I’m going in mission – Mode opératoire

1. Introduction…… p. 2
2. General process…… p. 3
3. I’m an UCBL staff – I’m going without costs…… p. 4
4. I’m an UCBL staff – I’m going on UCBL credits…… p. 5
5. I’m an UCBL staff – I’m going on CNRS credits…… p. 7
6. I’m a CNRS staff – I’m going without costs…… p. 8
7. I’m a CNRS staff – I’m going on CNRS credits…… p. 9
8. I’m a CNRS staff – I’m going on UCBL credits…… p. 13
9. I’m a staff from another organisation – I’m going on UCBL credits…… p. 14
10. I’m a staff from another organisation – I’m going on CNRS credits…… p. 14
11. After my mission on UCBL credits – I fill-in my expenses…… p. 15
12. After my mission on CNRS credits – I fill-in my expenses…… p. 18
13. After my mission on UCBL credits without costs…… p. 21
14. After my mission on CNRS credits without costs…… p. 22
15. I have a guest…… p. 23

Annexe – detailed credits by administrative adviser / links for documentation…… p. 24

1. Introduction

When I'm going out of my family or working residence (territory of the municipality of the laboratory and neighboring municipalities), I need to ask for a mission order for two reasons :

- From a legal point of vue, in order to be covered if an accident occurs
- From a financial point of vue, in order to cover my fees

Warning : some countries are considered to be at risk, I should ask for the approval of the of the safety and security manager at least 3 weeks before my mission.

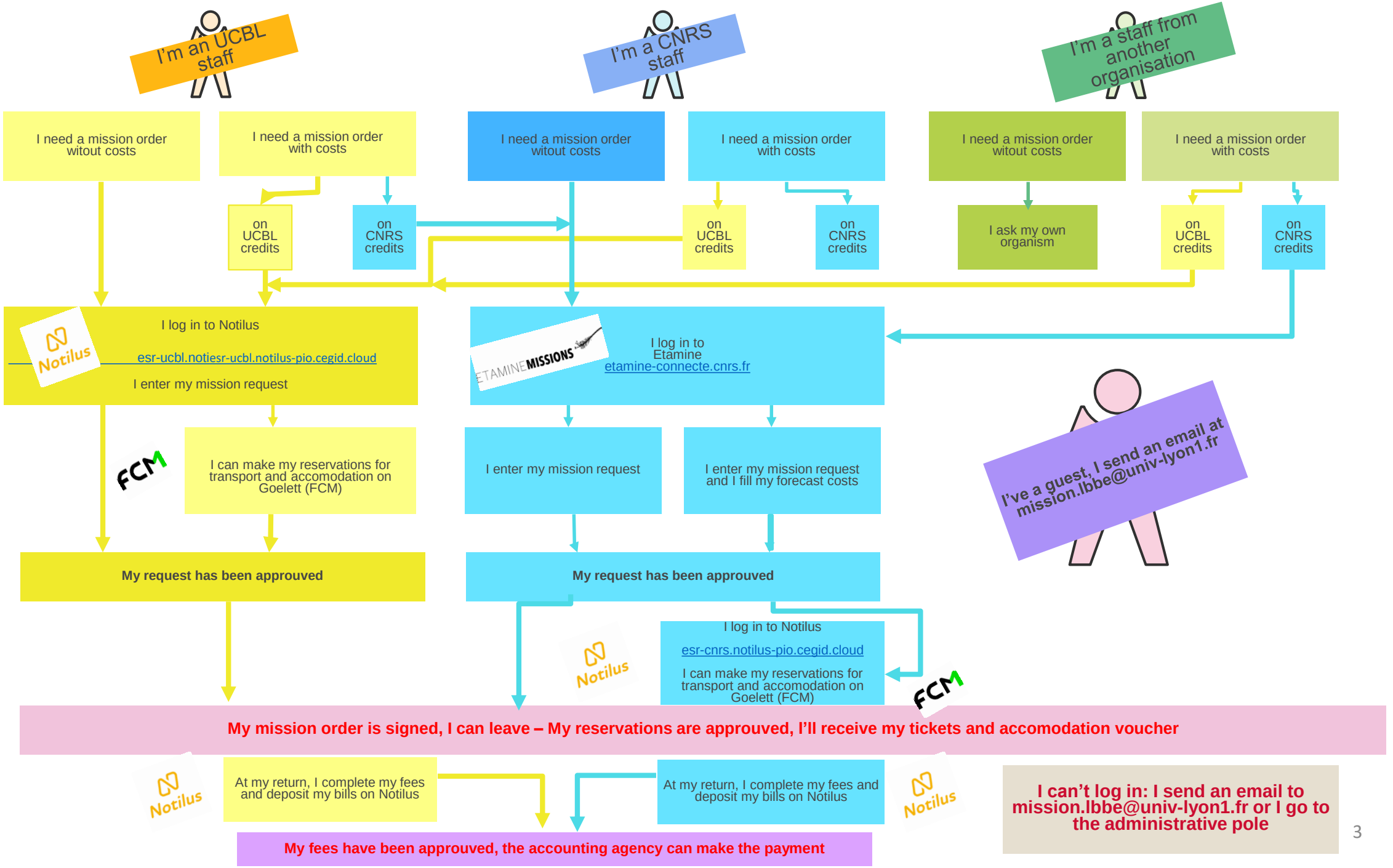
Interns may be authorized to travel during their training's period at the laboratory only if it's mentionned on their convention.

Wich costs are covered :

- Train and plane tickets (via our transport's service provider)
- Accomodation (via our accomodation's service provider)
- Meals (provide bills if CNRS's credits)
- Shuttle airport – parking (railway station – airport)
- Fuel's card for the laboratory's vehicules
- Colloque inscription's fees (if tha laboratory can't pay beforehand)

Your administrative adviser asks for a delay of 8 days to confirm your business trip.

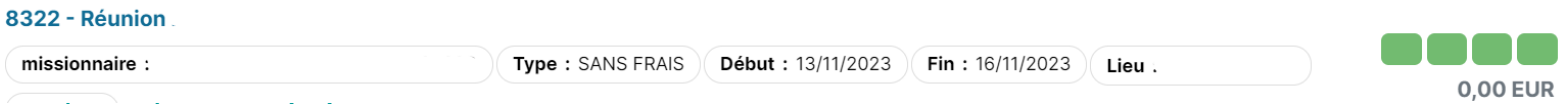
You'll find in the following pages the procedure to respect depending on your status, the kind of mission (with or without costs), on UCBL credits or on CNRS credits.


I'm an UCBL staff
I need a mission order witout costs
I need a mission order with costs
on UCBL credits
on CNRS credits
I log in to Notilus
esr-ucbl.notiesr-ucbl.notilus-pio.cegid.cloud
I enter my mission request
I can make my reservations for transport and accomodation on Goelett (FCM)
My request has been approuved
I'm a CNRS staff
I need a mission order witout costs
I need a mission order with costs
on UCBL credits
on CNRS credits
I log in to Etamine
etamine-connecte.cnrs.fr
I enter my mission request
I enter my mission request and I fill my forecast costs
My request has been approuved
I'm a staff from another organisation
I need a mission order witout costs
I need a mission order with costs
I ask my own organism
on UCBL credits
on CNRS credits
I've a guest, I send an email at mission.lbbe@univ-lyon1.fr
I log in to Notilus
esr-cnrs.notilus-pio.cegid.cloud
I can make my reservations for transport and accomodation on Goelett (FCM)
My mission order is signed, I can leave – My reservations are approuved, I'll receive my tickets and accomodation voucher
At my return, I complete my fees and deposit my bills on Notilus
At my return, I complete my fees and deposit my bills on Notilus
My fees have been approuved, the accounting agency can make the payment
I can't log in: I send an email to mission.lbbe@univ-lyon1.fr or I go to the administrative pole

2. I need a mission order without costs

1. I log in on Notilus esr-ucbl.notilus-pio.cegid.cloud
2. I update my profile and synchronize it (only at the 1rst connection)
3. I click on the + button

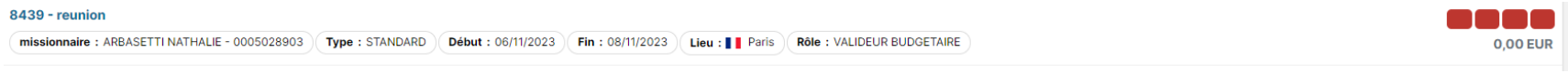
4. I choose the *sans frais* proposition, I fill my request and put in *répartition analytique* the centre de coût/centre financier (financial center) **R615558**
5. I click on the arrow to submit my request
6. My request have been approuved, my order of mission is in validated status



7. I can leave for my mission

Warning ! If I see red buttons on my mission, It has been rejected and I have to correct the problem with my administrative adviser.

