



U-WEB Mission Claim

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1. Mission Claim Web Entry

Before any outgoing trip, you need to log on to the University portal in order to enter the data relating to the mission to be carried out, so that it can be authorised in advance by the people involved in the process.

Upon return from your trip, you will need to enter the details of the expenses incurred during the mission, so that the Mission Office can check them and authorize reimbursement.

1.1 Mission Claim Entry

Prior to departure, you are required to log on to the University portal and access the dedicated section to fill in the fields in the mission claim template.

After authentication, select 'NEW CLAIM' at the top left, as shown in Figure 1.



Figure 1

Upon entering a new claim, the system will display a template in which to include the destination details of the mission, as shown in Figure 2.

DESTINATION

Location * ?

Start date and time * ? **End date and time *** ?

GG/MM/AAAA

📅

00 : 00

GG/MM/AAAA

📅

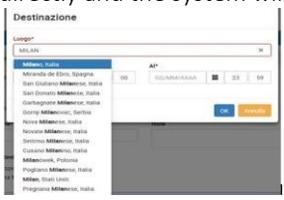
23 : 59

OK

CANCEL

Figure 2

The fields are to be filled as follows:

Location	<p>Mandatory field. This is the place where the mission will be carried out; if the trip covers more than one destination, the first place visited must be indicated here. To indicate the place, key in the name, or part thereof, directly and the system will list the names in the table according to the string entered, as shown in the example:</p>  <p>If the system shows more than one name, you will need to select one of the proposed values. The table contains the main Italian and foreign towns and cities.</p>
Start date and time	<p>Mandatory field. It indicates the estimated start date and time of the mission. It must be entered in the format: dd/mm/yyyy and hh:mi. If you do not yet know the mission start time, you may leave the value proposed by the system (00:00). The exact mission start time can be set later, when you return from the trip, when you indicate that the mission has been completed.</p>
End date and time	<p>Mandatory field. It indicates the estimated end date and time of the mission. It must be entered in the format: dd/mm/yyyy and hh:mi. If you do not yet know the mission end time, you may leave the value proposed by the system (23:59). The exact mission end time can be set later, when you return from the mission, when you indicate that the mission has been completed.</p>
Suspension	<p>Optional field. The system will display the checkbox starting from the second destination onwards. You should tick the box if/when you take a few days' break during the mission for personal reasons. These days will therefore not be considered as part of the mission.</p>

After entering the required data, proceed by clicking on 'OK'.

The system will display the MISSION section to be completed, as shown in Figure 3.

The screenshot shows the 'MISSION' form. At the top, there is a 'Destination' section with a '+ ADD' button and a table. The table has columns for 'Location', 'Start date and time', 'End date and time', and 'Suspension'. Below the table are several input fields: 'Title', 'Start location', 'Type of Request', 'Structure concerned', 'Paying structure', 'Regulation', 'Reason', 'Notes', and 'Method'. There are also several checkboxes for mission types.

Location	Start date and time	End date and time	Suspension
Parigi, Francia	28/11/2022 00:00	30/11/2022 23:59	No

Title: ND - Personale tecnico amministrativo
Start location: Pisa
Type of Request:
Structure concerned: UNITA' DI SUPPORTO AMMINISTRATIVO, TECNICO-GESTIONALE
Paying structure:
Regulation: TES - REGOLAMENTO DI ATENEIO
Reason:
Notes:
Method:
 List of expenses incurred
 Lump sum reimbursement of travel costs only

Mission without expenses
 Missione cofinanziata
 Overtime request form
 Request for exceeding accommodation allowance

Figure 3

MISSION Section

Within the Mission section, the system will display the Destination section with the data entered in the initial template.

If you need to enter more destinations, click on '+ ADD'. In this case, the system will display the template shown in Figure 2, where you will fill in the data for the second destination.

Repeat this operation for all destinations in the mission.

The list of all existing destinations will be shown in the destination section, as shown in Figure 4.

The screenshot shows the 'Destination' section with a '+ ADD' button and a table. The table has columns for 'Location', 'Start date and time', 'End date and time', and 'Suspension'. Below the table are two rows of destination data.

Location	Start date and time	End date and time	Suspension
Roma, Italia	14/11/2022 00:00	15/11/2022 23:59	No
Bari, Italia	16/11/2022 00:00	17/11/2022 23:59	No

Figure 4

If you need to edit a destination, click on the 'Edit' icon.



This will bring you back to the DESTINATION template to enter the necessary changes.

If you wish to delete an existing destination, click on the 'Delete' icon.



This will allow you to delete the line.

