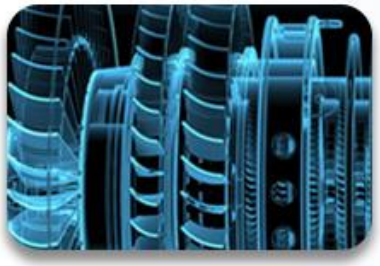


KRATOS
READY FOR WHAT'S NEXT™

Kratos Communications SAS

Process N2F

PROCESS N2F

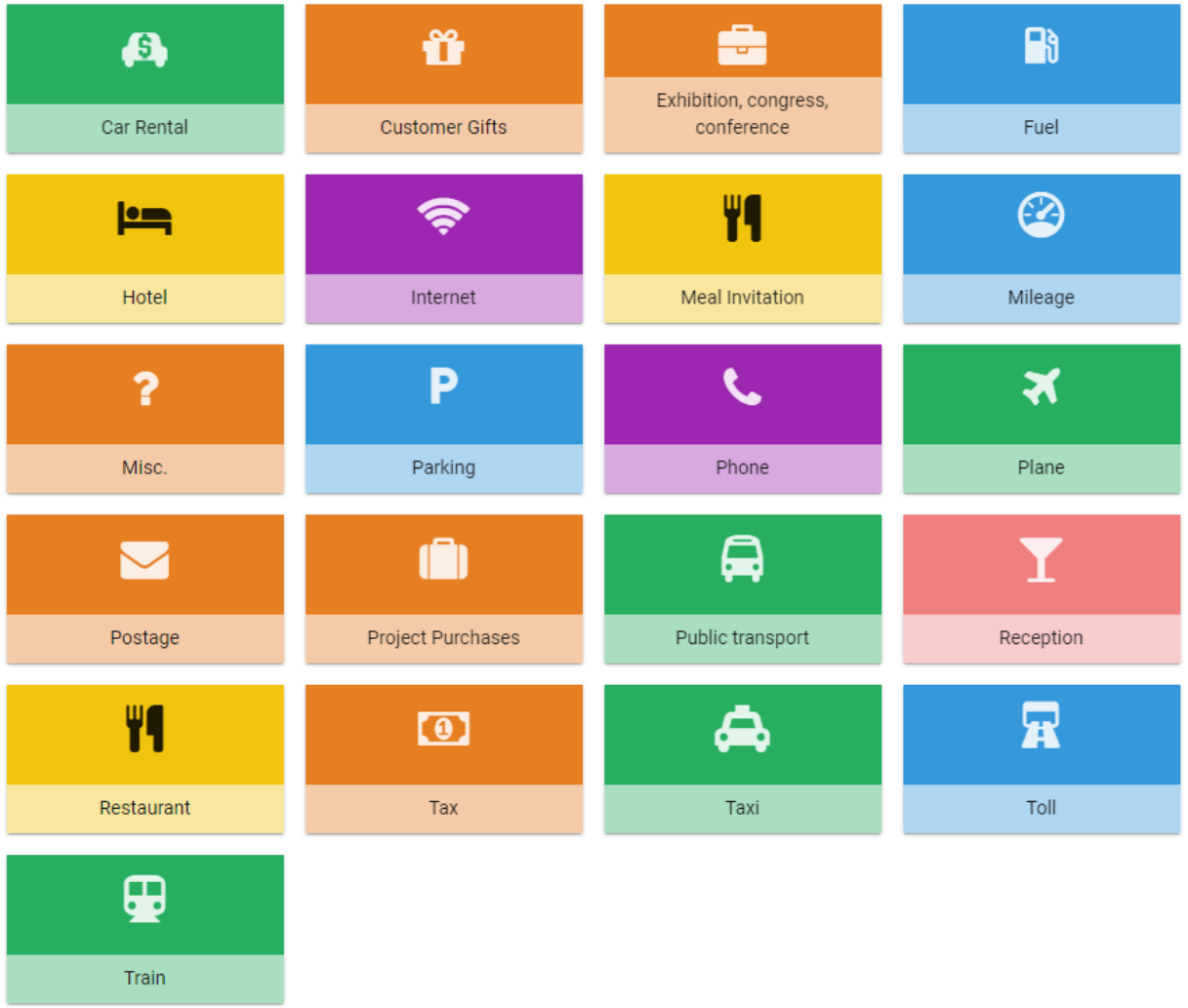
How to make expense reports.

