M2 Cost and Travel Claim Instructions

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1. Contents of the M2 manual

This manual contains intructions on the Finnish Red Cross cost claim system, M2, for FRC delegates. Instructions are provided on login to M2, creating a cost and travel claim, including adding attachments to the claim. Further information about posting, sending for approval, advance payments and currency rates are also included in the manual.

1.1. Logging in and selecting language

URL: https://www.saasm2.com/blue/Login
Username: Firstname.Surname
Default password: m2passwordFRC21
Business ID: FINRC

Password must be changed by first sign-in.

To change the default language, click the flag on right lower corner.

1.2. Types of claims in M2

Cost claim
Delegate will prepare **a cost claim including all mission expenses**, when **no** per diem is claimed for the mission. Through cost claim, the FRC will reimburse mission related costs. In case there are both delegate costs, such as travel and medical costs, and costs for the operation to be reimbursed through M2, two separate cost claims should be prepared – one for the delegate costs and another for the operation costs, due to different budget holders and approval processes.
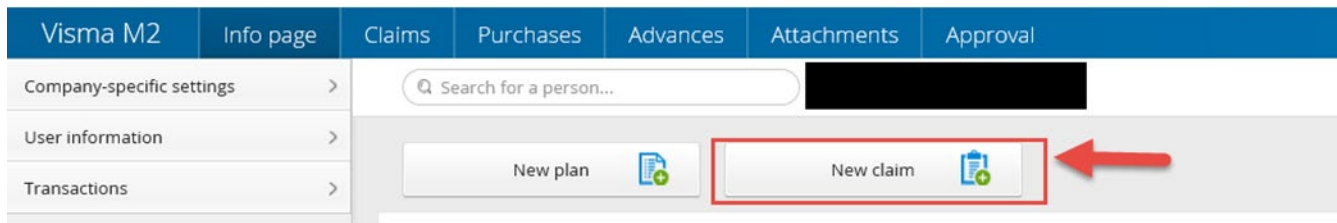
Travel claim
Travel claim is to collect **per diem** for the mission. For short missions, where only one travel claim is prepared for the full mission, **all delegate costs** can be included in the travel claim.
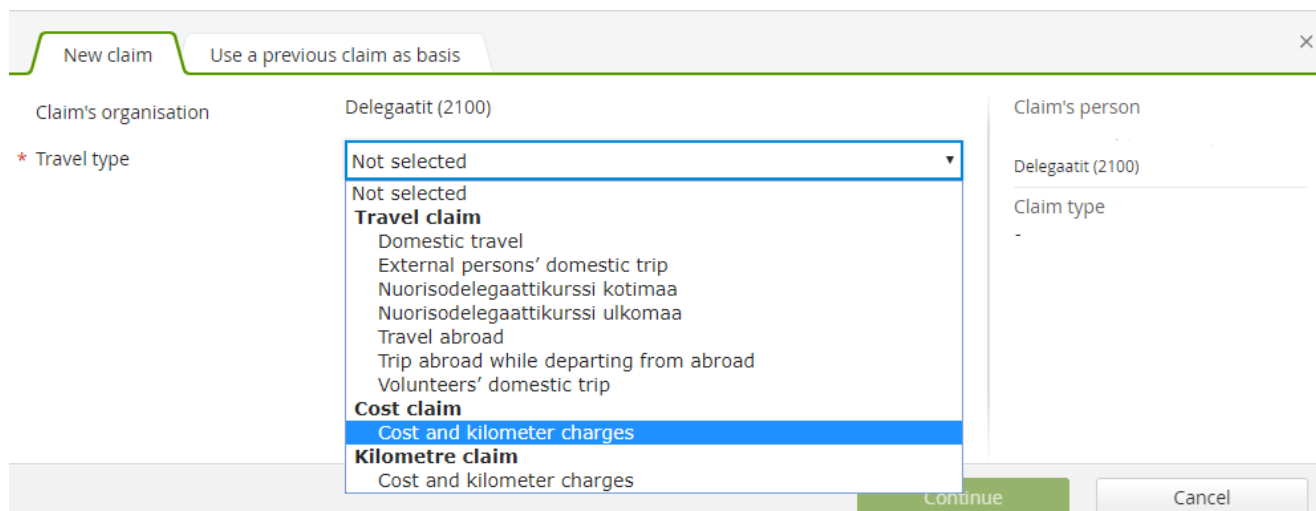
2. Cost claim in M2