I can't leave for my mission



3. I need a mission order with costs on UCBL credits

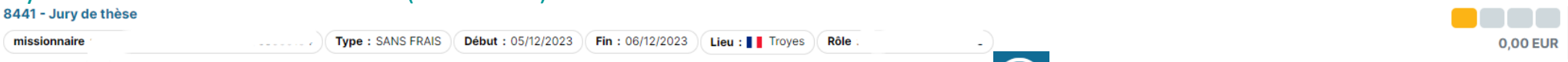
1- I log in on Notilus esr-ucbl.notilus-pio.cegid.cloud

2 - I update my profile and synchronize it (only at the 1rst connection)

3 – I click on the + button

4 – I choose the *standard* proposition, I fill my request and put in *répartition analytique* the centre de coût/centre financier (financial center) **R615558** and the EOTP corresponding to the concerned credit line (see credit's table in te appendix)

5 – My mission is in status *En création* (In creation)



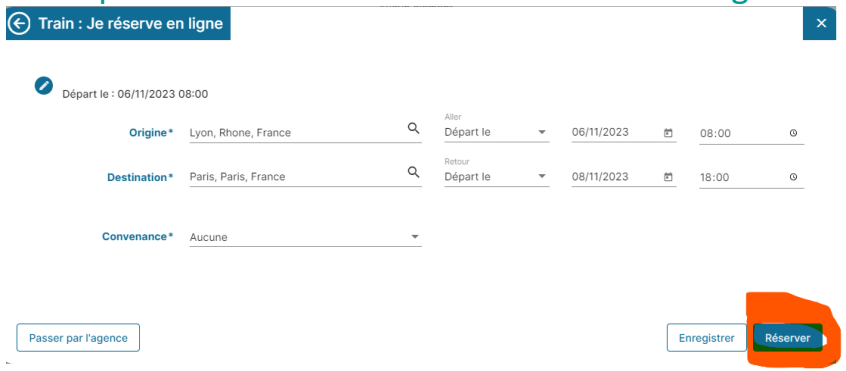
6 – If I don't need to book either transport ticket nor overnight stay, I click on the arrrow

7 – If I need to book transport ticket or overnight stay, I check that my browser is allowing popups so I can access Goelett

I switch to the *voyage* (trip) tab and click on the town's name to open Goelett

If I need another means of transport or an accomodation and the following icons are not displayed : , I click on the + button at the top right

I click on *Réserver*

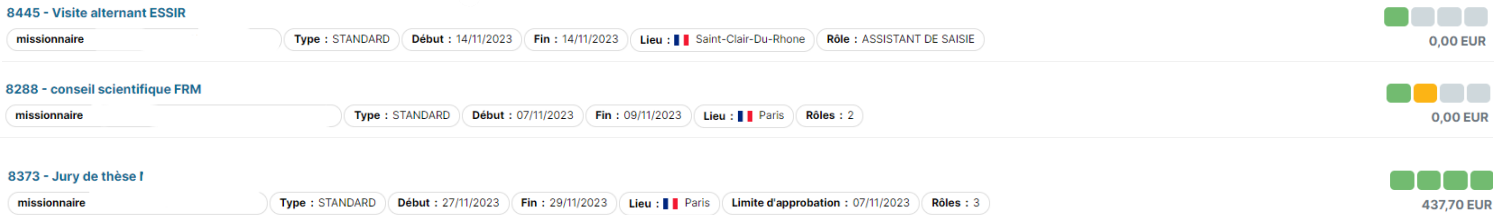


I can choose my tickets. I wait for the confirmation request message (highlighted in yellow) to appear. I close Goelett and I can click on *confirmer* in Notilus

I follow those instructions again if I need to add an accomodation or another mean of transport

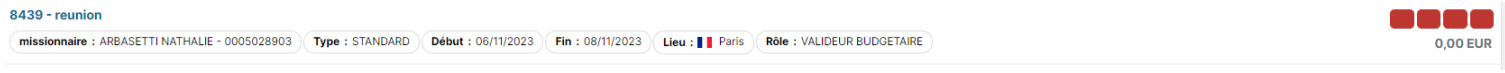
8. Once all my reservations have been made, I click on the arrow to submit my request

9. My mission's status is progressing Emis valideur 1 → Emis valideur 2 → Validé



10. I can leave for my mission

Warning ! If I see red buttons on my mission, It has been rejected and I have to correct the problem with my administrative adviser. I can't leave for my mission



4. I need a mission order with costs on CNRS credits

1. I log in on Notilus esr-cnrs.notilus-pio.cegid.cloud so I can update my profile and synchonize it (only at the 1rst connection) with the button at bottom right
2. I log in on Etamine etamine-connecte.cnrs.fr
3. I follow the procedure wrote on pages 8, 9, 10 and 11
4. My administrative adviser complete my mission order without costs on esr-ucbl.notilus-pio.cegid.cloud

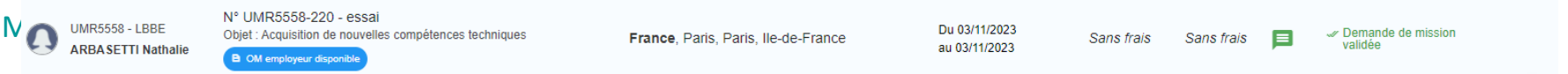
5. I need a mission order without costs

1. I log in on Notilus esr-cnrs.notilus-pio.cegid.cloud so I can update my profile and synchonize it (only at the 1rst connection) with the button at bottom right
2. I log in on Etamine etamine-connecte.cnrs.fr
3. I click on *DECLARER UNE MISSION* – New
4. I enter the motive of my mission and fill in the asked informations
5. In the financement column, I tick *Financement hors tutelles de l'unité*

6. I save then click on *Emettre* to send my mission to

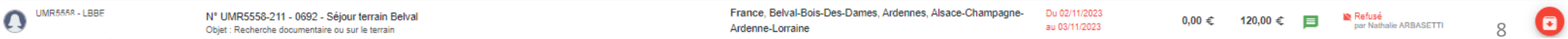
7. My mission is in *En complétion de mission (check)* status
8. If

9. My mission request must be validated by a signing delegate (DU, assistant DU, administrative manager)
10. M



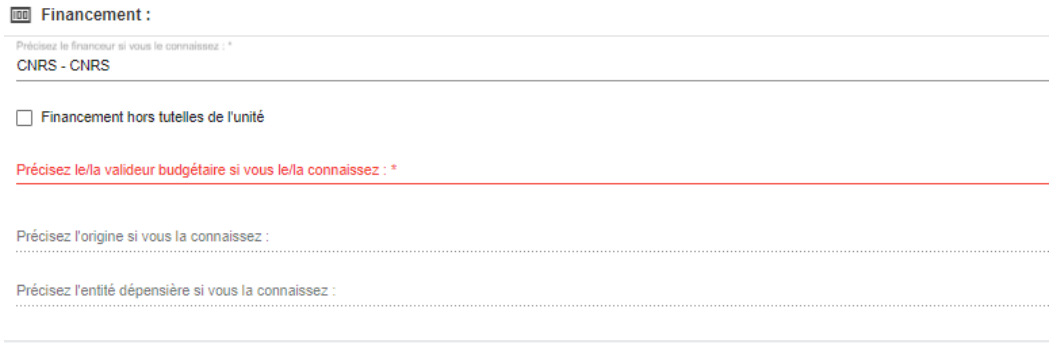
11. I can leave for my mission

Warning ! If my mission changes to Refusée (refused) status, I can't leave for my mission and must contact my administrative adviser



