M2 Instructions for Long-term Bilateral Delegates

Table of contents

1. Contents of the M2 manual

This manual contains instructions on the Finnish Red Cross cost claim system, M2, for long-term bilateral delegates. General information on mission related costs and preparing travel and cost claims are provided in the document. Further information about the posting information, 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

Travel claim
Travel claim is to collect the daily allowance (per diem = päiväraha) for the mission. The delegate submits the expenses of the previous month for approval by the second working day of the following month.

Cost claim
Program costs of the month are charged via cost claim by making a separate cost claim for each project. Open advance can be allocated to a cost claim. Also credit card expenses can be allocated to a cost claim. If there are other expenses for your delegate project, make a separate cost claim for those.

2. General information

2.1. Airline tickets

Airline tickets required during the mission can be ordered either via Egencia travel agency, Federation, National society or FRC corporate credit card. When booking a flight ticket from the Egencia travel agency (address: customer_service@egencia.fi, tel. +358 9 22887700), **please notice to use your personal email address** (Hotmail/Yahoo/Gmail etc.) and add HR Assistant as cc to the email. Ensure submission of the following information: name of the passenger (spelled exactly as on the passport), place of destination(s), timing and whether the passenger is a FRC delegate. Accounting information <u>must</u> be included as follows: *project number_activity code_cost center_HR/Program assistant's last name (for example P2007084_2_2420_name).* Business class tickets are not allowed. We favor changeable / refundable humanitarian price tickets. Traveler ensures that s/he has an approved travel permission in PIMS. When the passport changes, the traveler updates the copies of the new passport on the REST system and notifies the HR Assistant of the change of the passport.

2.2. Advance

For a specific reason, the delegate may apply for an advance payment from the FRC for the mission 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 M2 and paid to the IBAN bank account of the delegate. The Delegate allocates the open advance against cost 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". Please note that open advance should <u>not</u>, in general, be allocated to travel claim, when it would be deducted from the daily allowance.

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" .*

2.3. Credit card

Long-term delegates may apply for a FRC corporate credit card. Cash withdrawals are not allowed with the corporate credit card. The credit card purchases will appear automatically in M2. The delegate will assign the expense to the relevant cost claim and adds the posting information and the relevant supporting documents. The delegate will ensure on monthly basis that all the credit card expenses are assigned to cost claims. For more detailed instructions on handling credit card invoice in M2, please refer to section 8.Credit card invoice in M2 on page 15.

If the clarifications for the credit card invoices are delayed and the delay causes an interest payment from the credit card company, the delay costs will be charged to the Delegate.

2.4. Choice of rental apartment and rental expenses

Rents are paid from the HQ directly to the lessor (if possible), to Federation or through a national society. The delegate takes care of the necessary competitive bidding on the lease and the recording of the bidding documentation in the PIMS. A valid rental agreement is a prerequisite for rental payment. The payment request for the rent must be sent to the finance assistant no later than two weeks before the payment date.

2.5. Bank cash withdrawals

The delegate may charge up to four (4) withdrawal fees or bank charges per month (own personal credit card costs) through M2. The delegate retains and attaches the receipts related to the withdrawals to the M2 program.