When there are costs to claim without per diem (= päiväraha), a cost claim should be prepared as follows.
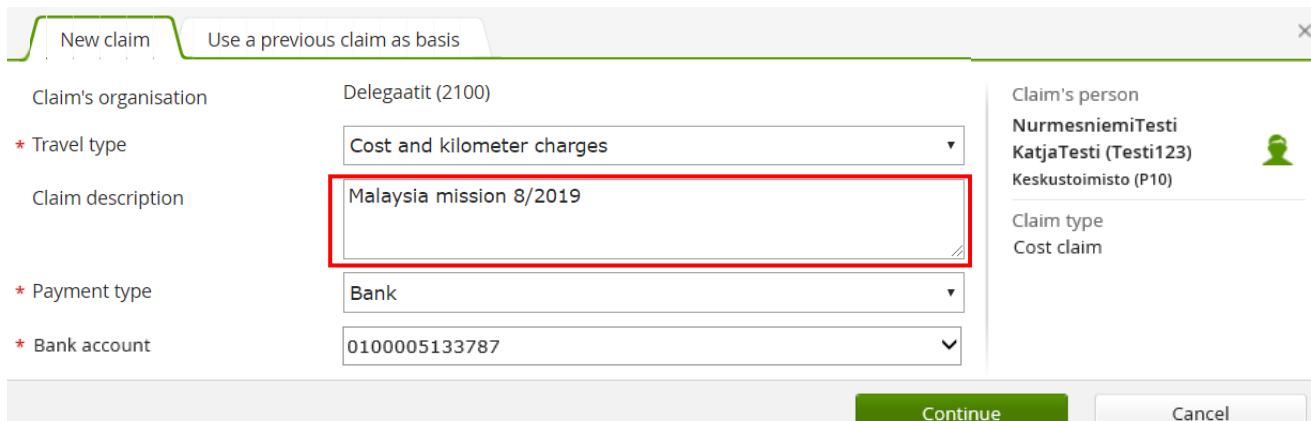
2.1 New Cost Claim

1. Choose "New Claim".

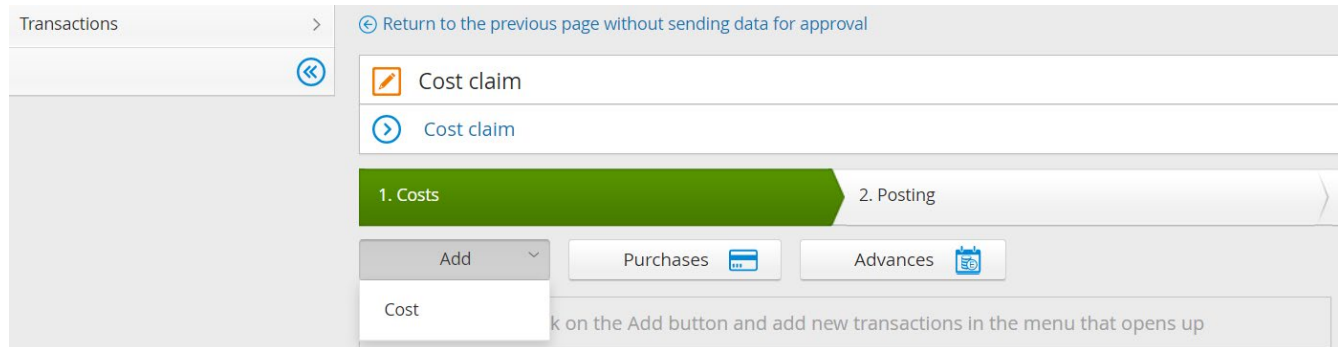2. Choose "Cost and kilometer charges" from the drop down menu.