After entering the destination details, you will need to fill in the other fields MISSION section:

Qualification	Mandatory field. It is pre-filled by the system with your active status (active relationship) at the University on the date when the new claim is created. If you have several active relationships with the University at the same time, select one of those proposed by opening the drop-down menu.
Start location	Optional field. It indicates the location from which you will start your mission. To indicate the location, key in the name, or part thereof, directly 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 your place of employment. You can edit this item if necessary.
Type of Request	Mandatory field. The system proposes the possible types of authorisation requests according to University regulations. The degree of detail in this table depends on the complexity of the University regulations. Depending on the type of request selected, the subsequent fields to be filled may change. For example, if you select a type of request that is financed with research funds, you will need to fill in the additional fields displayed by the system: Head of Project, Project, and Work Unit. Depending on the type of request selected, the system will identify the different types of Head of Project to be involved in the process.
Head of Project	Mandatory field. It will only be displayed if the type of request selected is related to missions that will be financed with project funds. The Head of Project is the person in charge of the funds that will be used to finance the mission.
Project	Optional field. It will only be displayed if the type of request selected is related to missions that will be financed with project funds. This is the research project to which the mission is related. The only items displayed by the system in the drop-down menu are the projects underway related to the Head of Project selected, and for which the claimant is included among the human resources associated with such project.
Work Unit	This field will only be displayed as mandatory if the project selected is associated to Work Units. The Work Unit has an additional detail (Workpackage) related to the project selected.
Structure concerned	Mandatory field. It indicates the structure to which the claimant belongs. If the claimant belongs to one structure only, the system will set it automatically.
Paying structure	Mandatory field. It indicates the structure that will bear the cost of the mission. If unique, this value will be set automatically by the system. The logic for filling this field depends on the type of request selected.

Regulation	Mandatory field. This is the regulation that applies to the mission. If the University has just one active regulation, the field will be pre-filled by the system.
Reason	Mandatory field. Free description field where you need to specify the reason for carrying out the mission.
Notes	Optional field. Free field in which to supply further details referring to the mission.
Method	Mandatory field. It indicates the type of reimbursement of the expenses incurred. There are two options: 'List of expenses incurred', or 'Lump-sum reimbursement of travel costs only'. The system proposes the first option, which can be modified by the claimant.
Mission without expenses	Optional field. This box should be ticked if you expect that the mission will entail no expenses either for you or the University. If this box is ticked, it will not be possible to input data in the EXPENSES WITH ESTIMATE section; also, in the SPECIAL MEANS section you will only be able to indicate, for insurance purposes only, that you will be using your own car.

When all the data required have been input, you can move on to the next section.

You will only access the SPECIAL MEANS section if you need to request the use of one, or more, special means of transport to carry out the mission.

SPECIAL MEANS section

Upon entering the SPECIAL MEANS section, the system will display the template shown in Figure 5.



Figure 5

To enter a special means of transport, click on '+ADD'. The system will open the template shown in Figure 6. The relevant fields are described in detail below.

Figure 6

Means of transport	Mandatory field. The system proposes the list of special means of transport defined in the University regulations. Select one from those proposed. Depending on the means of transport selected, there may be different subsequent fields that will need to be filled in.
Reason for the use	Mandatory field. It specifies the reason why the selected special means of transport is to be used.
Expected distance in kilometres	Mandatory field. This field will only be displayed if 'Private vehicle' has been selected as the means of transport. The estimated distance in km from the place of departure to the mission destination must be indicated
Vehicle licence plate	Mandatory field. This field will only be presented if 'Private vehicle' has been selected as the means of transport. The licence plate of the personal vehicle to be used in the mission must be entered.
Owner	Mandatory field. This field will only be presented if 'Private vehicle' has been selected as the means of transport. The name of the owner of the vehicle to be used in the mission must be indicated.
Information on private vehicle	Optional field. This field will only be presented if 'Private vehicle' has been selected as the means of transport. The following additional information concerning the vehicle must be entered in this field: Category of the vehicle, Model, Type of fuel type and Engine size.
Expected cost	Mandatory field. This field will be filled in by the system if the vehicle selected is 'Private vehicle'; in other cases, it must be filled in by the claimant. This field will not be displayed if the vehicle selected is a University car ('Auto di Ateneo'), or if the vehicle used is your own personal car ('Auto Propria'), but the box 'Mission without expenses' was ticked in the MISSION template.
Notes	Optional field. Free field for providing further details, referring to the use of special means of transport.

To confirm the entry of the special means of transport, click on 'OK'.

The system returns to the request entry template, and the SPECIAL MEANS template will display the special means of transport indicated, as shown in Figure 7.

SPECIAL MEANS				
+ ADD				
Means	Description	Reason	Expected cost	Authorised
TAXEX	rimborso taxi extra-urbano	Impossibilità ad usare mezzi ordinari	€50.00	  

Figure 7

To enter additional means of transport, click on '+ADD'.

If you wish to display an existing means of transport and go back to the relevant template, click on the 'Open' icon.