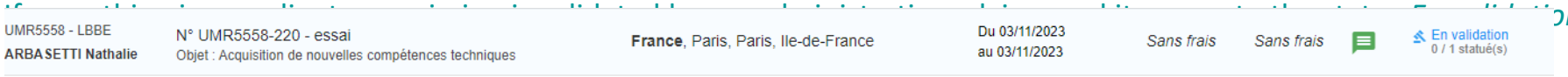
6. I need a mission order with costs on CNRS credits

1. I log in on Notilus esr-cnrs.notilus-pio.cegid.cloud so I can update my profile and synchonize it (only at the 1rst connection) with the button at bottom right
2. I log in on Etamine etamine-connecte.cnrs.fr
3. I click on *DECLARER UNE MISSION* – New
4. I enter the motive of my mission and fill in the asked informations
5. In the financement column, I tick *CNRS* on the drop-down menu



I complete my administrative adviser's name in the *valideur budgétaire* column (in red)
I complete the origin and spending entity corresponding to the line of credits concerned (see credits table in the appendix)

6. I need to estimate my costs (transportation, meals, overnight stays, other). This step in important : it allows my administrative adviser to check the avaibility of credits for carrying out the mision
7. I save then click on *Emettre* to send my mission to
8. My mission is in *En complétion de mission (check)*
9. *...on*

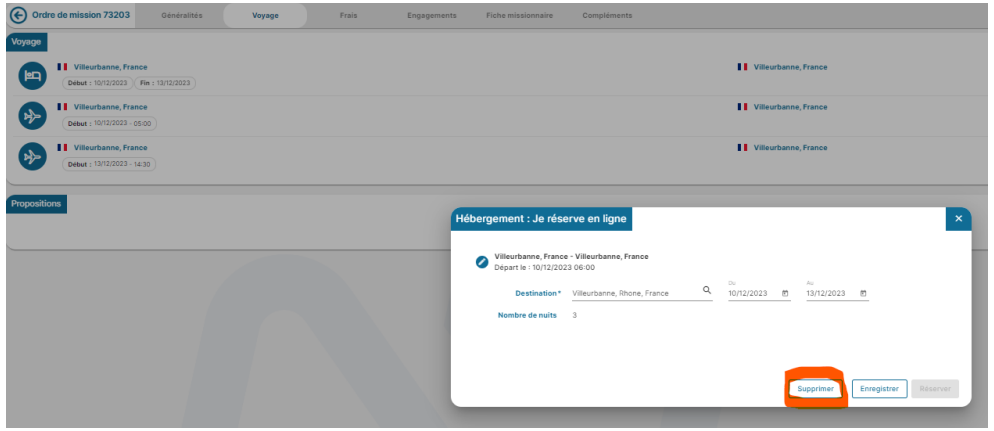


10. My mission request must be validated by a signing delegate (DU, assistant DU, administrative manager)
    If everything is compliant, my mission moves to the validated status

11. I log in on Notilus esr-cnrs.notilus-pio.cegid.cloud

12. My mission is in *status A compléter (to be completed)*

13. If I don't have either transport ticket to book nor overnight stay, I check that the travel tab is empty. If not, I click on the name of the city then click on delete as many time as necessary to get a blank screen

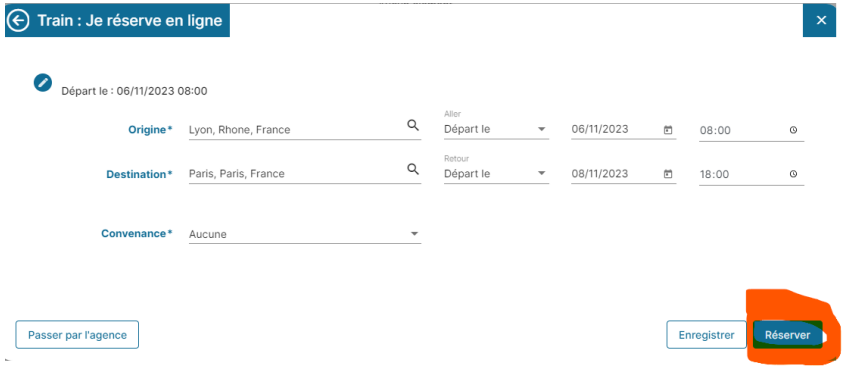


I can click on the arrow *Emettre*

14. If I have to book transport tickets or overnight stays, I check that my browser allows popups to be able to acess Goelett
    I go to the *Voyage* (travel) tab and click on the name of the city to open Goelett

If I need another means of transport or an accomodation and the following icons are not displayed : I click on the + button at the top right

I click on *Réserver*



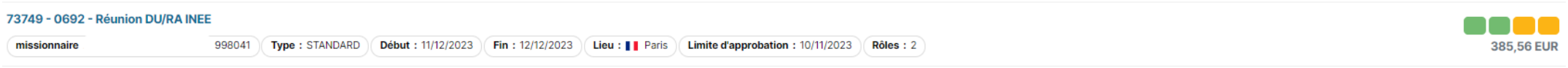
I can choose my tickets. I wait for the confirmation request message to appear. I close Goelett and I can click on *confirmer* in Notilus

I follow those instructions again if I need to add an accomodation or another mean of transport

15. Once all my reservations have been made, I click on the arrow to submit my request

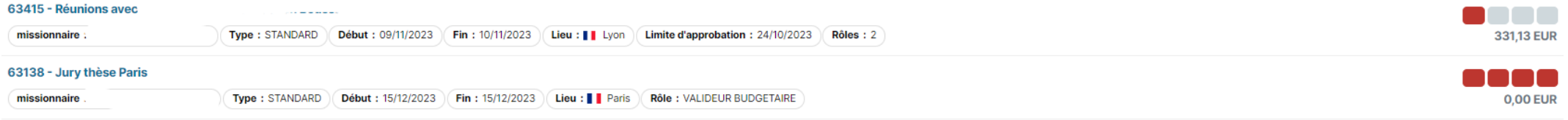
15. My mission changes to compliance control status

16. If everything is compliant, my mission moves to the validated status. If there is a discrepancy between the information in Etamine and those in Notilus, an additional step may be necessary = DU/RA validation befort final validation



17. I can leave for my mission

Warning ! If I see red buttons on my mission, It has been rejected and I have to contact my administrative adviser. I can't leave for my mission



8. I need a mission order with cost on UCBL credits

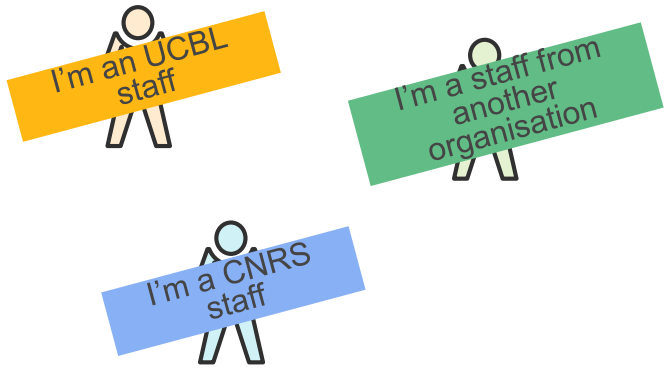
1. I log in on Notilus esr-ucbl.notilus-pio.cegid.cloud so I can update my profile and synchonize it (only at the 1rst connection) with the button at bottom right
2. I follow the procedure wrote on pages 5 and 6
3. My administrative adviser complete my mission order without cost on Etamine