2.6. 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.
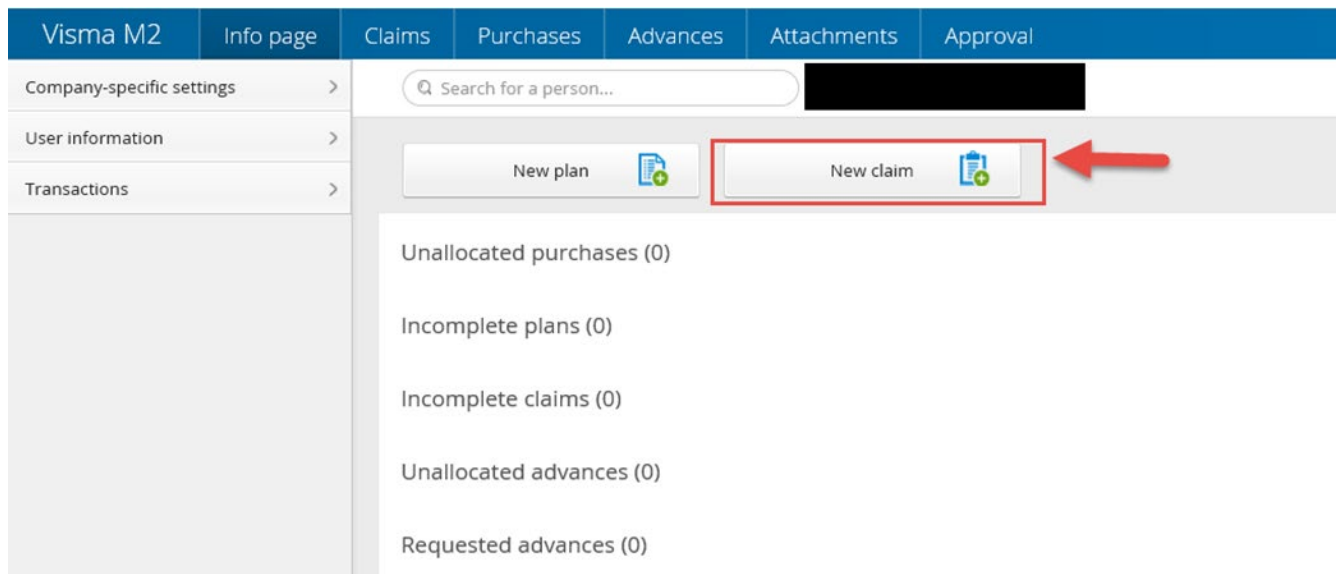
3) If you have paid with your own debit/credit card, the easiest way to verify the euro sum of the payment is to attach a bank receipt where both local currency and the euro sum are indicated. Hence, you may enter the cost to M2 in euros and no calculations are needed.

3. 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. Open advance should not be deducted from this travel claim of per diems.
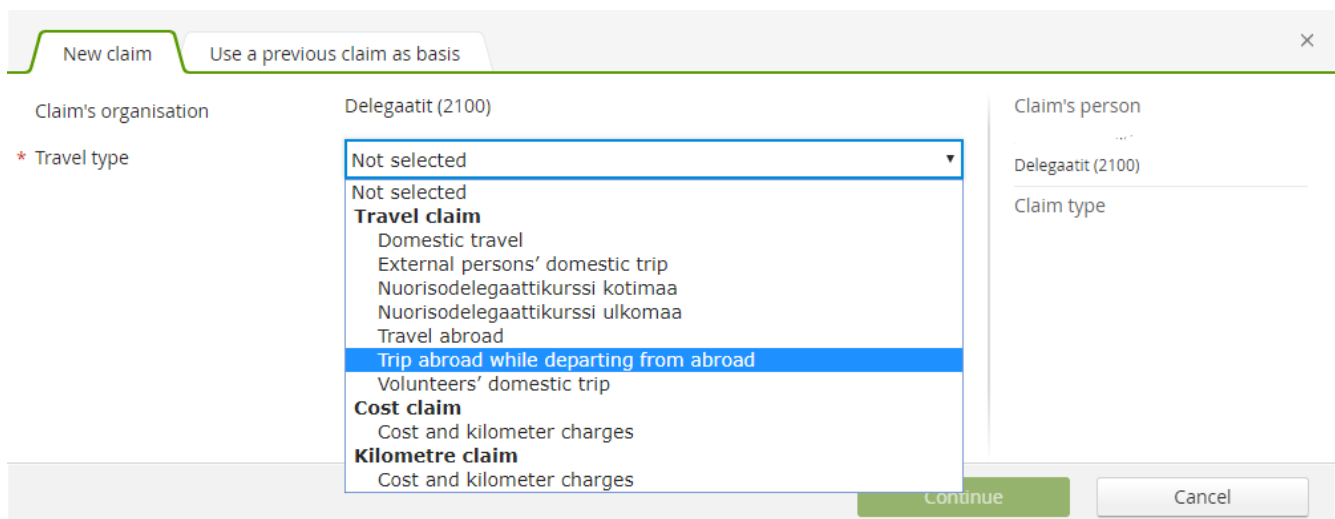
3.1. Creating a travel claim