If you need to edit an existing means of transport, click on the 'Edit' icon.



This will bring you back to the SPECIAL MEANS template to enter the necessary changes.

If you wish to delete an existing means of transport, click on the 'Delete' icon.



This will allow you to delete the line.

EXPENSES WITH ESTIMATE section

When you enter the 'EXPENSES WITH ESTIMATE' section, the system will present the template shown in Figure 8.

EXPENSES WITH ESTIMATE

+ ADD Total expenses by claimant €0.00 Total expenses paid in advance €0.00

Claim for advance

Figure 8

If you do not wish to enter the details of your expenses, you may enter the presumed cost of the expenses that you expect to incur and/or the expected cost of any expenses paid in advance by the University in the fields 'Total expenses by claimant' and 'Total expenses paid in advance', as shown in Figure 9.

In this case, however, it is not possible to apply for advance payment, because this is calculated on the basis of the details of expected expenses.

EXPENSES WITH ESTIMATE

+ ADD Total expenses by claimant €345.00 Total expenses paid in advance €120.00

Type	Currency	Amount	Euro	Incurred by	Notes
AEREO	EUR	345.00	345.00	Claimant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
CONGR	EUR	120.00	120.00	University Prepaid	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Claim for advance

Figure 9

If, on the other hand, you wish to enter the details of the expenses you expect to incur, you will need to click on '+ADD'. The system will open the template shown in Figure 10. The relevant fields are described in detail below.

The screenshot shows a form titled "EXPENSES". It contains the following fields and sections:

- Type**: A mandatory field with a question mark icon, currently empty.
- Currency**: A mandatory field with a question mark icon, containing "Euro - EUR".
- Amount**: A mandatory field with a question mark icon, currently empty.
- Euro**: A mandatory field with a question mark icon, currently empty.
- Incurred by**: A mandatory field with a question mark icon, containing "Claimant".
- Notes**: An optional field with a question mark icon, currently empty.
- Details of regulation**: A sub-section containing:
 - Daily limit**: A mandatory field, currently empty.
 - Expenses payable in advance**: A mandatory field containing "No".

At the bottom right, there are two buttons: "OK" (blue) and "CANCEL" (orange).

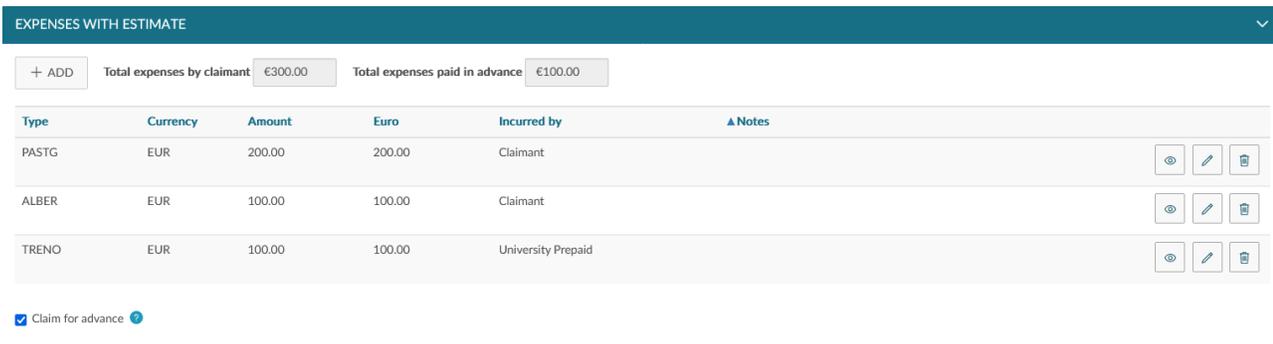
Figure 10

Type	Mandatory data. Indicate the type of expense. You can key in the expense code directly, or you can open the drop-down list to make your selection.
Currency	Mandatory field. The system proposes the Euro. The currency can be changed.
Amount	Mandatory field. This is the expected amount of the expense in the stated currency.
Euro	Mandatory field. This is the conversion into Euros of the estimated expenses. It is calculated and set by the system according to the amount indicated and the relevant exchange rate. The system will use the exchange rate applicable on the nearest date to the start of the mission.
Incurred by	Mandatory field. Allowed values: CLAIMANT – UNIVERSITY PREPAID. The system pre-fills the field with CLAIMANT. If, however, the expense was not incurred by the claimant, but was paid in advance by the University, the value should be changed to UNIVERSITY PREPAID.
Notes	Optional field.

Daily limit	System field. This field shows the daily spending limit, if any, set by the University regulations for the type of expense selected.
Expenses payable in advance	System field. If active, it indicates that the type of expense selected is taken into account in the calculation of any advance, in accordance with the University regulations.

To confirm input of the expense, press 'OK'.