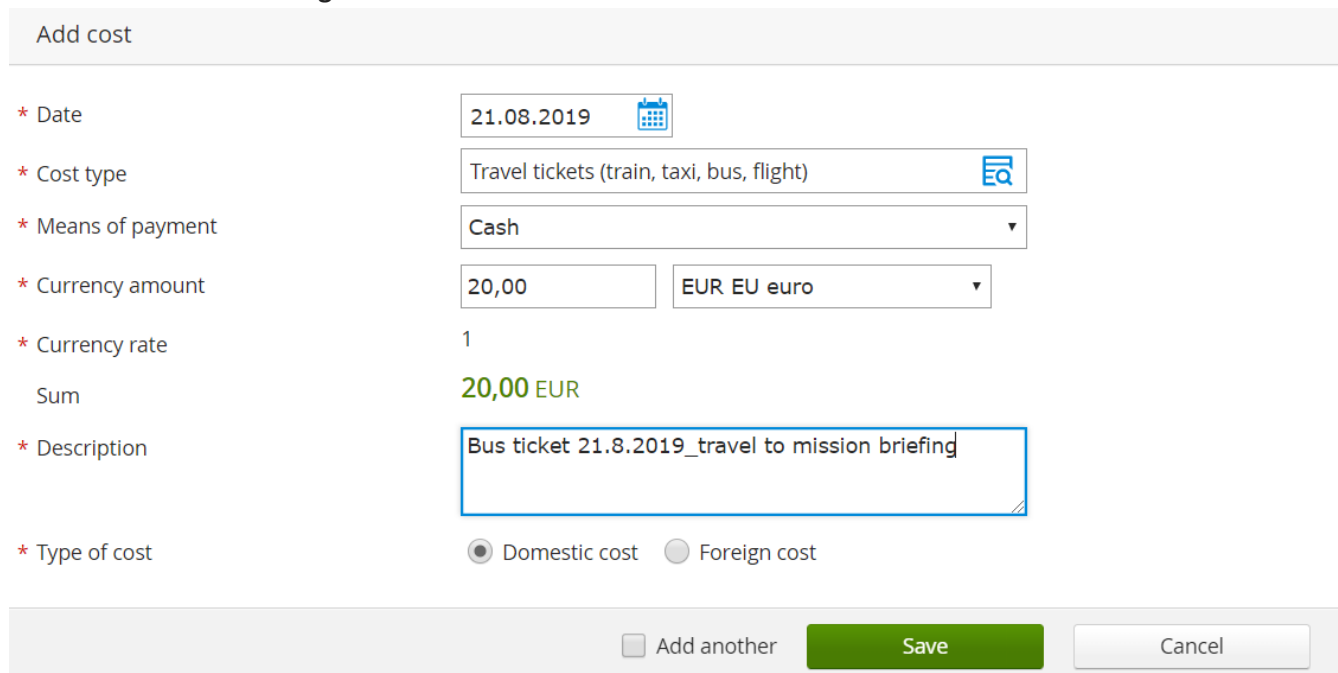3. Fill in Claim description "What and when" in **English.** Choose "Continue".

2.2 Adding costs

Each cost is a separate entry and must be added to the cost claim as a separate purchase activity.

