field will only be presented if you have selected 'Own car' as your vehicle. The presumed KMs of distance from the place of departure to the place of mission shall be indicated.
<b>License plate</b>	Mandatory field. 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.
<b>Registered user</b>	Mandatory field. 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.
<b>Own car information</b>	Field 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 category, Model, Type of power supply and engine capacity.
<b>Estimated Cost</b>	Mandatory field. The field will be enhanced by the system if it has been selected as 'Own vehicle'; in other cases it must be enhanced by the operator. 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.
<b>Notes</b>	Field optional. Free field in which to indicate further details, which refer to the use of the extraordinary vehicle.

Table 3

To confirm the entry of the overtime medium, press the 'OK' key.

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.

SPECIAL MEANS

+ ADD










▲ Means	Description	Reason	Expected cost	Authorised
TAXI	RIMBORSO TAXI URBANO	Ricorre l'esigenza di trasportare le seguenti attrezzature/materiali ingombranti, pesanti e delicati, necessari allo svolgimento della missione	100,00 €	  
TAXEX	RIMBORSO TAXI EXTRA-URBANO	A seguito dell'impiego di tale mezzo si evita un pernottamento	50,00 €	  

Figure 7

To enter additional media, type in the 'Add' button.

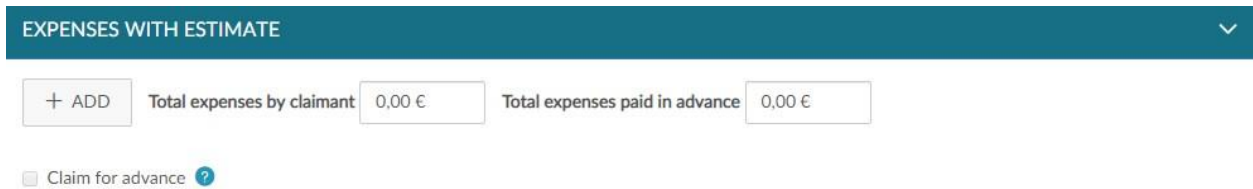
If you want to view a vehicle that has already been inserted, you must type in the  Modify button, which will appear in the form of extraordinary vehicles.

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

If you want to delete a vehicle that has already been inserted, you must type in the  Delete button, which will allow you to delete the line.

### 3.1.1 Expenses with estimate section

Entering the section 'Expenses to Quote', the system will present the mask shown in figure 8.



The screenshot shows a form titled "EXPENSES WITH ESTIMATE" with a dropdown arrow on the right. Below the title, there is a "+ ADD" button. To its right are two input fields: "Total expenses by claimant" with a value of "0,00 €" and "Total expenses paid in advance" with a value of "0,00 €". Below these fields is a checkbox labeled "Claim for advance" with a question mark icon.

Figure 8

If you do not want to enter the details of the expenses, you can enter the estimated cost of the expenses that the applicant will incur 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 payment of the advance, because it is calculated on the basis of the detail of the expenses, which are assumed to be incurred.



The screenshot shows the same form as Figure 8, but with different values. The "Total expenses by claimant" field now contains "100,00 €" and the "Total expenses paid in advance" field contains "200,00". A blue tooltip box is positioned over the "Total expenses by claimant" field, containing the text: "Active only if at least one estimated expense incurred by the claimant is entered". The "Claim for advance" checkbox remains unchecked.

Figure 9

If you want to enter the details of the expenses you are supposed to incur, you will have to type on the 'Add' button.

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

### EXPENSES

Type \* ?

Currency \* ?

Amount \* ?

Euro \* ?

Incurred by \* ?

Notes ?