The system returns to the claim entry template, and the EXPENSES WITH ESTIMATE template will display the list of expenses, as shown in Figure 11.



Figure

Figure 11

To enter additional expenses with estimate, click on '+ADD'.

If you wish to display an existing expense, click on the 'Open' icon.



This will bring you back to the relevant template.

If you need to edit an existing expense, click on the 'Edit' icon.



This will bring you back to the EXPENSES WITH ESTIMATE template to enter the necessary changes.

If you wish to delete an existing expense, click on the 'Delete' icon.



This will allow you to delete the line.

If you wish to apply for an advance payment for to the expenses that you will incur, tick the box 'Claim for advance', on the left below the list of expenses, as shown in Figure 11.

When you have finished entering your expenses, if you do not need to key in any further information, you can proceed to save your claim.

SAVING YOUR CLAIM

To save your claim, you can choose between



or



on the bottom right-hand side of your screen.

If you click on SAVE AND SEND, it means that your claim is complete and can be forwarded for authorisation.

If you click on SAVE IN DRAFTS, it means that your claim is incomplete and needs to be edited later, in order to add missing information.

In both cases, the following message will be displayed if saving is successful:



(The claim has been sent/saved correctly)

1.2 Mission Claim Search

To search for existing claim, select 'MY MISSIONS' at the top left, as is shown in Figure 12.



Figure 12

The system will display the following fields: in the upper part of the template, the search criteria that can be set, and in the lower part, the list of retrieved requests, according to the search conditions set, as shown in Figure 13.

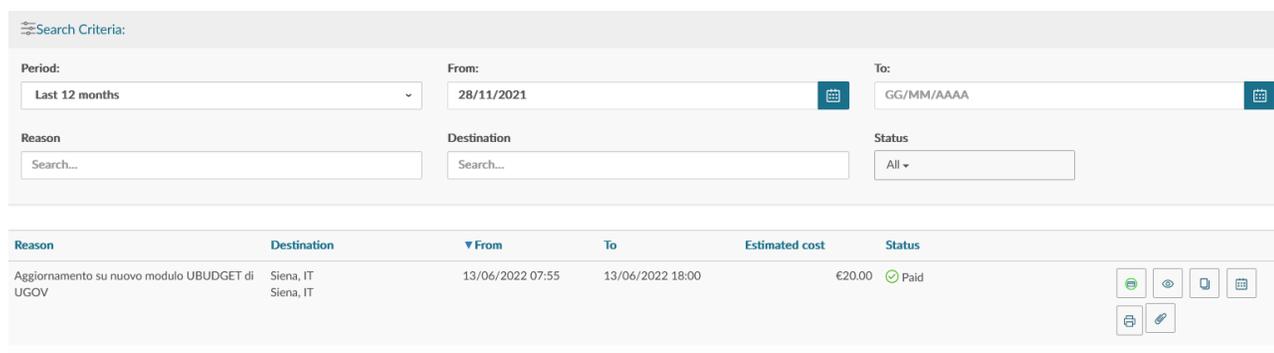


Figure 13

The default search condition set by the system for the field 'Period' is 'Last 3 months'. When in this template, the system will always show the claims entered in the last 3 months.

You can also indicate specific dates as search criteria, by filling in the fields 'From', 'To', or search by Reason, or Destination, or Status.

In the fields Reason and Destination, you can key in the initial letters of the item required. The system will list the values in the table according to the string entered.

The Status field can be searched by selecting one, or more, of the statuses in the list, as shown in Figure 14.