9. I need a mission order with costs on UCBL credits

1. I log in on Notilus esr-ucbl.notilus-pio.cegid.cloud so I can update my profile and synchonize it (only at the 1rst connection) with the button at bottom right
2. I follow the procedure wrote on pages 5 and 6
3. I check with my organization the procedure to follow in order to be covered for my mission

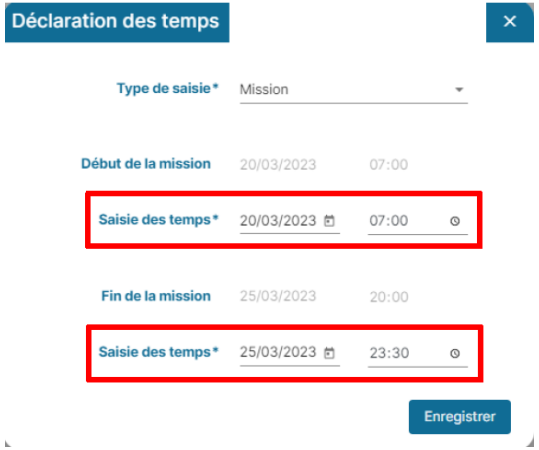
10. I need a mission order with costs on CNRS credits

1. I log in on Notilus esr-cnrs.notilus-pio.cegid.cloud so I can update my profile and synchonize it (only at the 1rst connection) with the button at bottom right
2. I log in on Etamine etamine-connecte.cnrs.fr
3. I follow the procedure wrote on pages 9, 10, 11 and 12
4. I check with my organization the procedure to follow in order to be covered for my mission

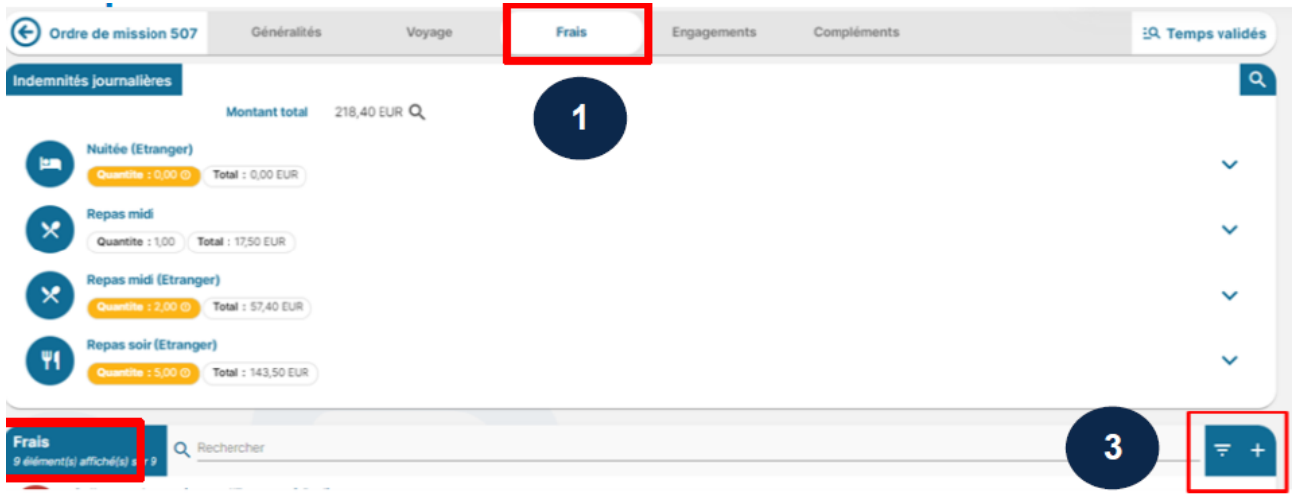


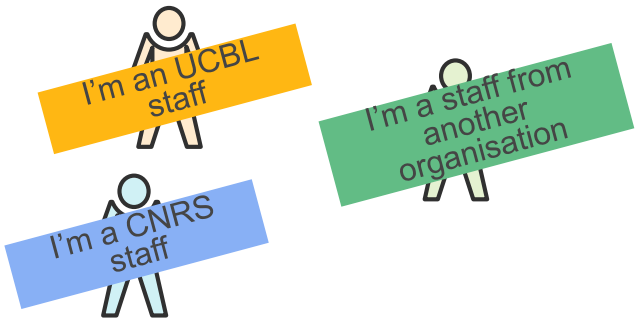
11. Return of mission on UCBL credits – expenses report

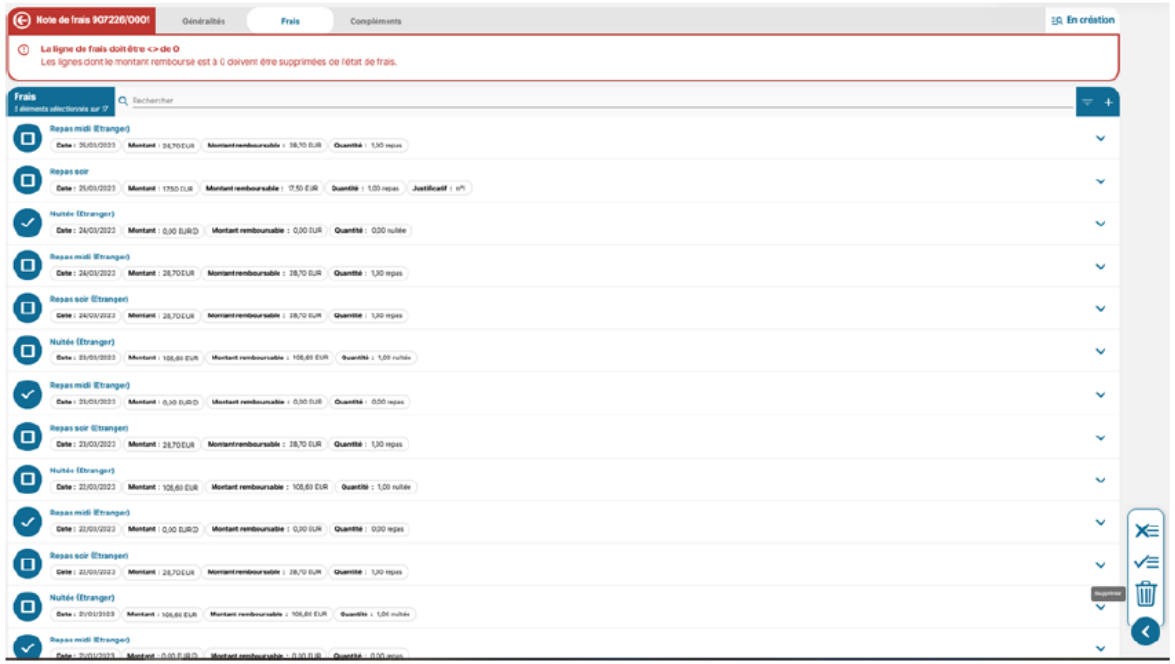
1. I log in on Notilus esr-ucbl.notilus-pio.cegid.cloud
2. I access my OM to validate my times
3. On the *Généralités* tab, I click on the arrow to submit
4. I declare accurately the dates and times of my travel
   My OM status moves to *Temps validés*