Figure 10

<b>Type of product</b>	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.
<b>Currency</b>	Mandatory field. The system proposes the Euro currency, which can be modified by the applicant.
<b>Amount</b>	Mandatory field. It's the presumed amount of the expense in foreign currency.
<b>Euro</b>	Mandatory field. It is the amount of expenditure in euro. It is valued by the system on the basis of the amount in the currency indicated and the relative exchange ratio. The system will use for the calculation, the change closest to the date of start of the mission.
<b>Supported by</b>	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.
<b>Note</b>	Field optional.
<b>Daily limit</b>	System field. This field shows the possible daily spending limit, provided for by the University regulations for the type of expenditure selected.
<b>Anticipable Expenditure</b>	System field. If active, it indicates that the type of expenditure selected is taken into account in the calculation of any advance, as required by the University regulations.







Table 4

To confirm the entry of the expenditure, press the 'OK' key.

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.

**EXPENSES WITH ESTIMATE**


+ ADD    Total expenses by claimant 60,00 €    Total expenses paid in advance 500,00 €


Type	Currency	Amount	Euro	Incurred by	Notes
BUS	EUR	10,00	10,00	Claimant	  
PARCH	EUR	50,00	50,00	Claimant	  
AEREO	EUR	500,00	500,00	University Prepaid	  


Claim for advance ?

Figure 11

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

If you need to view an expense already entered, you must type on the  Edit button , which will show in the form of expenses estimate.



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

If you want to delete a previously entered expense, you must type in the Delete button  , which will allow you to delete the line.

If you wish to request the payment of an advance on the expenses to be incurred, 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.

## 4.1.1 Save the request

To save the request, you can choose whether to type on the key , or on the key , located at the bottom right.

If you type on 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 type on the SAVE IN BOZZA 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:



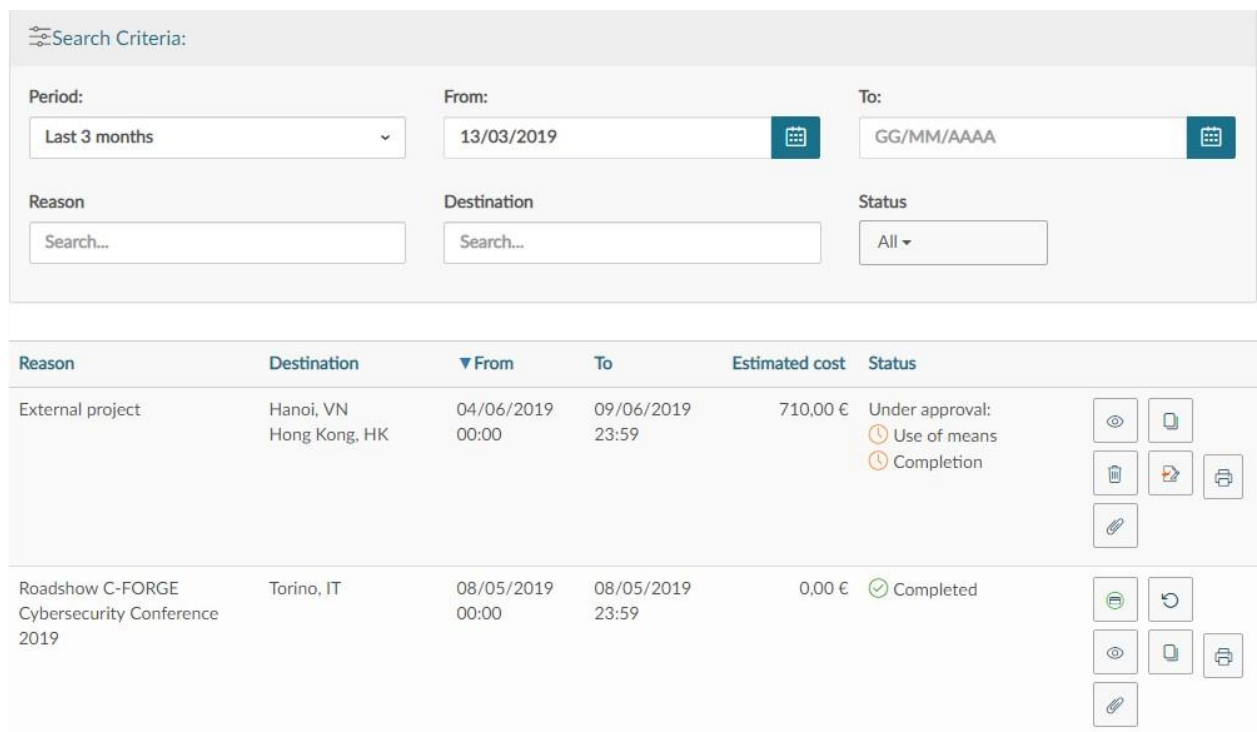
## 1.1 Search for Mission Requests

To search for requests already entered, you must select the function 'My Missions', located at the top left, as shown in Figure 12.



Figure 12

Once in the function, the system presents: in the upper part of the panel, the search conditions that can be set and in the lower part of the panel, the list of the recovered requests, according to the set search conditions, as shown in figure 13.

The image shows the search criteria and results section of the U-WEB Missions application. The search criteria section includes fields for 'Period' (set to 'Last 3 months'), 'From' (set to '13/03/2019'), 'To' (set to 'GG/MM/AAAA'), 'Reason' (set to 'Search...'), 'Destination' (set to 'Search...'), and 'Status' (set to 'All'). Below the search criteria is a table of mission requests.













Reason	Destination	From	To	Estimated cost	Status	
External project	Hanoi, VN Hong Kong, HK	04/06/2019 00:00	09/06/2019 23:59	710,00 €	Under approval: Use of means Completion	     
Roadshow C-FORGE Cybersecurity Conference 2019	Torino, IT	08/05/2019 00:00	08/05/2019 23:59	0,00 €	Completed	     

Figure 13



The system always sets as a search condition, that relating to the Period, indicating as period 'Last 3 months'. This way, when you enter the 'My Missions' function, you will always see the requests you have entered in the last 3 months.

The Applicant may also indicate specific dates as search conditions, highlighting the 'From', 'To', or search by Reason, or Destination, or Status fields.

In the fields Motivation and Destination you can indicate even a piece of the wording you want to search.

The system will list the values in the table according to the entered string.

For the status field you can search by selecting one or more of the statuses in the list, as shown in figure 14.

**Search Criteria:**

Period: Last 3 months (dropdown) | From: 13/03/2019 (calendar icon) | To: GG/MM/AAAA (calendar icon)

Reason: Search... | Destination: Search... | Status: All (dropdown)

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 €
Roadshow C-FORGE Cybersecurity Conference 2019	Torino, IT	08/05/2019 00:00	08/05/2019 23:59	0,00 €
Convegno Cybersecurity	Lucca, IT	07/05/2019 00:00	07/05/2019 23:59	121,44 €

**Status dropdown options:**

- Authorised
- Completed
- Completed without reimbursement
- Draft
- Non necessita aut. rimborso
- Not completed
- Not completed with reimbursement
- Order issued
- Pagata cedolino
- Paid
- Refused
- Reimbursement authorised
- Reimbursement claimed
- Reimbursement to be authorised
- Sent to bank
- Under approval

Figure 14

The system for each mission request extracted, will present the following detailed information in the grid below.

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






<p><b>State</b></p>	<p>Represents the status of the document.</p> <p>The state will be: Draft, if the request was saved but not sent.</p> <p>Once the document has been sent, the statuses linked to the type of authorisation that is expected will be present.</p> <p>If the authorisation has yet to be granted, the symbol will appear before the state </p> <p>If authorisation has been granted, the following symbol will appear before the status </p> <p>If permission has been denied, the symbol will appear before the state </p> <p>Only for the authorisation of extraordinary means the partially authorised status is foreseen, in case the responsible person authorises only some of the requested extraordinary means, in this situation before the state will appear the symbol </p> <p>The potential states related to the authorizers are:</p> <p>OTHER STRUCTURE</p> <p>PROJECT FUNDS</p> <p>DEVELOPMENT</p> <p>HALF USE</p> <p>TRAINING</p> <p>VISA ACCOUNTING</p> <p>Once all the necessary authorizations have been given, the status of the request changes to AUTHORIZED</p>
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Table 5



To modify a request already inserted, you must type the icon 'OPEN'  , at the bottom of the line, which must vary. If the request is in Draft status, you can change all the data entered.