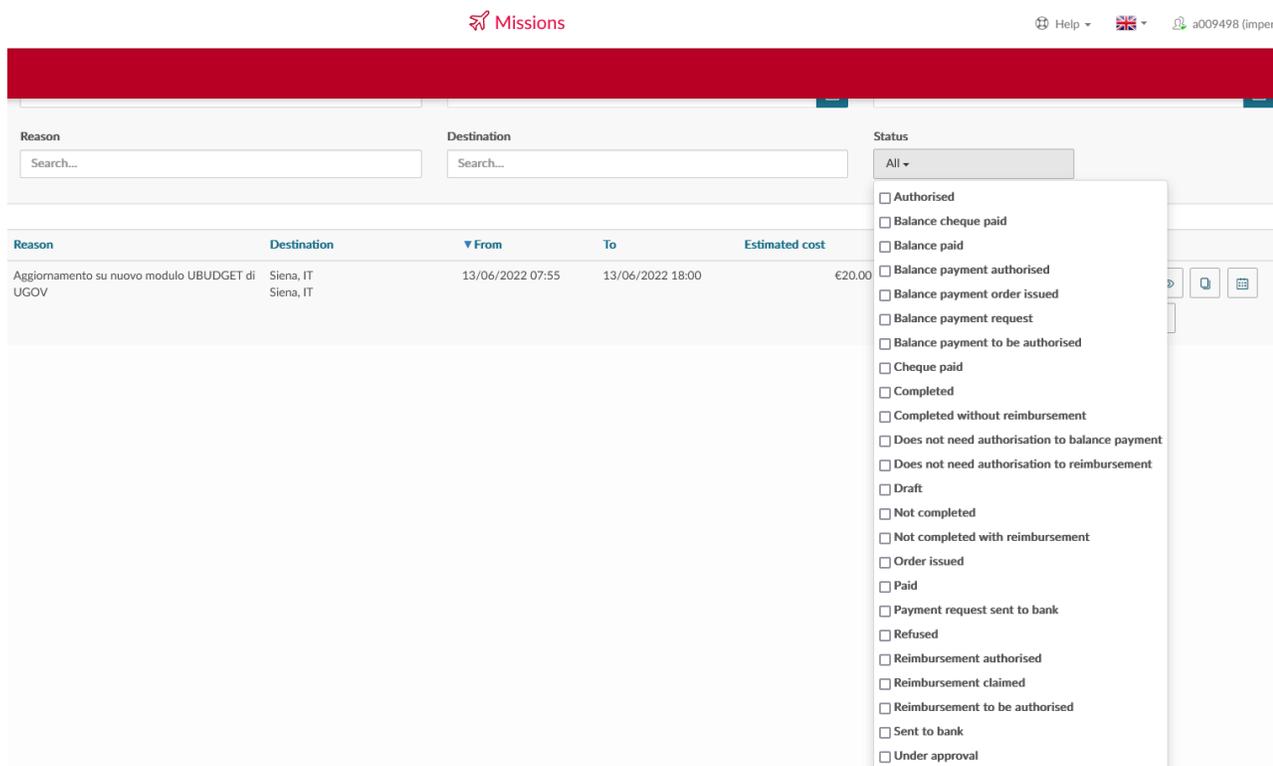
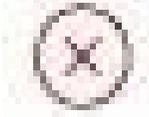


Figure 14

For each mission shown, the system will display the following information. The relevant fields are described in detail below.

Reason	Reason for the mission
Destination	Mission destination
From	Mission start date
To	Mission end date
Estimated cost	This is the total of the estimated expenses included in the mission request, whether incurred by the claimant or paid in advance

<p>Status</p>	<p>It represents the status of the document.</p> <p>The status will be: Draft, if the request has been saved but not sent.</p> <p>Once the document has been sent, the system will show the statuses connected with the type of authorisation expected.</p> <p>If authorisation has yet to be granted, the following symbol will be displayed before the status</p>  <p>If authorisation has been granted, the following symbol will be displayed before the status</p>  <p>If authorisation has been denied, the following symbol will be displayed before the status</p>  <p>Only for the authorisation of special means of transport, the system might display the status 'partially authorised'. This happens when the person in charge only authorises some of the special means of transport requested, in which case the following symbol will be displayed before the status</p>  <p>The potential statuses linked to the people in charge of authorization are the following:</p> <p>OTHER STRUCTURE</p> <p>PROJECT FUNDS</p> <p>UNDERWAY</p> <p>USE OF MEANS</p> <p>TRAINING</p> <p>ACCOUNTANCY SEAL</p> <p>When all the necessary authorisations have been given, the status of the request changes to AUTHORISED</p>
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To edit an existing request, click on the 'Open' icon.



at the end of the line that you need to edit. If the status of the request is Draft, it will be possible to change all the data entered.

If, on the other hand, the request has already been sent, it can only be edited if no authorisation has been granted yet. In this case, you may only do the following: edit the fields Project, Reason, Notes, Method (of reimbursement),

tick the box 'Mission without expenses' (when expenses are paid by the hosting body), and Edit the section EXPENSES WITH ESTIMATE.

To delete an existing Request, click on the 'Delete' icon



at the end of the line that you want to delete.

It will be possible to delete a request if it is partially authorised, or authorised but unaccounted for.

To print a Request, click on the 'Print' icon



at the end of the line.

The function 'MOVE TO DRAFTS' is also available.



This function is available when the status of the claim is 'Under approval', or 'Authorised but not accounted for'.

Use this function if you need to change information in the claim that is no longer editable.

If you choose this function, the request will go back to Draft status, which allows you to make any necessary changes. Afterwards, you will have to send it again for authorisation.

1.3 Duplicating a Mission Claim

It is possible to enter a new claim from an existing one. To duplicate a claim, select the 'MY MISSIONS' function at the top left.

When the system opens the template, search for the claim to be duplicated. Once you have found the request, click on 'Copy'



as shown in Figure 15.