1. Add cost by choosing "Add" and thereafter "Cost" from the drop-down menu.

Transactions	>	← Return to the previous page without sending data for approval

✎ Cost claim

⊙ Cost claim

1. Costs	2. Posting

| Add ∨ | Purchases 📰 | Advances 📅 |

Cost

k on the Add button and add new transactions in the menu that opens up

2. Fill in details in **English**.

Add cost

* Date	21.08.2019 📅
* Cost type	Travel tickets (train, taxi, bus, flight) 🔍
* Means of payment	Cash ▾
* Currency amount	20,00 EUR EU euro ▾
* Currency rate	1
Sum	**20,00** EUR
* Description	Bus ticket 21.8.2019_travel to mission briefing
* Type of cost	⦿ Domestic cost ○ Foreign cost

☐ Add another   **Save**   Cancel

Date: **the date of the purchase**
Cost type: **type of the cost**
Means of payment: **cash** (this is always cash even when paying with credit card)
Currency amount: **amount in the original currency** (if not in EUR see *2.3 Currency rates*)
Currency rate: **rate of the currency**
Description: **the cost specific description which contains the reason for cost and date of the event**
(example: Bus ticket 21.8.2019_travel to mission briefing) **> this text is posted to accounting**
Type of Cost: **domestic cost / foreign cost**
Add another: **click here if you have another cost to add**
Select "Save".

2.3 Currency rates

Costs are entered to the M2 program in the original transaction currency or in euros. Use either the exchange rate of the system or the realized actual exchange rate.

1) The M2 system calculates automatically euros based on the exchange rate in the program. The exchange rates quoted by the ECB (European central bank) are automatically updated on a daily basis, if needed, see Appendix 1 and the other exchange rates are updated at the HQ approximately quarterly, please see Appendix 2, list of currencies, most currencies of the program countries being manually updated.

2) If you enter the exchange rate manually, you will need to include a currency exchange/withdrawal documentation. If the tolerance of the exchange rate is insufficient, you will receive an error message, please contact a HQ finance officer. Other special arrangements, such as self-certification of the exchange of foreign currency, are always agreed separately; regarding these please contact the RFAD of the region or directly the region's Finance Officer. If M2 does not have the required currency, please report it via the RFAD or directly to the HQs finance officer in order to add a missing currency.
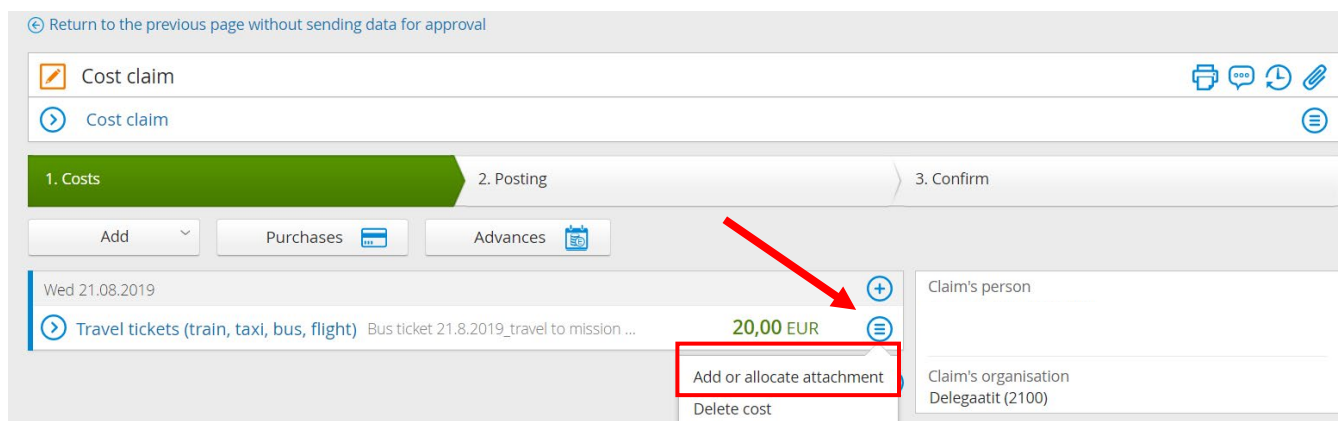
3) If you have paid with your own debit/credit card, the easiest way to verify the euro sum of the payment is to attach a bank receipt where both local currency and the euro sum are indicated. Hence, you may enter the cost to M2 in euros and no calculations are needed.