If, on the other hand, the request has already been sent, modification of the request data is only possible if no responsible person has yet granted authorisation. In this case, the applicant may only modify the following data: Project, Reason, Notes, Methods of reimbursement, Flag Expenses incurred by the host, Expenses to Quote.




To delete a Request that has already been entered, type in the 'DELETE' icon.  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, type in the 'PRINT' icon at the  bottom of the line.




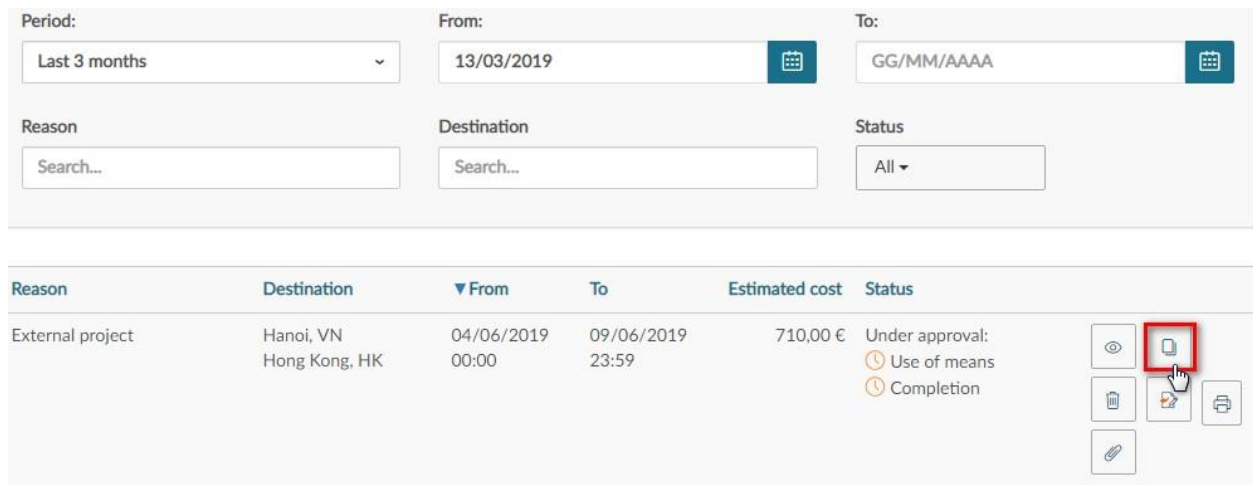
There is also the function 'PORTA IN BOZZA' (PORTA IN BOZZA)  . This function is available in the status 'In approval' or 'Authorised but not accounted for' requests. This function is to be used if it is necessary to change the information in the request that can no longer be modified. By choosing this 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.

## 2.1 Mission Request Duplication

It is possible to insert a new request starting from an already inserted request. To duplicate a request, select the 'My Missions' function 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 'DUPLY' key , as shown in figure 15.




Reason	Destination	▼ From	To	Estimated cost	Status	
External project	Hanoi, VN Hong Kong, HK	04/06/2019 00:00	09/06/2019 23:59	710,00 €	Under approval: ⌚ Use of means ⌚ Completion	

Figure 15

By pressing the 'DUPLY' key, the system will switch to the function of inserting a new request. This request will have all the data valorised with the information present in the duplicate request and will be all modifiable.


Once the modification of the data has been completed, the new request will be saved.