1. Select "New Claim".

2. In the Travel type, select "Trip abroad while departing abroad" from the drop-down menu.

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

- Destination: **country**
- Claim Description: **per diem, month/year, country**
- (Payment type this is always **Bank**)
- (Bank account here is your account number)
- Start time: **start date of the trip on the first day of the month at 00:00**
- End time: **the last date of the month at 23:59**
- Country of departure: **the country from which you left**
- 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**
- Free meals/ travel day: **number of free meals** (breakfast does not count for "Free Meal")
- No Daily allowances: **choose this if you are not justified to receive daily allowances**
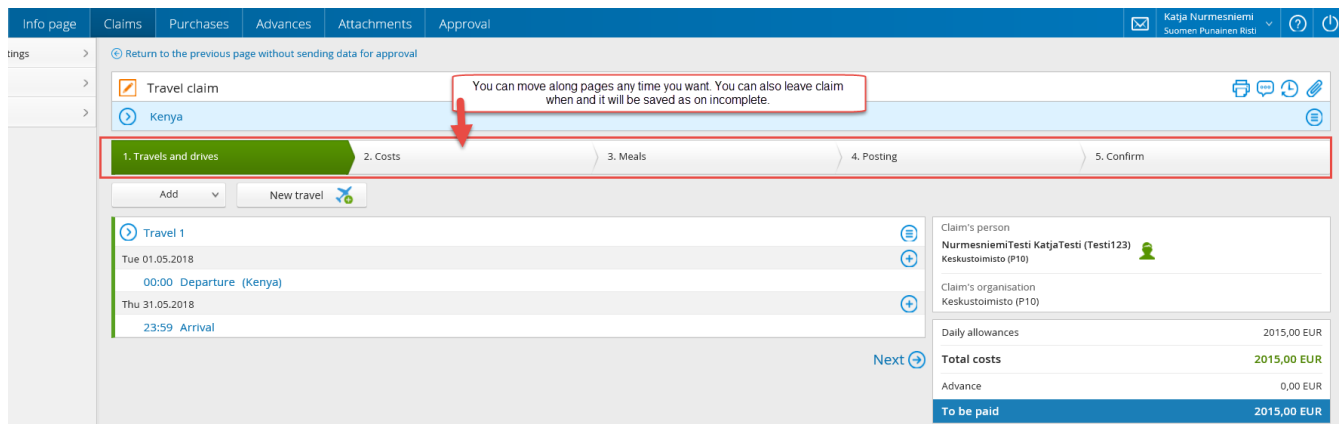
Choose "Continue".

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.
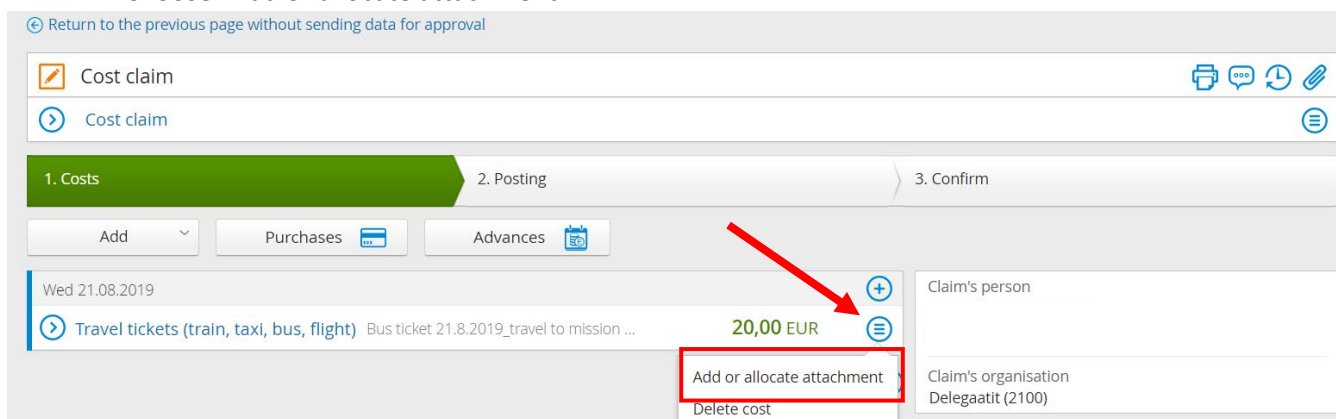

3.2. Adding attachments

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 travel is included, boarding passes are required as attachments.