Introduction : This document defines the detailed steps to perform the Expense report procedure at Kratos Communications SAS France.

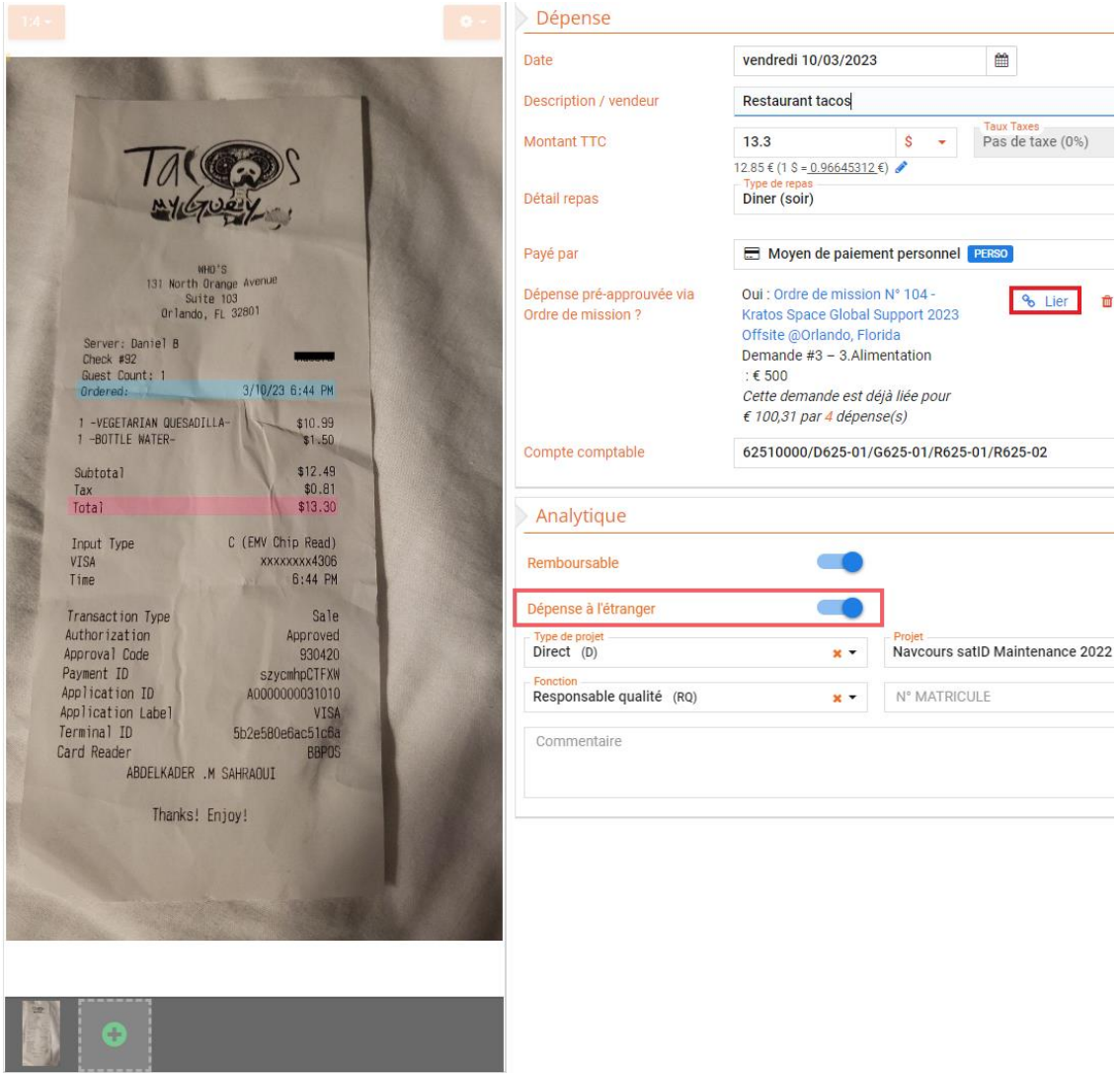
SUMMARY

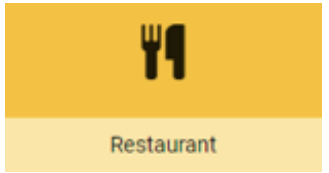
1. CATEGORIES
2. MISSING RECEIPT
3. WARNINGS
4. ADVANCE REQUEST
5. FAQ

1. CATEGORIES



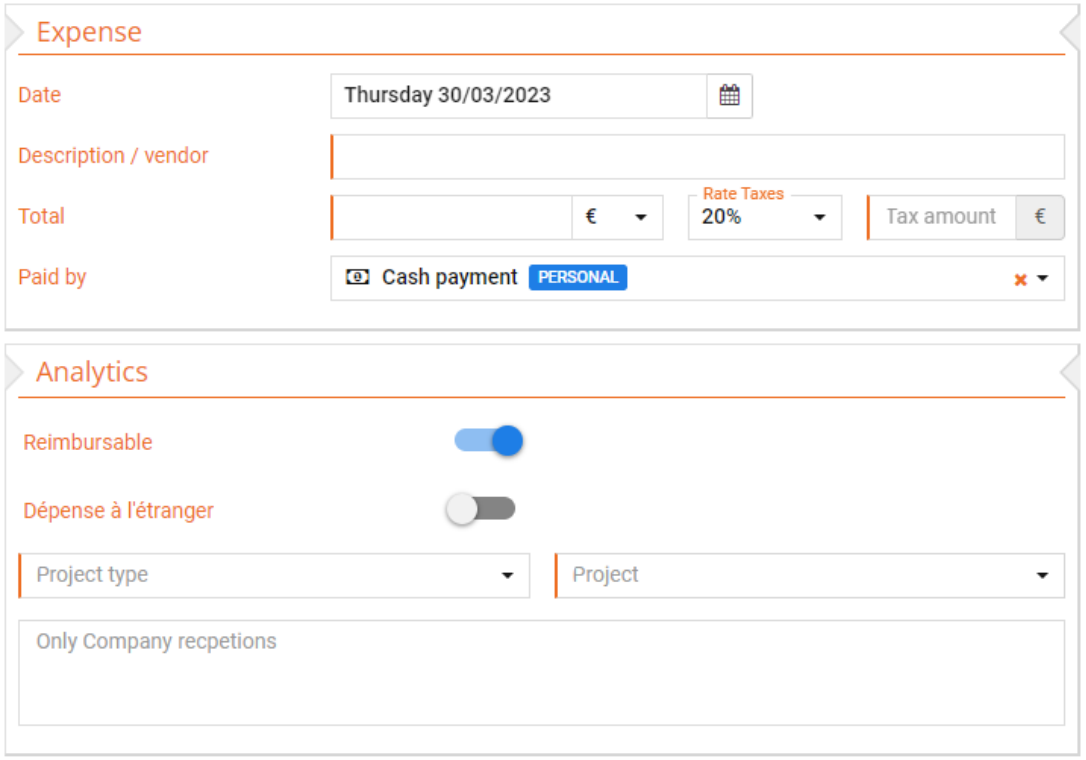
RESTAURANT





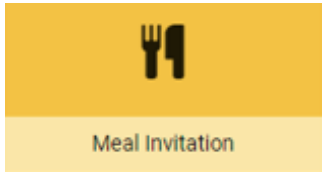
- Should be use when an employee consumes a meal alone while on assignment.
- As shown in the following image, the photo of the receipt must be clear, perfectly readable, and whole.
- If the photo is properly shot, N2F will pre-fill some information such as date, description/vendor, amount and tax. These fields still need to be verified.
- Type of project. The type (Direct/Indirect) should be filed first **before** being able to choose a project code.
- **A credit card receipt is NOT valid**.