### 3.1 Inserting Attachments

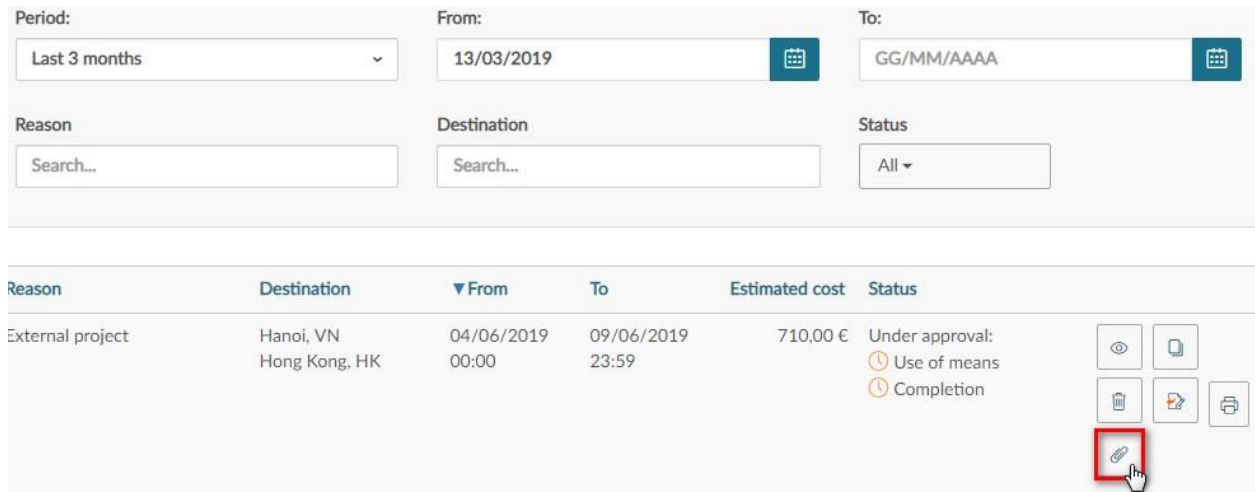
It is possible to insert one or more attachments in a request.

Attachments can be inserted directly into the request, or from the 'My Missions' function.

If the insertion of the attachment is done from within the request, you must type the button

Attachments  , located at the top left. If you insert the attachment from

the function my missions you will have to type the token Attachments  , as shown in figure 16.



The screenshot shows a web interface with filter fields and a data table. The filter fields include 'Period' (Last 3 months), 'From' (13/03/2019), 'To' (GG/MM/AAAA), 'Reason' (Search...), 'Destination' (Search...), and 'Status' (All). The table below has columns for Reason, Destination, From, To, Estimated cost, and Status. The first row of data is for an 'External project' with destinations 'Hanoi, VN' and 'Hong Kong, HK', dates '04/06/2019' to '09/06/2019', and an estimated cost of '710,00 €'. The status is 'Under approval: Use of means, Completion'. A grid of action icons is visible to the right of the table, with the 'Attachments' icon (a paperclip) highlighted by a red box.

Reason	Destination	▼ From	To	Estimated cost	Status
External project	Hanoi, VN Hong Kong, HK	04/06/2019 00:00	09/06/2019 23:59	710,00 €	Under approval: ⌚ Use of means ⌚ Completion

Figure 16

In both cases, typing on the button 'ANNEXES' the system will present the panel shown in figure 17. To add the attachment, press the 'ADD' button.

The screenshot shows a web interface titled "MANAGEMENT OF ATTACHMENTS". At the top left, there is a button labeled "+ ADD". Below this is a table with three columns: "File Name", "Description", and "Type of attachment". The table is currently empty. At the bottom right of the panel, there is a button labeled "X CLOSE".

Figure 17

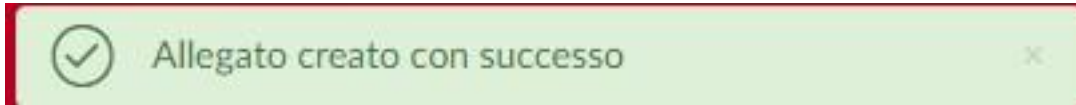
The system will then open a panel to associate the attachment to the request, as shown in figure 18. You can enter a description that details the type of attachment and then you must select the document to be attached by typing on the button 'BROWN'.