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

7

> "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 (boarding passes, travel permission, course or meeting program, travel report, timesheet) should be attached by pressing the paperclip. NB! A Travel Report must be attached to the travel claim, if there are for example field trips to another country within the same month. In addition, this same report is attached also to the cost claim.
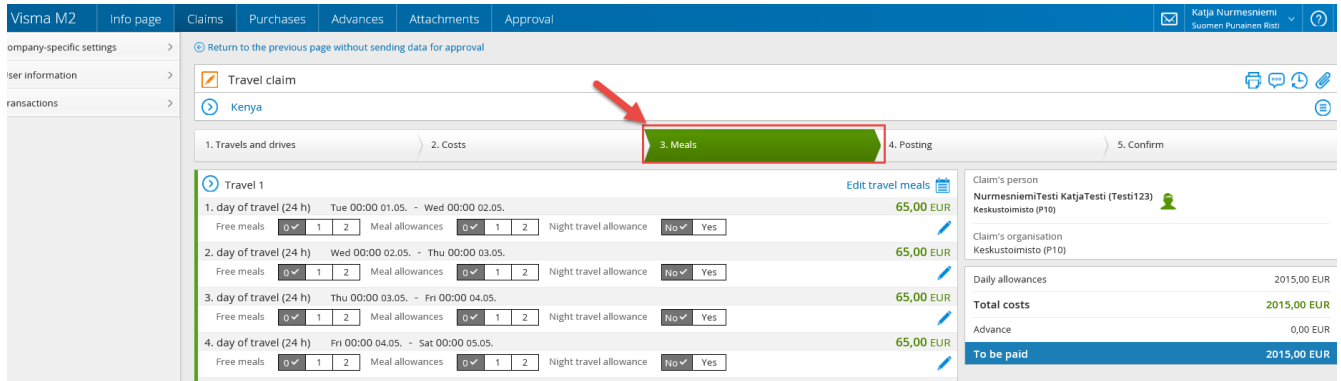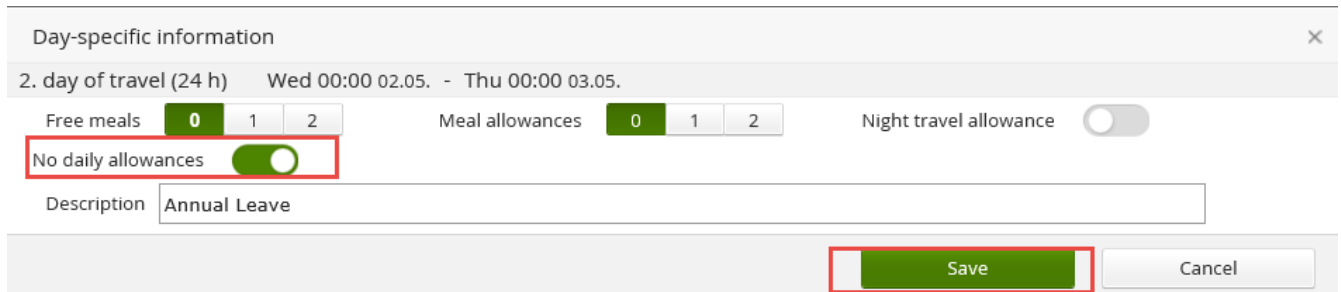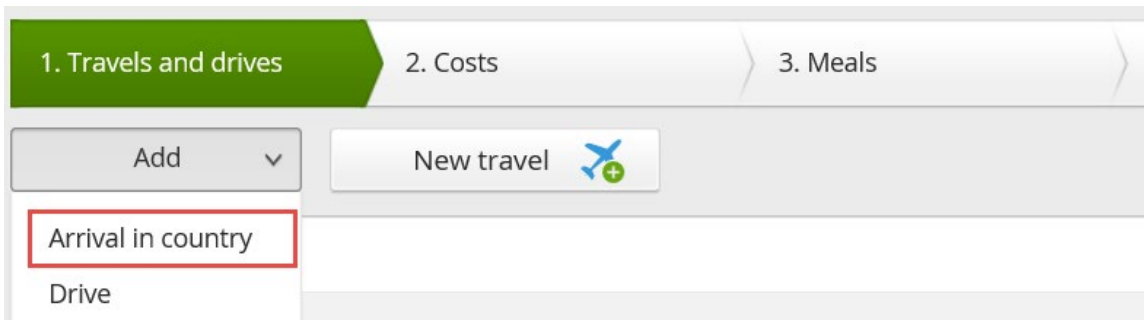
3.3. Meal Information (meals and other information)

1. 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".