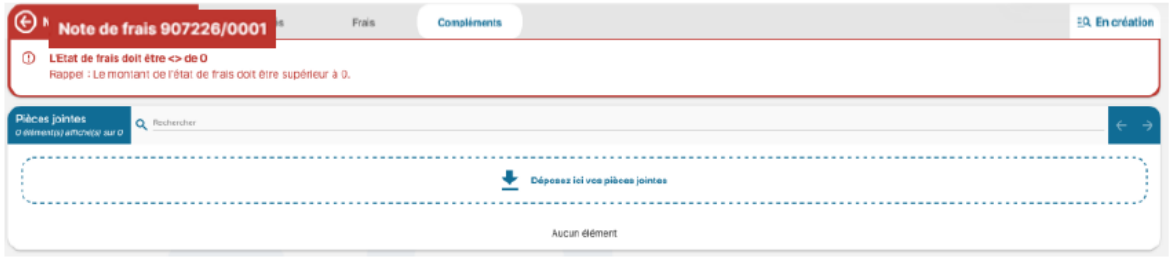


5. I declare my expenses on the *Frais tab* – I click on the *+ button*





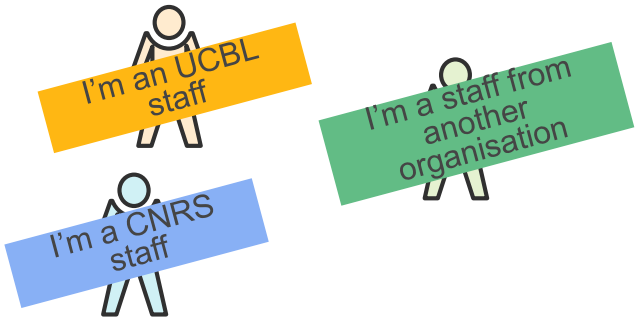




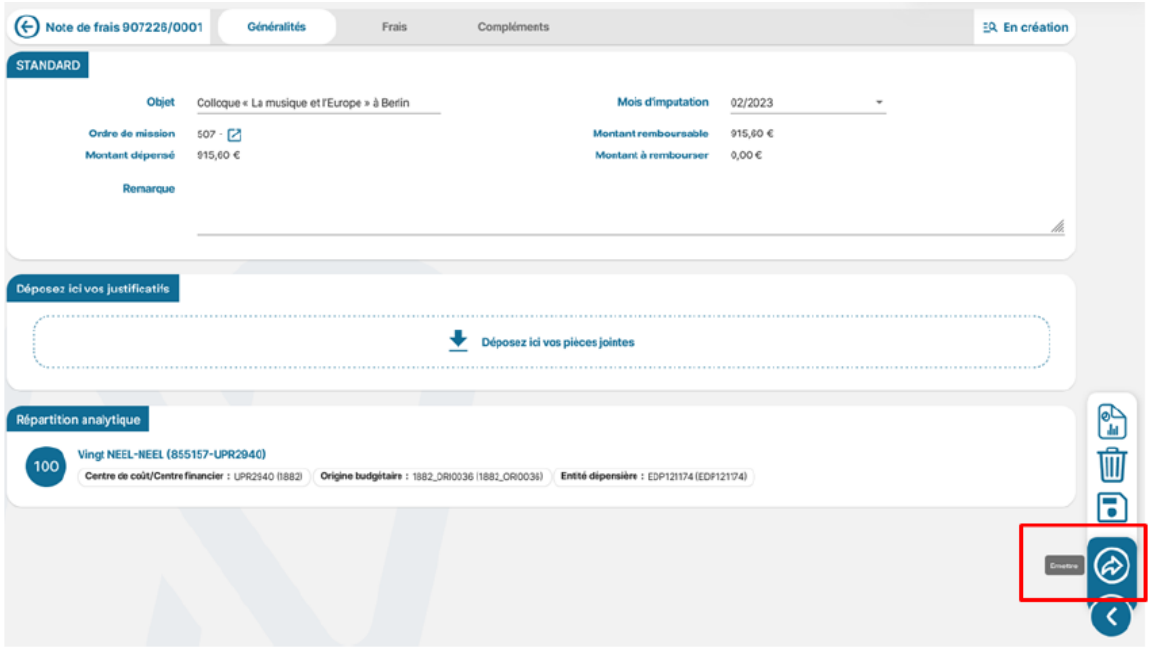
The **Frais** (expenses) tab

- When initializing the expense report, the expenses tab include all the lines of daily allowances covered by my mission (meals and overnight stays)
- Allows me to add my supporting documents for daily allowances
- Allows me to get back a previsionnal expense from the + button
- Allow me to add a new expense from the + button