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



The screenshot shows a web interface titled "MANAGEMENT OF ATTACHMENTS". It contains a "Description:" label followed by a text input field. Below that is a "Select attachment:" label. Underneath, there is a button labeled "Scegli file" which is highlighted with a red box and has a mouse cursor over it. To the right of this button, the text "Nessun file selezionato" is displayed. At the bottom left, there is a blue button labeled "LOAD". At the bottom right, there is a button labeled "X CLOSE".

Figure 18

If the attachment is correctly associated with the request, the message:



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 19.

To download an attachment, press the button . To delete an attachment, press the key .

### MANAGEMENT OF ATTACHMENTS

File Name	Description	Type of attachment	
Taxi receipt 060919.pdf	TAXI	U-WEB	<input type="button" value="download"/> <input type="button" value="trash"/>

Figure 19





## 4.1 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 therefore necessary to fall within 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 will be

the following icons:  Mission Done and Mission Not  Done, as shown in figure 20.

Search Criteria:

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

Reason: Search... | Destination: Search... | Status: All


























Reason	Destination	From	To	Estimated cost	Status	
External project	Hanoi, VN Hong Kong, HK	04/06/2019 00:00	09/06/2019 23:59	710,00 €	Under approval: ⚠ Use of means ⚠ Completion	     
Roadshow C-FORGE Cybersecurity Conference 2019	Torino, IT	08/05/2019 00:00	08/05/2019 23:59	0,00 €	✅ Completed	     
Convegno Cybersecurity	Lucca, IT	07/05/2019 00:00	07/05/2019 23:59	121,44 €	Refused: ✅ Use of means ❌ Completion	     
Convegno Cybersecurity	Lucca, IT	06/05/2019 00:00	06/05/2019 23:59	121,44 €	Authorised: ✅ Use of means	     

Figure 20

## 5.1.1 Mission not completed



If the mission has not been carried out, the applicant must type the icon . The system has an intermediate panel in which you must confirm that the selected Mission Request has not been carried out, as shown in figure 21.

**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**


Figure 21

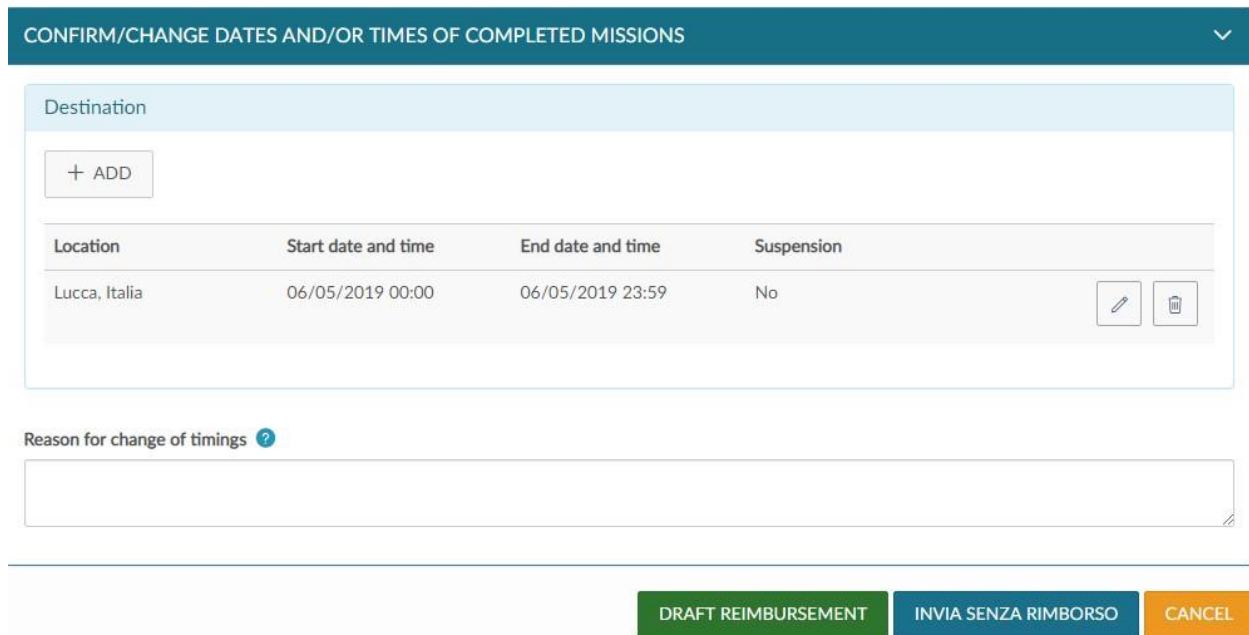
By pressing the 'Yes' button, without activating the 'incurred expenses to be claimed back' flag, the claim will go to the final status 'not carried out'. It will not be possible to do any more activities on such a request and will be communicated to the competent Budget Office, so that it can release any funds set aside for such a request.