2. Additionally, you can choose "No daily allowances". Write the explanation for example "annual leave" if you are not justified to receive the per diem that day. The travel claim is also made for the annual leave period. Select "Save".

3. If you work within a month in more than one country, go back to section 1 "Travels and Drivers". Choose "Arrival in country".

Define the arrival country; date; time and description (= Per diem Month/Year_Country). *Save*. If necessary, modify the ending date of the trip in *departure from country* part. Select "Save".

4. 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** (check PIMS project page *Information > Edit*; 2100 for delegates)
Project: **Project number**
Activity Code: **According to the project budget**
Financier (=donor) and Unit: (leave blank)
Select "Save"

5. Sending for approval

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

6. Cost claim per project in M2

Program costs of the month are charged via cost claim. Make a separate cost claim for each project. An open advance can be allocated to a cost claim. Also credit card expenses can be allocated to a cost claim.

1. Choose "New Claim" and "Cost and kilometer charges" from the drop-down menu.

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

3. Add cost by choosing "Add" and thereafter "Cost" from the dropdown menu.

Add cost

* Date	01.05.2018
* Cost type	Travel tickets (train, taxi, bus, flight)
* Means of payment	Cash
* Currency amount	250,00 PHP Philippine peso
* Currency rate	59,220000
Sum	**4,22** EUR
* Description	CBHFA Training Manila 1.-5.5.2018_Manila_taxi to airport
* Type of cost	○ Domestic cost ● Foreign cost

☐ Add another   Save   Cancel

Date: **the date of the purchase**
Cost type: **meaning of the cost**
Means of payment: **cash** (this is always cash even when paying with credit card)
Currency amount: **amount of cost**
Currency rate: **rate of the currency**
Description: **the cost specific description which contains the reason for cost and date of the event**
(example: CBHFA Training Manila 1.-5.5.2018_Manila_taxi to airport)
> this text is posted to the accounting
Type of Cost: **domestic cost / foreign cost**
Add another: **click here if you have another cost to add**

Select "Save".

4. For adding the relevant **attachments**, please refer to section *3.2 Adding attachments* on page 7.
5. For editing the **posting information**, please refer to section *4. Posting information* on page 10.
6. **Send for approval.** For instructions, please refer to section *5. Sending for approval* on page 11.

7.   Expense reduction on cost claim

From a cost claim you can reduce, for example, a car's private use charge as a negative expenditure. Please note that the total amount of expenses recorded to a delegate project must be higher than the charge of private car use. If this is not the case, reduce your car's private use in your delegate project`s travel claim, where you reported the daily allowance.

Guidance on entering the private use of a car (using a project car for private driving) in the M2 system:
The Delegate pays fee CHF 0.50 per kilometer of the private use of FRC car. This sum covers, for example, fuel, maintenance and insurance. The charge for private use is based on the IFRC guidelines:
https://finnishredcross.sharepoint.com/sites/pims/teams/Logistics-
Unit/Documents/02_Administration/02_Fleet/02_IFRC_VRP_vehicles/fleetmanual.pdf

- Reduce the total amount of private use of the total amount of expenses by making a new line (minus). Please note that the total amount of private use should be smaller than the total amount of expenses.