5. I delete or add items based on my expenses
   I attach the corresponding supporting documents



6. After having completed and added all my suporting documents, I click on the arrow *Emettre*

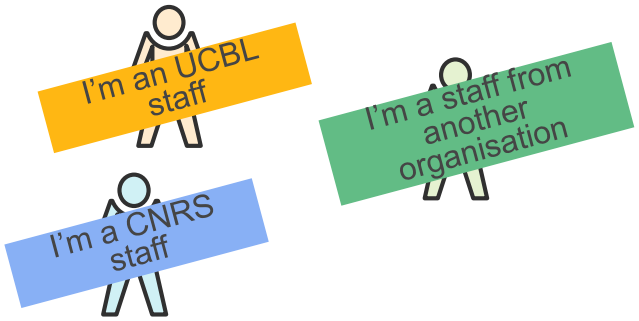


My expense report status moves to *Emis Ass. budgétaire*

7. My expense report is going to be checked by my administrative advisier who can reject it in case of non-compliance

8. Then, the expense report is validated before being conveyed to the accounting agency of the University

9. If everything is compliant, I'm refunded



12. Return of mission on UCBL credits – expenses report

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2. I access my OM to validate my times
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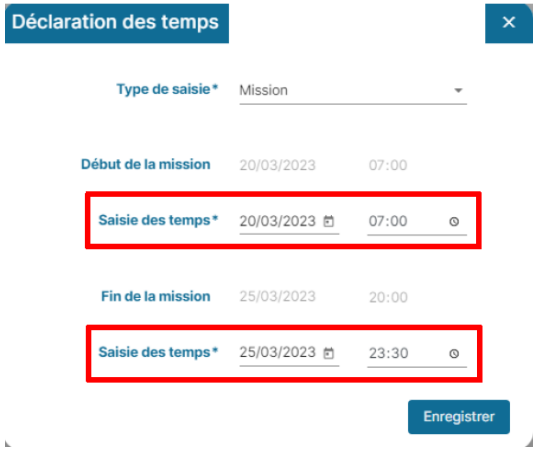
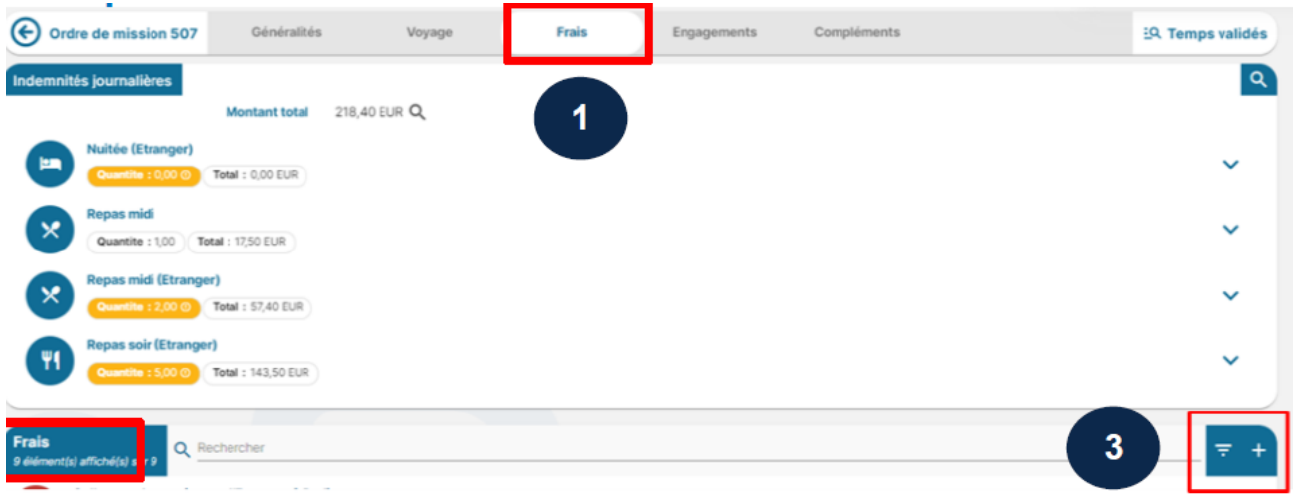
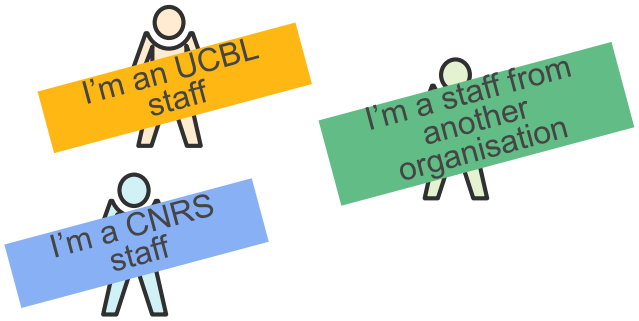
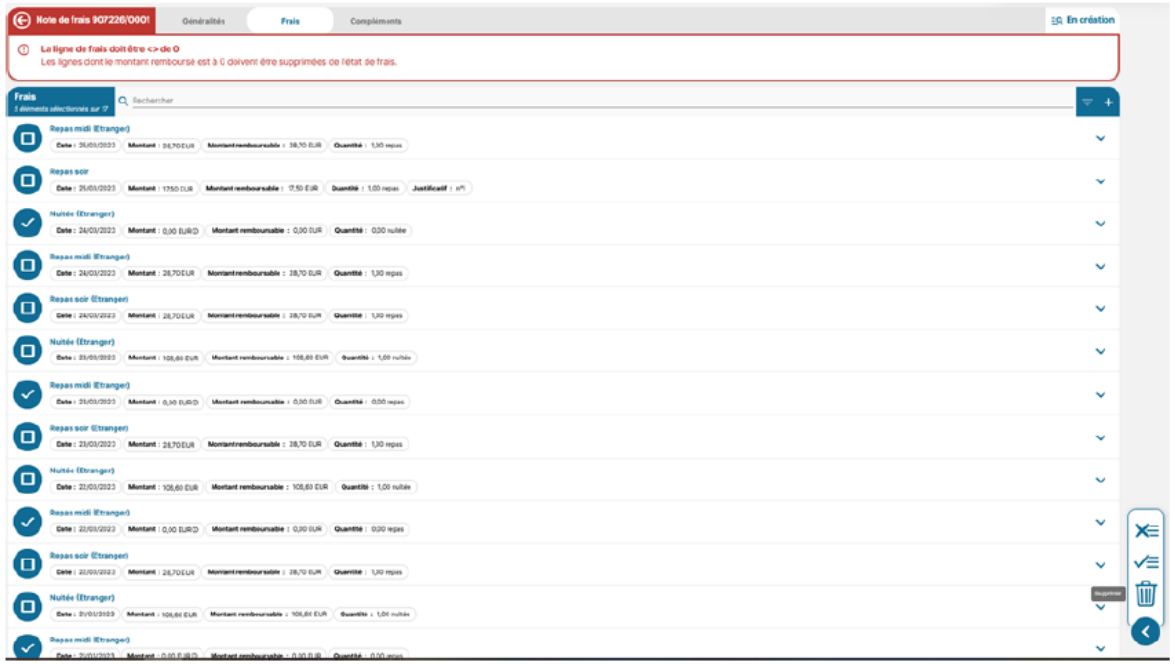
4. I declare accurately the dates and times of my travel
   My OM status moves to *Temps validés*

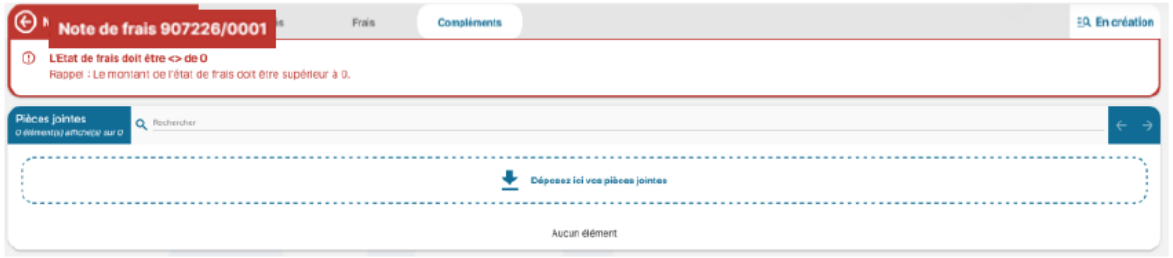


5. I declare my expenses on the *Frais tab* – I click on the *+ button*





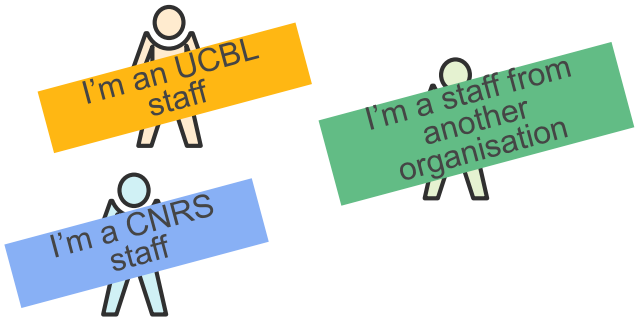




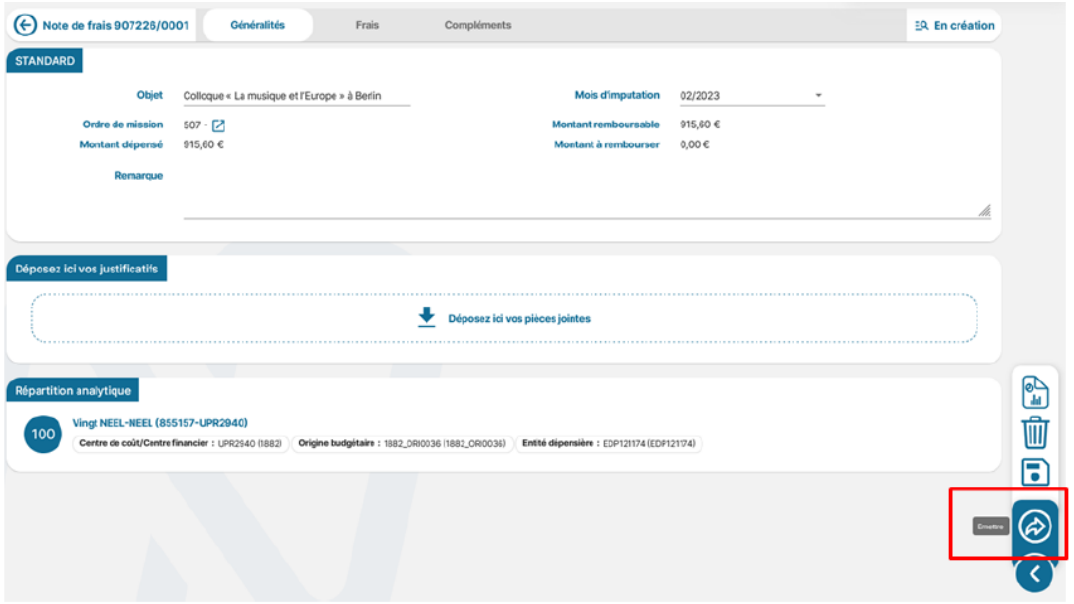
The **Frais** (expenses) tab

- When initializing the expense report, the expenses tab include all the lines of daily allowances covered by my mission (meals and overnight stays)
- Allows me to add my supporting documents for daily allowances
- Allows me to get back a previsionnal expense from the + button
- Allow me to add a new expense from the + button