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.

## 6.1.1 Mission completed





If the mission has been carried out, the applicant enters the icon . The system has an intermediate panel where you have to go to indicate the real dates and times of start and end of the mission. As shown in figure 22.




CONFIRM/CHANGE DATES AND/OR TIMES OF COMPLETED MISSIONS

Destination

+ ADD

Location	Start date and time	End date and time	Suspension	
Lucca, Italia	06/05/2019 00:00	06/05/2019 23:59	No	 

Reason for change of timings 





  

Figure 22

If you change the dates and/or time of the start and or end of the mission, it will be mandatory to enhance the field motivation, which must indicate the reason for the change.

To change the dates and/or times of a destination, type in the icon  at the bottom of the line, which you must change.

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 must request reimbursement.

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 23. 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?



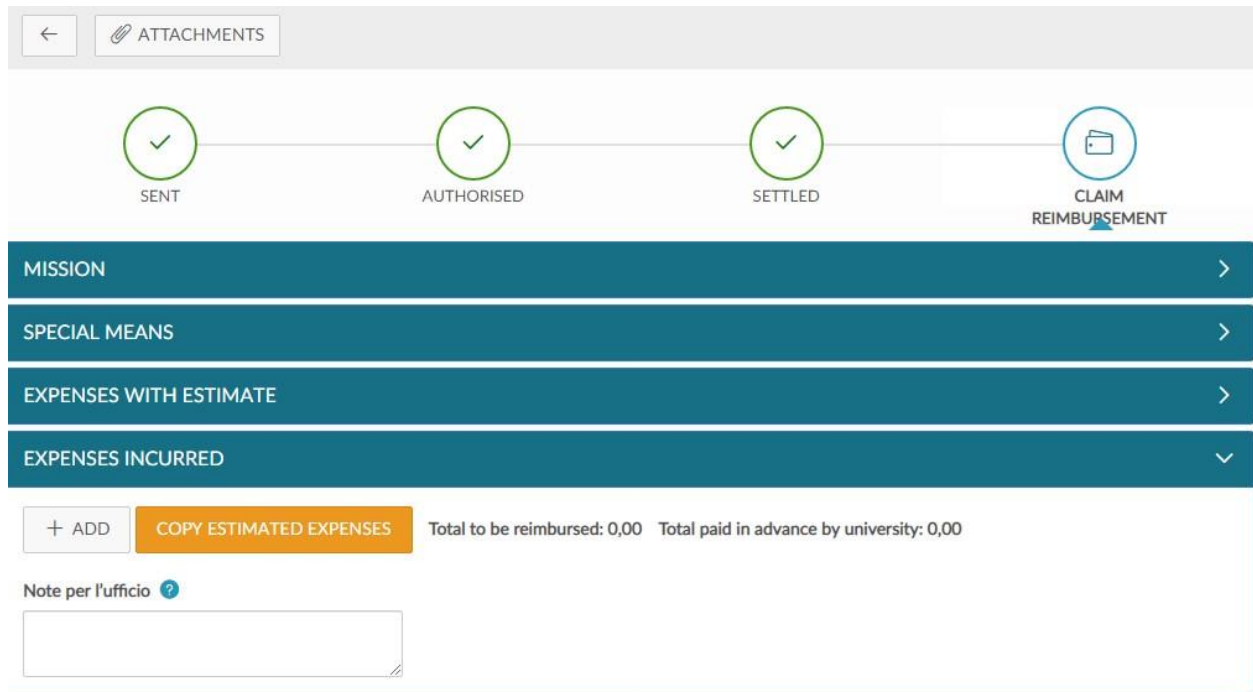
A confirmation dialog box with two buttons: a dark teal button labeled 'YES' and a light gray button labeled 'NO'.