2.4 Adding attachments

Each cost is a separate entry in accounting and must include all the following information either in the receipt or other attachments (**in English**): Who paid, to whom, for what, where, when, why, which project, how much and currency. **Each cost line must include an attachment.**

NOTE: If flight travel is included, boarding passes are required as attachments.

1. Documents are uploaded to the program by:
   > Selecting the three lines on the cost line.
   > Choose "Add or allocate attachment".

> "Choose Files" (in the New attachment tab).
> Search the file you want to upload and select "Open".
> Add description of the attachment (if you want to explain more about the document itself).
> Always name the document properly (hotel invoice, taxi receipt etc.).
> Upload by selecting "Send".

2. General supporting documents, such as boarding passes, currency exchange receipts, travel reports, and training or meeting agendas should be attached to the claim by pressing the paperclip on the top right end corner.

3. Posting information

The system automatically uses your default delegate project posting information. Always check that the Posting-tab includes district, cost center, project and activity code. This posting information applies to all cost lines, if not modified by the author of the claim.

1. If you want to modify your **Default posting** information, which is the posting for the whole claim, click on the Default posting –line.

2. If you are editing the **posting information of one specific cost line**, select "+ (plus sign)" from the right end of the cost line.

Modify or fill in posting information:

District: **10 Keskustoimisto (HQ)**
Cost Center: **Project cost center** (Delegates 2100, Training 2110; for program costs please check HQ)
Project: **Project number** (Delegate project name includes your name, country and project number)
Activity Code: **According to the project budget**
Financier (=donor) and Unit: (leave blank)
Select "Save"

4. Sending for approval

After checking the invoice summary, send it for approval as follows.
Delegate project costs > HR Assistant
Training project costs > Training Assistant
Program project costs > Finance Assistant or Assistant assigned to the project

5. Travel claim (=per diem) in M2

The daily allowance (per diem) for each month is charged through travel claim. The amount of the daily allowance is determined automatically according to the State Travel Regulations. Daily allowances are posted to the delegate project. All mission expenses can also be included to the travel claim as costs. Open advance should be allocated for deduction on travel claim of per diems.

1. Select "New Claim".

2. In the Travel type, select "Travel abroad", when departing from Finland (otherwise select trip abroad while departing from abroad or another relevant option) .

3. Fill in the travel information in **English**.

- Destination: **country**
- Claim Description: **per diem, month/year, country, operation name**
- (Payment type this is always **Bank**)
- (Bank account here is your account number)
- Start time: **start date and time of the trip** (departure from home, workplace, etc.)
- End time: **end date and time of the trip** (arrival to home, workplace, etc.)
- Country of first arrival: **the country you first arrived**
- Arrival in country: **arrival date and time** (to the country of first arrival)
- Time of destination country: "Select"
- Travel description: **per diem, month/year, country, operation name**
- No Daily allowances: **choose this if you are not justified to receive daily allowances**

  Select "Continue"

4. Confirm your start and end time:

You have entered 01.05.2018 00:00 as the start time and 31.05.2018 23:59 as the end time, so the travel duration is 30 days. Are you sure that the start and end times are correct?

5. You can move along the pages by selecting the page you wish to go from the banner. You can also leave the claim and it will be saved as incomplete.

6. Meal Information (meals and other information)

Meal information (meals and other information) must also be included in the M2 program. Select "Edit travel meals" to indicate the number of meals received. Select "0, 1 or 2" for your meals (breakfast does not count for meals, two warm meals a day reduces daily allowance). Select "Save".