5. I delete or add items based on my expenses
   I attach the corresponding supporting documents

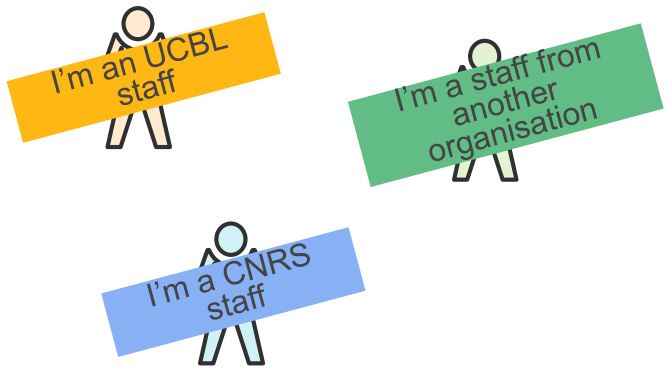


6. After having completed and added all my supporting documents, I click on the arrow to submit my request



My expense report status moves to *Emis Budgétaire*

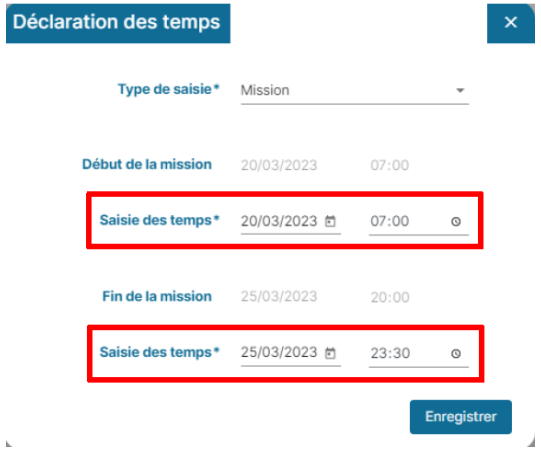
7. My expense report is going to be checked by my administrative advisier who can reject it in case of non-compliance
8. The expense statement is then validated by the DU/RA of the laboratoty before it's transmission to the financial and accounting department of the delegation (SFC)
9. After the control of the SFC, if everything is compliant, I'm refunded



13. Return of mission on UCBL without expenses report

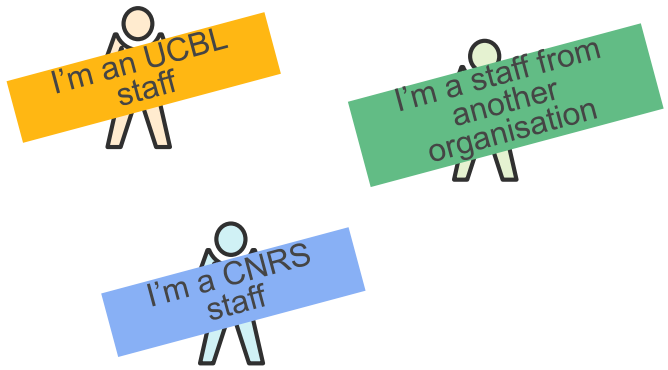
Finally, I've no costs to be reimbursed

1. I log in on Notilus esr-ucbl.notilus-pio.cegid.cloud
2. I access my OM to validate my times
3. On the *Généralités* tab, I click on the arrow to submit
4. I declare accurately the dates and times of my travel
   My OM status moves to *Temps validés*



5. *I click on the send arrow again*

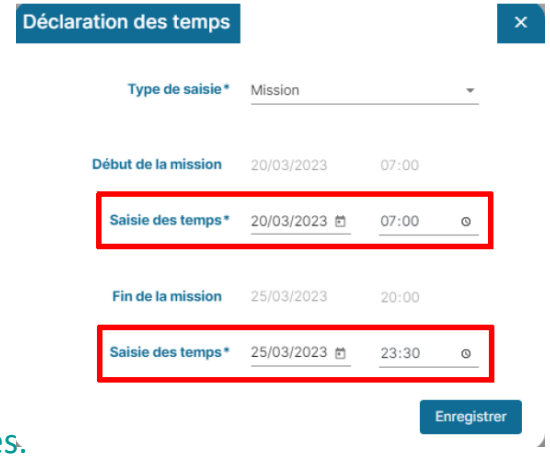
6. My mission is closed without reimbursmenet. **Warning ! This process is irrevocable and no costs will be covered**



14. Return of mission on CNRS without expenses report

Finally, I've no costs to be reimbursed

1. I log in on Notilus esr-cnrs.notilus-pio.cegid.cloud
2. I access my OM to validate my times
3. On the *Généralités* tab, I click on the arrow to submit
4. I declare accurately the dates and times of my travel
   My OM status moves to *Temps validés*



5. I send an e-mail to mission.lbbe@univ-lyon1.fr to say that I have no expenses.

6. My mission is closed without reimbursmenet. **Warning ! This process is irrevocable and no costs will be covered**

14. I have a guest

I send an email to mission.lbbe@univ-lyon1.fr with the title : Guest mission + Name + date of the mission

I indicate which credit line the mission should be charged as well as the email address of the guest

My administrative adviser contacts the guest to organize their visit

For guests, the process is a little longer so I anticipate my request

Annexe – Credit's details by administrative adviser / Documentation's link

Célia Clem

Département Ecologie

			Origines/Centre Financier	Entité dépensière/Eotp
Biomdèmographie	Equipe	CNRS	Sbase	SE BE
Lemaitre	Norvege	CNRS	RP	NORVEG
	ANR EVORA	CNRS	ANR EVORA	EVORA
	ANR DIVINT	CNRS	ANR DIVINT	DIVINT
	ANR PURE	CNRS	ANR PURE	ANR PURE
	OFB Forêt	CNRS	OFB Forêt	OFB Forêt
	ADEME	CNRS	SOLU-SI Ademe	SOLU-SI
	AMI marmotte	CNRS	RP	AMI SASSIE
	SE AMI marmotte	CNRS	Sbase	SE AMI SAS
	AMI sanglier	CNRS	RP	AMI Chatea
	SE AMI sanglier	CNRS	Sbase	SE AMI Cha
	AMI chevreuils	CNRS	RP	AMI CHEVR
	SE AMI chevreuils	CNRS	Sbase	SE AMI Chev
	PEDIGEN Fondation Sommer	CNRS	PEDIGEN Fondation Sommer	PEDIGEN
	Fondation Sommer	CNRS	Fondation Sommer	SOMMER
	ANR SOCIALIPOP	CNRS	ANR SOCIALIPOP	SOCIALIPOP
Ecoépidémiologie	Equipe	CNRS	sbase	SE EE
Pontier	FRM Pontier	UCBL	salaire uniquement	
	ANR BATANTIVIR	CNRS	ANR BATANTIVIR	BATANTIVIR
Ecologie quantitative	Equipe	CNRS	sbase	SE EQEC
Venner	R2013	CNRS	RP	R2013
	ZA	CNRS	sbase	ZA
	ANR FOREPRO	CNRS	ANR FOREPRO	FOREPRO
	Bourse Morin	CNRS	RP	E2M2 MORIN
	EC2CO sbase	CNRS	INEE EC2CO M.L Delignette	EC2CO
	ANR REGEMAST	CNRS	pas encore ouvert	
	Ecora	CNRS	RP	EC2CO ECOR
Santé Publique Vétérinaire	Equipe		sbase	SE SANT PU
Porphyre	Chaire	UCBL	R615558	20IA173UDL-VETAGROSUP