- The private driving should be deducted monthly, however, during the same financial year when the expense was incurred. For example, expenses for 2017 have to be booked to the M2 program during 2017 on a monthly basis.
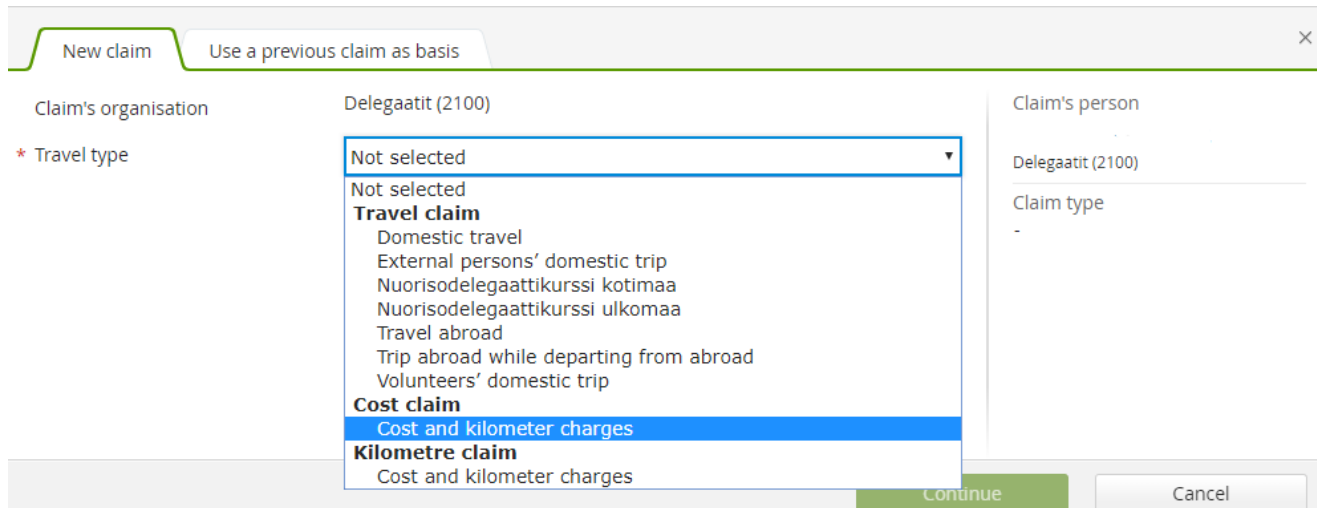
Attach the following documents to the M2 program:
- A copy of a logbook that clearly shows the daily driven kilometers driven in the private use
- Calculation (excel) of the costs of the private driving daily and monthly and foreign currency conversion (CHF-> EUR)
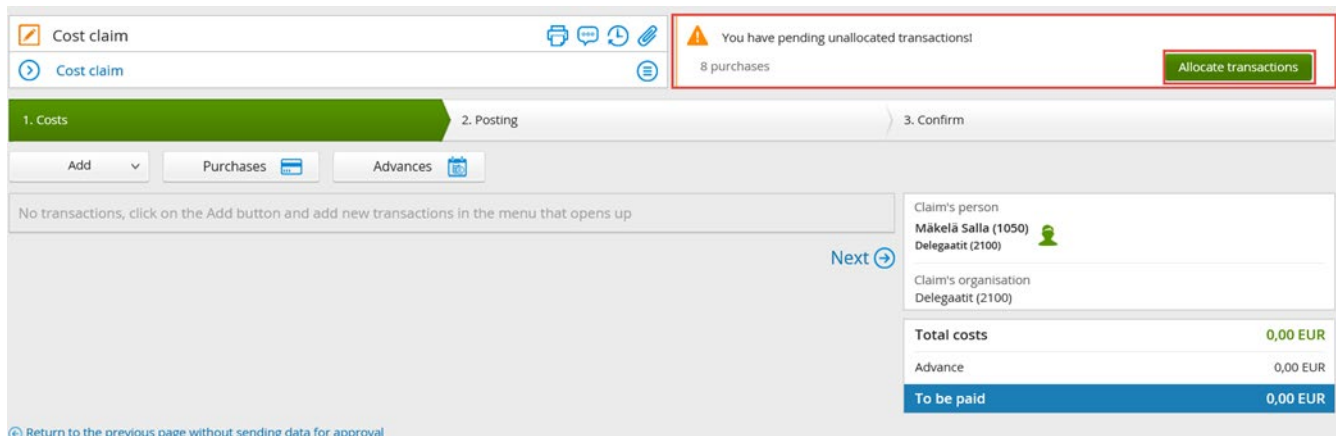
8. Credit card invoice in M2

Credit card purchases are allocated to a cost claim through M2.

1. Choose "New Claim" and "Cost and kilometer charges" from the drop-down menu.

2. Fill in Claim description "What and when" in **English.** Choose "Continue".
3. Allocate purchases from the upper-right corner "Allocate transactions".