Search Criteria:

Period: Last 3 months	From: 28/08/2022	To: GG/MM/AAAA
Reason Search...	Destination Search...	Status Tutti

Reason	Destination	From	To	Estimated cost	Status	
R. IST. LANDI FONDI ATENEO 2022. Convegno della Società Italiana di Storia del Diritto: "De iure belli. Offensae difesa tra storia e diritto" presso Università di Bologna	Bologna, IT	25/11/2022 09:00	26/11/2022 23:59	€380.00	Reimbursement claimed	     

Figure 15

When you click on 'Copy', the system will switch to the function for entering a new claim. All the fields in this claim will contain the same data as the original request and can all be edited.

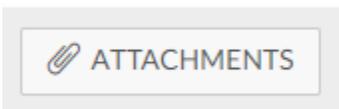
When you have finished editing the data, save the new claim.

1.4 Adding Attachments

It is possible to include one, or more, attachments in a claim.

Attachments can be inserted directly within the request, or from the 'MY MISSIONS' function.

If the attachment is included from within the claim, click on 'ATTACHMENTS'



in the top left-hand corner. If, on the other hand, you include the attachment from the 'MY MISSIONS' function, click on the 'Attachments' icon as shown in Figure 16.



Search Criteria:

Period: Last 3 months | From: 28/08/2022 | To: GG/MM/AAAA

Reason: Search... | Destination: Search... | Status: Tutti

Reason	Destination	From	To	Estimated cost	Status
R_IST_LANDI_FONDIATENEO 2022_Convegno della Società Italiana di Storia del Diritto: "De iure belli. Offesae difesa tra storia e diritto" presso Università di Bologna	Bologna, IT	25/11/2022 09:00	26/11/2022 23:59	€380.00	Reimbursement claimed

Figure 16

In both cases, when you click on 'Attachments',

MANAGEMENT OF ATTACHMENTS

+ ADD

File Name	Description	Type of attachment	
DE IURE BELLI_Locandina.pdf		U_WEB_RICHIEDENTE	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">↓</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">🗑️</div> </div>
Partecipazione.pdf		U_WEB_RICHIEDENTE	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">↓</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">🗑️</div> </div>

X CLOSE

The system will display the template shown in Figure 17. To add the attachment, click on '+ADD'.

Figure 17

The system will then open a template to associate the attachment to the claim, as shown in Figure 18. You will be able to enter a description of the type of attachment and then you will need to select the document to be attached by clicking on 'BROWSE'.

To save the entry, click on 'LOAD'.

MANAGEMENT OF ATTACHMENTS

CHOOSE FILE

File Name

Description

LOAD

× CLOSE

Figure 18

If the attachment is correctly associated with the request, this message will appear:

✓ Allegato creato con successo ×

(Attachment created correctly)

By clicking again on 'Attachments', you can add more files, or download the documents attached, or delete the association with certain documents, as shown in Figure 19.

To download an attachment, click on



To delete an attachment, click on



MANAGEMENT OF ATTACHMENTS

+ ADD

File Name	Description	Type of attachment		
DE IURE BELLI_Locandina.pdf	U_WEB_RICHIEDENTE			
Partecipazione.pdf	U_WEB_RICHIEDENTE			

× CLOSE

Figure 19

1.5 Mission Completion

When you return from the mission, you must confirm that the mission has been carried out. To do so, access the relevant request.

If the mission has not been carried out, this must also be indicated. To do so, access the relevant request.

You need to go back to the 'MY MISSIONS' function and to the request relating to the mission that has been completed.

At the end of the line related to the request, which is in the 'Authorised' status, the following buttons will be displayed:



Mission completed and



Mission not completed, as shown in Figure 20.

Search criteria:

Period:	From:	To:
Last 3 months	13/10/2022	GG/MM/AAAA
Reason	Destination	Status
Search...	Search...	All

Reason	Destination	From	To	Estimated cost	Status
prova per cli	Canicatti, IT	02/01/2023 00:00	05/01/2023 23:59	424.36€	Under approval: ○ Accountancy seal ○ Use of means ○ Project funds ○ Completion

1 of 1 missions < 1 > 10 / page \

Figure 20

MISSION NOT COMPLETED

If the mission has not been completed, click on



The system presents an intermediate template where you need to confirm that the selected mission has not been completed, as shown in Figure 21.

Do you confirm this mission was not completed?

Location of Destination: Genova, IT

Start date and time: 07/09/2022 00:00

End date and time: 11/09/2022 23:59

Expenses incurred to be claimed as reimbursement



Figure 21

If you click on 'YES', without ticking the box 'Expenses incurred to be claimed as reimbursement', the request will change its final status to 'Not completed'. No further changes can be made, and the relevant Budget Office will be notified so that any funds set aside for this request can be released.