Département CoEvol

Le cocon	Equipe	CNRS	sbase	SE LE COCON
Boussau	ANR DEELOGENY	CNRS	ANR DEELOGENY	DEELOGENY
	Formation Haudry	CNRS	RP	FO HAU
	ANR EVOLUTHON	CNRS	ANR EVOLUTHON	ANR EVOLUT
	ANR NEGA	CNRS	ANR NEGA	NEGA

Commande Mission	François Débias
Commande Mission	Benjamine Rey
Commande Mission	Paul Revelli
Commande Mission	David Lepetit

Régie enseignement	UCBL	08F1050	F08BIOMETR

GDR Ecostat	CNRS	GDR ECOSTA sbase	GDRECOSE
GDR Ecostat ressources propres	CNRS	GDR ECOSTAT RP	GDRECORP

Dhoirfya Ali

Département Coevol

			Origines/Centre Financier	Entité dépensière/Eotp
GEI	Equipe	CNRS	sbase	SE GEI
Varaldi	IMMUNINV	CNRS	RP	IMMUN I
	ANR CRASHPEST	CNRS	ANR CRASHPEST	CRASHPEST
	ANR HORIZON	CNRS	ANR HORIZON	HORIZO
	SYMBED	UCBL	R615558	20DC167SYMBED-KREMER
	ANR FBI	UCBL	R615558	21AY29FBI-KREMER
	ANR TEMIT	CNRS	ANR TEMIT	TEMIT
	IUF Fablet	UCBL	R615558	IUF21FABLE
	ANR ProtecTE	CNRS	pas encore ouvert	
	ANR DROTHERMAL	CNRS	ANR DROTHERMAL	DROTHERMAL
	ANR LONGEVITY	CNRS	ANR LONGEVITY	LONGEVI
	ANR MICROM	CNRS	ANR MICROM	MICROM
	GEEPIADAPTATION	UCBL	R615558	23EC349GEEPIADAPTATION-V
	IEA/Teguppy Vieira	CNRS	sbase	IEA/TEGUPP
	ANR MOSQUITES	CNRS	ANR MOSQUITES	MOSQUITES
	ARQUS Vieira	UCBL	R615558	23ARQUSV11
	UCBL convention salaire	CNRS	salaire uniquement	
	FRM Vieira	UCBL	R615558	22FRM06VIEIRA

Département Ecologie

Ecologie Evolution	Equipe	CNRS	sbase	SE EEP
des populations	Chat Corse	CNRS	RP	CHAT C
Chevret	Bourse SFE	CNRS	RP	Bourse SFE
	ANR ROMA	UCBL	R615558	22AZ33ROMA-RENAUD
	MNHN	CNRS	MNHN	MNHN
	colloque Euroracom	CNRS	RP	EUROEACOM
	ANR MiCity	UCBL	pas encore ouvert	
	OFB RATON LAVEUR	CNRS	OFB Raton laveur	OFB RATON
	OFB Metacarni	CNRS	à encore ouvert	
	OFB CERF	CNRS	OFB CERF Devillard Say Bonenfant	OFB CERF22

Commande magasin				
Commande Mission Sonia Janillon				
Commande Mission Nelly Burlet				
Commande Mission Corinne Régis				
Commande Mission Hélène Henri				

Pole informatique	ANR ECONET	CNRS	ANR ECONET	ECONET
Pole informatique	ADEME (Miele)	CNRS	RP	ADEME
Pôle informatique	mission des membres du pôle			

Inventaire : Delphine	
Pôle informatique	commande membre du pôle info
Commande Stéphane Delmotte	

ANR COHUMAG	Nathalie	UCBL	R615558	22AZ47COHUMAG-PERON
ANR Plantegenomyx		CNRS	ANR Plantegenomix	PLANTGENOMIX
ANR InferAnth		CNRS	ANR INFER-ANTH	INFER-ANTH

Lucie Leroyer

Département GECO

			Origines/Centre Financier	Entité dépensière/Eotp
BAOBAB	Equipe	CNRS	sbase	SE BAOBAB
Sagot	Nouveaux entrants Peres	UCBL	R615558	AEC24PERES
	MITOTIC	UCBL	R615558	21DB305MITOTIC-PERES
BPGE	Equipe	CNRS	sbase	SE BPGE
Duret	ANR Renabi	CNRS	ANR RENABI	RENABI
	Formation Nescuela	CNRS	RP	FO NESCUEL
	Formation Gouy	CNRS	RP	FO GOUY
	Colloque Probgene	CNRS	RP	PROBGE
	IUF Brochier	UCBL	pas encore ouvert	
	ANR RESISTRACK	CNRS	ANR RESISTRACK	RESISTRACK
	Formation Perrière	CNRS	RP	FO PERRIER
	ANR ANCESMAG	CNRS	ANR ANCESMAG	ANCESMAG
	ANR Thermadapt	CNRS	ANR ThermAdapt	THERMADAPT
	ANR ALLOSPACE	UCBL	R615558	21AY43ALLOSPACE-BROCHIER
	ANR PARISANCIENDNA	CNRS	ANR PARISANCIENDNA	ANR PARISA

Département Santé

Biostat	Equipe		sbase	SE BS
Rabilloud	ANR IMAGINA	UCBL	R615558	18AV08BIMAGINA-MAUCORT-B
	PEPR REWIND	UCBL	pas encore ouvert	
	PEPR prezode	UCBL	pas encore ouvert	
	ANR BETPSY	UCBL	R615558	18IA134BBETPSY-MAUCORT
EMET	Equipe		sbase	SE EMET
	BIMEDOC	UCBL	R615558	23DB396BIMEDOC2-TOD
Lega	ANR PHAG-ONE	UCBL	R615558	21IA200BHCLPHAG-ONE-GOUT

Département Ecologie

MEP	Equipe	CNRS	sabse	SE MEP
Charles	Preditox CNRS	CNRS	RP	PREDIT
	OFB MIND	UCBL	R615558	13DE465MIND-CHARLES
	TKPLATE	UCBL	R615558	22DC324TKPLATE2.0-CHARLE
	MOSAIC	UCBL	R615558	20MOSAICFR-CHARLES
	ANSES	CNRS	TOX-MIX Anses	TOX-MIX
	ROVALTAIN	UCBL	R615558	X23PREDITO
Evolution adaptation	Equipe	CNRS	sbase	SE EAC
Rajon	Earthwatch	CNRS	RP	EARTHW
	SMACL (allainé	CNRS	RP	SMACL
	BAYER	CNRS	RP	BAYER
	CNRS MME2019	CNRS	RP	MEE20
	ANR EVOLCOG	CNRS	ANR EVOL-COG	EVOL-COG
	ANR URBANTIT	CNRS	ANR URBANTIT	URBANTIT
	ANR PATER	CNRS	ANR PATER	PATER
	SENS Gallot	UCBL	salaire uniquement	
	SENS Rajon	UCBL	salaire uniquement	
	Parc Chartreuse	CNRS	RP	P CHAR
	ANR TRAPP	CNRS	pas encore ouvert	
	ASAB cincles B. Doligez	CNRS	AGDG	ASAB
	MITI Doligez suivi long terme	CNRS	sbase	MITI Doligez
	parc Vanoise	CNRS	AGDG	PARC V

Commande Mission	Rebecca Garcia			
Commande Mission	Camille Mermet-Bouvier			
Commande Mission	Nicolas Blache			
Commande Mission	Pierre Guiard			
Commande Mission	Géraldine Gueffier			
ANR PIECES		CNRS	ANR PIECES	PIECES

Lien Tuto UCBL Tuto

Lien espace CORE CNRS MISSION ESR Mission - Accueil (core-cloud.net)