7. For adding **costs** to your travel claim, please refer to section *2.2. Adding costs* on page 4.
8. For adding the relevant **attachments**, please refer to section *2.4 Adding attachments* on page 5.
9. For editing the **posting information**, please refer to section *3. Posting information* on page 7.
10. **Send for approval.** For instructions, please refer to section *4. Sending for approval* on page 8.

6. Advance payment

For a specific reason, the delegate may apply for an advance payment from the FRC for mission related expenses. An advance payment for personal travel expenses is requested via email from the HR Officer and an advance for project expenses is requested from the Program Officer. The advance is registered as an open advance in the M2 travel program and is paid to the IBAN bank account of the delegate. The Delegate allocates the open advance against claims in the M2 program. Note that the allocated advance cannot be higher than the total of the claim. The sum is modifiable in open box " Sum to be allocated".

1. Select "Allocate transactions" from the note that appears to the right end corner, when there are unallocated transactions, such as an open advance or unallocated attachments.

2. Choose the relevant advances to be allocated by ticking the box and selecting "Allocate" .

Appendix 1: Automatically updated exchange rates

Currency code	Description
AED	United Arab Emirates dirham
AUD	Australian Dollar
BRL	Brazilian real
BGN	Bulgarian new lev
GBP	British Pound
ZAR	South African rand
KRW	South Korea won
PHP	Philippine peso
HKD	Hong Kong dollar
IDR	Indonesian rupee
INR	Indian rupee
ILS	Israel's new shekel
JPY	Japanese yen
CAD	Canadian dollar
CNY	Chinese yuan renminbi
HRK	Croatian kuna
MYR	Malaysian ringgit
MXN	Mexican peso
NOK	Norwegian krone
PLN	Polish zloty
RON	Romanian new Leu
SGD	Singapore dollar
CHF	Swiss franc
DKK	Danish krone
THB	Thai baht
CZK	Czech koruna
TRY	Turkish lira
HUF	Hungarian forint
NZD	New Zealand dollar
RUB	Russian ruble
USD	US Dollar

Appendix 2 Quarterly manually updated exchange rates (after currency in M2 *)

Currency code	Description
DZD	Algeria dinar DZD
ARS	Argentina peso
BOB	Bolivia boliviaano
BIF	Burundi franc BIF
CLP	Chile peso
XOF	CFA franc (West Africa) XOF
EGP	Egypt pound EGP
ERN	Eritrea nafka ERN
SSP	South Sudan pound
ETB	Ethiopia Birr ETB
GHS	Ghana New ceds GHS
HNL	Honduras Lempira HNL
IQD	Iraq dinar IQD
IRR	Iran rial IRR
JOD	Jordanian dinar JOD
KHR	Cambodia rial KHR
KES	Kenia shilling KES
COP	Colombian peso
CUP	Cuban peso
LBP	Lebanese pound
MWK	Malawi kwacha MWK
MNT	Mongolia tugrik
MMK	Myanmar's kyat
NPR	Nepalese rupee
RWF	Rwanda franc RWF
SLL	Sierra Leone leone SLL
SOS	Somali shilling SOS
SZL	Swaziland lilangeni SZL
SYP	Syrian pound SYP
TJS	Tajikistan somoni
TWD	Taiwan dollar TWD
TZS	Tanzania shilling TZS
UAH	Ukrainian hryvnia
UGX	Uganda shilling UGX
VND	Vietnam dong VND
ZWD/ZWL	Zimbabwe dollar

Version	Date	By	Reviewed by	Approved by	Changes
V1.0	**2019-06-11**	Tanja Pinola			First version in English
V2.0	**2020-01-13**	Eve Savonkari	Kirsi Räty, Pia Pasma, Tanja Pinola, Hanna Sipilä	Jussi Lares	Updated
V2.1	**2020-4-14**		Pia Pasma, Niklas Vaalgamaa, Kirsi Räty		Updated password info

Approval of instructions: Harri Hiekkanen and Jussi Lares