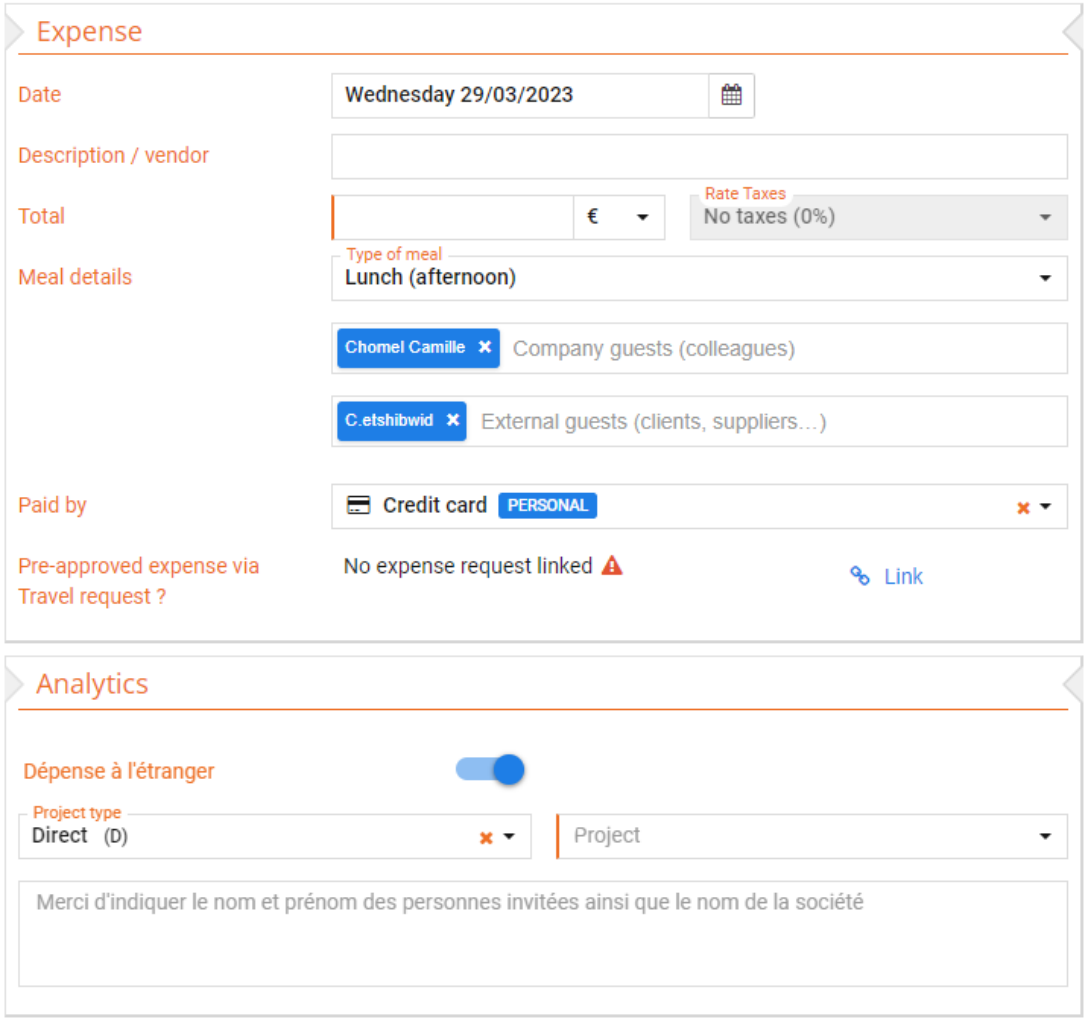
RECEPTION



- Should only be used for events organized by Kratos.
- Clementine is for the moment the only one who is brought to use it.