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Figure 23

## 5.1 Refund request

If you have selected DRAFT REMBURSEMENT from the mission panel carried out, or if you have activated the flag 'incurred expenses to be claimed for reimbursement' from the mission panel not carried out, the system enters the request, positioning itself in the panel of expenses to final balance, as shown in Figure 24.



The screenshot displays a software interface for managing expenses. At the top, there is a navigation bar with a back arrow and an 'ATTACHMENTS' button. Below this is a progress bar with four stages: 'SENT', 'AUTHORISED', 'SETTLED', and 'CLAIM REIMBURSEMENT'. The 'CLAIM REIMBURSEMENT' stage is currently active, indicated by a blue arrow pointing to it. Below the progress bar are four expandable sections: 'MISSION', 'SPECIAL MEANS', 'EXPENSES WITH ESTIMATE', and 'EXPENSES INCURRED'. At the bottom of the interface, there is a '+ ADD' button, a 'COPY ESTIMATED EXPENSES' button, and a text input field for 'Note per l'ufficio'. The text 'Total to be reimbursed: 0,00' and 'Total paid in advance by university: 0,00' is displayed next to the buttons.

Figure 24

To enter a new expense, type in the 'Add' button.

If you want 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 25, the fields of which are detailed below.

## EXPENSES INCURRED

Type \* ?

Date when expenses incurred \* ?

Currency \* ?

Amount \* ?

Euro \* ?

Incurred by \* ?

Notes

### Details of regulation

Daily limit

 ATTACHMENTS

OK

CANCEL

Figure 25

<b>Type of product</b>	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.
<b>Supported the</b>	Mandatory field. It's the date the expense was incurred.
<b>Currency</b>	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.
<b>Amount</b>	Mandatory field. It's the amount of the expense in foreign currency.
<b>Euro</b>	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.
<b>Support mode</b>	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.
<b>Notes</b>	Field optional.
<b>Daily limit</b>	System field. This field shows the possible daily spending limit, provided for by the University regulations for the type of expenditure selected.

Table 6

To confirm the entry of the expense, you must type in the 'Ok' key

The system returns to the grid of the list of expenses entered in the final balance, as shown in figure 26. To enter additional expenses you will have to retype on the 'Add' button.

✓ SENT      ✓ AUTHORISED      ✓ SETTLED      📁 CLAIM REIMBURSEMENT

MISSION >

SPECIAL MEANS >

EXPENSES WITH ESTIMATE >

EXPENSES INCURRED >

+ ADD    COPY ESTIMATED EXPENSES    Total to be reimbursed: 25,00    Total paid in advance by university: 0,00

Type	▲ Incurred on	Currency	Amount	Euro	Notes
INKM2	06/05/2019	EUR	121,44	121,44	<span>👁</span> <span>✎</span> <span>🗑</span> <span>📎</span>
PARCH	06/05/2019	EUR	25,00	25,00	<span>👁</span> <span>✎</span> <span>🗑</span> <span>📎</span>

Note per l'ufficio ?

Figure 26

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, which you must delete.



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 button 'Forward Refund Request'.

 FORWARD CLAIM FOR REIMBURSEMENT

in the bottom-right summary.

If, on the other hand, 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' button


 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 ' Fill in Refund' 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 having to wait 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.