4. Choose the purchases you want to allocate.
   > Choose type of the cost: **domestic/foreign.**
   > Select **"Allocate"**.

5. Add cost type by selecting the "Cost".

Date: **the date of the purchase** *filled automatically*
Means of payment: **Fist Card (Company card)** *filled automatically*
Currency amount: **amount in currency (if not in EUR)** *filled automatically*
Currency rate: **rate of the currency** *filled automatically*
Type of Cost: **domestic cost / foreign cost**
Cost type: **meaning of the cost**
Description: **the cost-specific description which contains the training/event that has been attended**
Select "Save".

6. Add general attachment from the "paperclip" and cost specific attachments from "three lines". For more detailed instructions on attachments, please refer to section *3.2 Adding attachments* on page 7.

7. Add posting to your cost from "+ (plus sign)". For more detailed instructions, please refer to section *4. Posting information* on page 10.

8. Send for approval. For more detailed instructions, please refer to section *5. Sending for approval* on page 11.

9. Open credit card purchases

The delegate shall ensure on monthly basis, that all credit card purchases have been allocated to travel/cost claim by checking his/her own open credit card costs:

1. Select "Info page" and you'll see all unallocated purchases.

2. All your open credit card purchases will be listed below, e.g. those costs which you still need to allocate to a claim.

10.   Appendices

Appendix 1 A checklist related to the supporting document requirements
Appendix 2 Automatically updated exchange rates
Appendix 3 Manually quarterly updated exchange rates
Appendix 4 Approval of the instruction and version history

Appendix 1

Checklist of the most commonly needed attachments/ supporting documents:

- For all trips: Travel report OR draft travel report and approved travel permit
- Flight tickets: boarding passes
- Hotel charges: a payment receipt OR a booking confirmation if booked and paid in advance with a credit card
- Taxes: Taxi receipt OR SMS/email confirmation (über)
- Meeting expenses etc: receipts (eg restaurant receipt) and participant list and invitation/agenda
- Gasoline charges: receipt (write register number of the vehicle) and a log book
- Phone/web expenses: order confirmation (eg picture of text message) OR picture of purchased prepaid cards
- Currency exchange: currency exchange document (required for M2 when you have paid expenses in other currency than EUR and you are using the actual exchange rate instead of the M2 system`s rate OR alternatively, you can attach the oanda.com day's rate or bank debit to see the actual rate). If you use the M2 system rate, no other proof is required.
- In M2 description of the cost must include the training/event, for example CBHFA training Manila 1-4.5.2017_taxi (up to 50 characters, minus length of the full name).
- Meeting or course program
- Timesheet

Please, in case your receipts/attachments/invoices are not in English or Finnish, kindly add or write by hand the following information to the attachment: Who paid, to whom, what, where, when, why, which project, how much and currency

Appendix 2: 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 3 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	2016-01-27	Lotta Mäki-Turunen, Pia Pasma, Kirsi Räty, Maarit Hepola			First version in Finnish
	2017-11-30	Ida Palomäki, Anu Kirjasuo	Anu Kirjasuo	Jukka Tervonen	English version created
	2018-02-12	Ida Palomäki	Kirsi Räty, Piia Pasma, Anu Kirjasuo		Credit card cost allocation instructions
V1.4	2018-03-21	Ida Palomäki	Kirsi Räty, Piia Pasma, Iiris Mansikkamäki, Lotta Timisjärvi, Anu Kirjasuo	Jukka Tervonen	Credit card cost allocation instructions update
V1.5	2018-06-19	Katja Nurmesniemi	Ida Palomäki		Updated pictures and instructions since the new M2 Blue, table of contents
V1.6	2018-06-27-28	Ida Palomäki	Kirsi Räty		2 pictures changed (default posting) text and settings modification, regulations updated.
V1.7	2020-01-13	Eve Savonkari	Kirsi Räty, Pia Pasma, Tanja Pinola, Hanna Sipilä	Jussi Lares	Updated
V1.8	2021-04-14		Pia Pasma, Niklas Vaalgamaa, Kirsi Räty		Updated password, Egencia info, adding clarifications to the document.

Approval of instructions: Harri Hiekkanen and Jussi Lares