If you click on 'YES' and tick the box 'Expenses incurred to be claimed as reimbursement', the request will change its status to 'Not completed with reimbursement'. The system will open the request in the EXPENSES INCURRED template, which allows you to specify the expenses to be claimed as reimbursement, even if the mission has not been completed, because they have already been incurred. Once the expenses have been entered, it will be possible to proceed with the claim for reimbursement.

COMPLETED MISSION

If the mission has been completed, click on



The system displays an intermediate template in which you shall enter the actual start and end dates and times 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
Genova, Italia	07/09/2022 00:00	11/09/2022 23:59	No

Reason for change of timings

Missione cofinanziata

DRAFT REIMBURSEMENT SEND WITHOUT REIMBURSEMENT CANCEL

Figure 22

If the dates and/or times of the start and/or end of the mission are changed, it will be mandatory to fill in the field ‘Reason for change of timings’ explaining why there was such change.

To change the dates and/or times of a destination, click on



at the end of the line that you need to change.

Once you have entered the correct data, you can choose between the two options ‘DRAFT REIMBURSEMENT’, or ‘SEND WITHOUT REIMBURSEMENT’. ‘DRAFT REIMBURSEMENT’ should be selected if expenses were incurred on the mission for which reimbursement is to be claimed.

Select ‘SEND WITHOUT REIMBURSEMENT’ if no expenses to be claimed as reimbursement were incurred in the mission.

If the ‘DRAFT REIMBURSEMENT’ button is clicked, the status of the mission claim will change to ‘Completed’ and the system will display the template for entering the expenses incurred in the mission, as explained in detail in the next paragraph.

If you click on ‘SEND WITHOUT REIMBURSEMENT’, an intermediate confirmation template will be displayed, as shown in Figure 23. By clicking on YES, the claim will change to the final status ‘Completed without reimbursement’. No further changes can be made, and the relevant Budget Office will be notified so that any funds set aside for this request can be released.

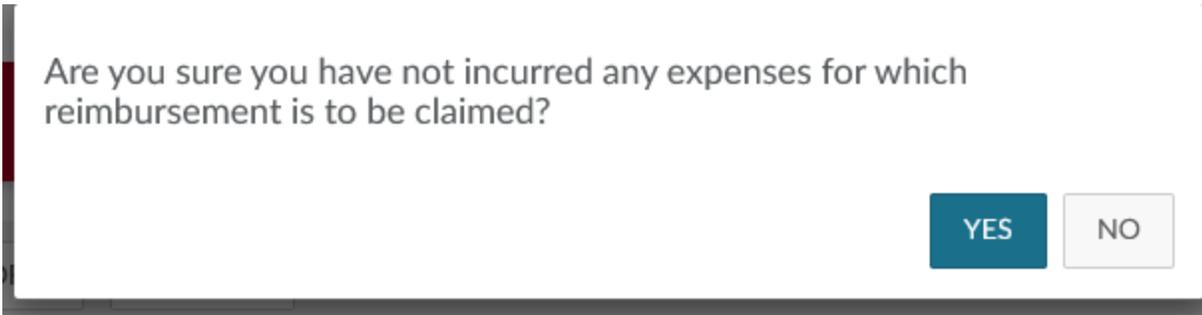


Figure 23

1.6 Claiming for Reimbursement

If you have selected 'DRAFT REIMBURSEMENT' from the completed mission template, or if you have ticked the box 'Expenses incurred to be claimed as reimbursement' from the not completed mission template, the system opens the request in the EXPENSES INCURRED template, as shown in Figure 24.

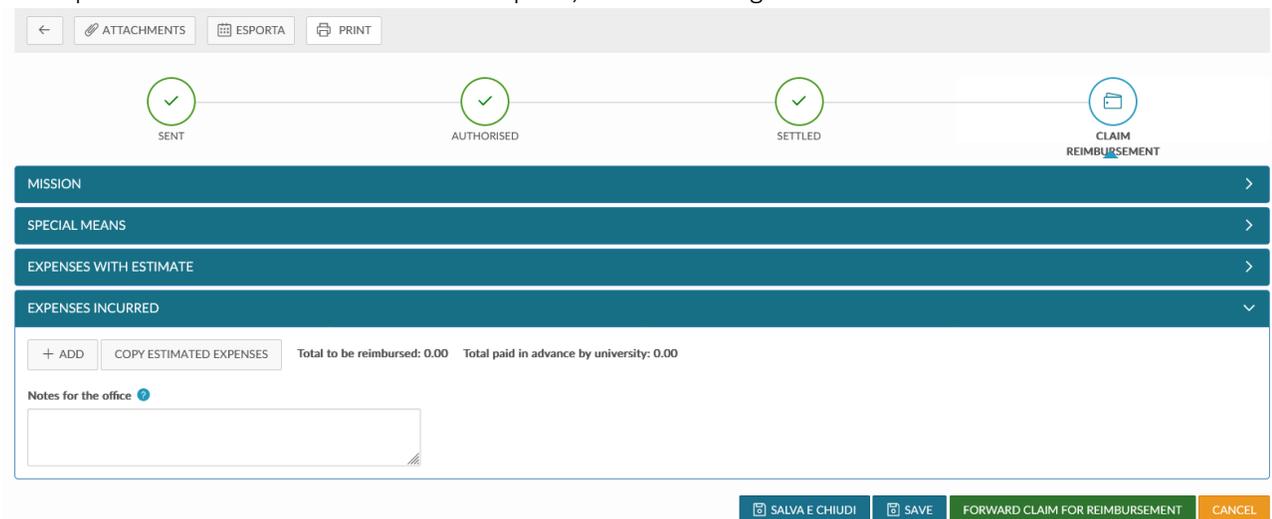


Figure 24

To enter a new expense, click on '+ADD'.

If you want the system to copy the expenses entered in the budget into the final template, click on 'COPY ESTIMATED EXPENSES'.

If you click on '+ADD', the system will display the template shown in Figure 25. The relevant fields are described in detail below.

EXPENSES INCURRED

Type * ?

Date when expenses incurred * ?



Currency * ?

Amount * ?

Euro * ?

Incurred by * ?

Assenza Giustificativo ?

Notes

Details of regulation

Daily limit

 ATTACHMENTS

Figure 25

Type	Mandatory data. You should indicate the type of expense. You can key in the expense code directly, or you can open the drop-down list to make your selection.
Incurred on	Mandatory field. This is the date on which the expense was incurred.
Currency	Mandatory field. The system proposes the Euro. The currency can be changed. If the currency is changed, the system will display the following fields: exchange rate, exchange date, which the system will calculate based on the exchange rate indicated in the Ugov tables on the nearest date to the start of the mission. Based on the amount in the stated currency and on the exchange rate, the system will fill in the next field: Amount.
Amount	Mandatory field. This is the expected amount of the expense in the stated currency.
Euro	Mandatory field. This is the conversion into Euros of the estimated expenses. It is calculated and set by the system according to the amount indicated and the relevant exchange rate.
Incurred by	Mandatory field. Allowed values: CLAIMANT – UNIVERSITY PREPAID. The stem pre-fills the field with CLAIMANT. If, however, the expense was not incurred by the claimant, but was paid in advance by the University, the value should be changed to UNIVERSITY PREPAID.
Notes	Optional field.
Daily Limit	System field. This field shows the daily spending limit, if any, set by the University regulations for the type of expense selected.

To confirm input of the expense, click on 'OK'.

The system returns to the INCURRED EXPENSES template, as shown in Figure 26. To input further expenses, click on '+ADD' again.

The screenshot shows a progress bar at the top with four stages: SENT, AUTHORISED, SETTLED, and CLAIM REIMBURSEMENT. Below this is a navigation menu with options: MISSION, SPECIAL MEANS, EXPENSES WITH ESTIMATE, and EXPENSES INCURRED (selected). The main area displays a table of incurred expenses with columns for Type, Incurred on, Currency, Amount, Euro, and Notes. Below the table is a text area for 'Notes for the office' and a footer with buttons: SALVA E CHIUDI, SAVE, FORWARD CLAIM FOR REIMBURSEMENT, and CANCEL.

Type	▲ Incurred on	Currency	Amount	Euro	Notes
AEREO	26/10/2022	EUR	100.00	100.00	
PASTG	26/10/2022	EUR	100.00	100.00	

Notes for the office

SALVA E CHIUDI SAVE FORWARD CLAIM FOR REIMBURSEMENT CANCEL

Figure 26

To view an existing expense, click on the icon



at the end of the line.

To edit an existing expense, you click on the icon



at the end of the line that you want to edit.

To delete an existing expense, click on the icon



at the end of the line that you want to edit.

To include an attachment referring to an individual expense, click on the icon



at the end of the line.

If you have entered all expenses incurred in the final statement and you want to send the claim for reimbursement to the Mission Office, click on 'FORWARD CLAIM FOR REIMBURSEMENT' in the bottom right-hand corner.

FORWARD CLAIM FOR REIMBURSEMENT

If, on the other hand, you want to save the changes you have made to the expenses incurred, but you do not want to send the claim for reimbursement to the Mission Office yet, click on 'SAVE' in the bottom right-hand corner.

SAVE

In this case, you may return at any time to this section to edit the expenses incurred and complete entry by clicking on 'Draft Reimbursement'.



Please note that you can start filling in the expenses incurred, even while the mission is in progress, without having to wait until the end of the mission. In this case, open the claim by clicking on the icon



and then click on 'Edit' to fill in the fields in the in the EXPENSES INCURRED section.