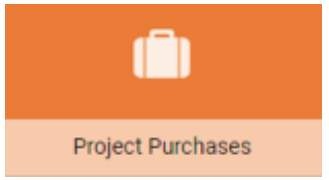
MEAL INVITATION



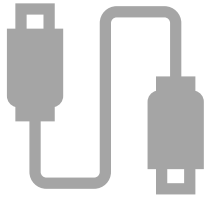


- Write a description or vendor's name
- Enter each Kratos SAS France employee invited in "Company guests"
- Every Kratos SAS France non-employee invited should be listed in "external guests". Can be consultants, clients, professional partners, suppliers, colleague from another branch, …
- For consultants, a list is available as for employee. Starts with C.xxx

PROJECT PURCHASES



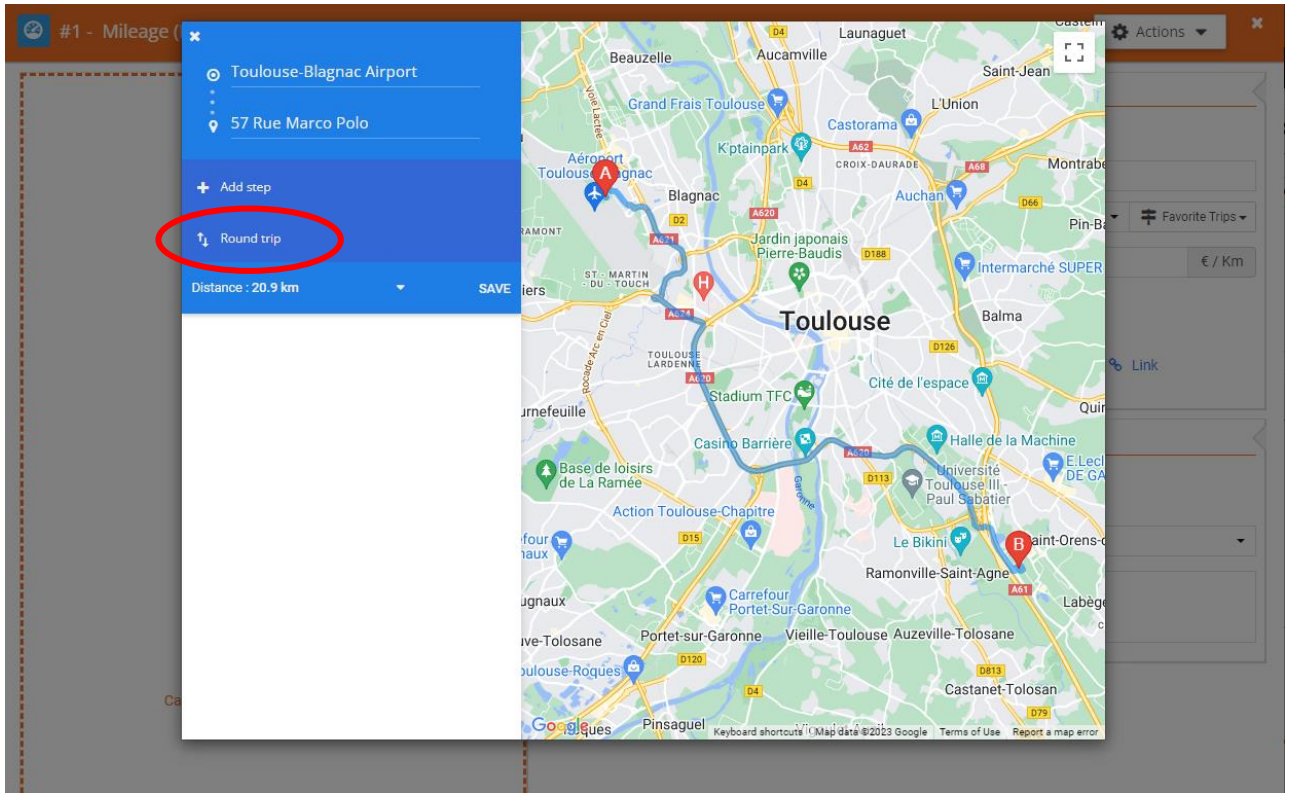
Should be use when equipment is purchased during a mission.



It can be small equipment such as network device, miscellaneous tools, batteries….

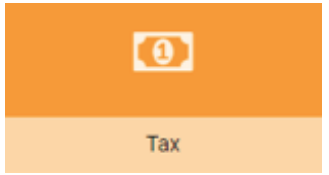
It only concerns equipment used for a project on site.

MILEAGE



- It is not necessary to break down into two lines, one for the outward journey and one for the return journey.
- For the mileage allowance for a round trip, click on the “Round trip” button on Maps, so that the correct mileage is calculated.

TAX



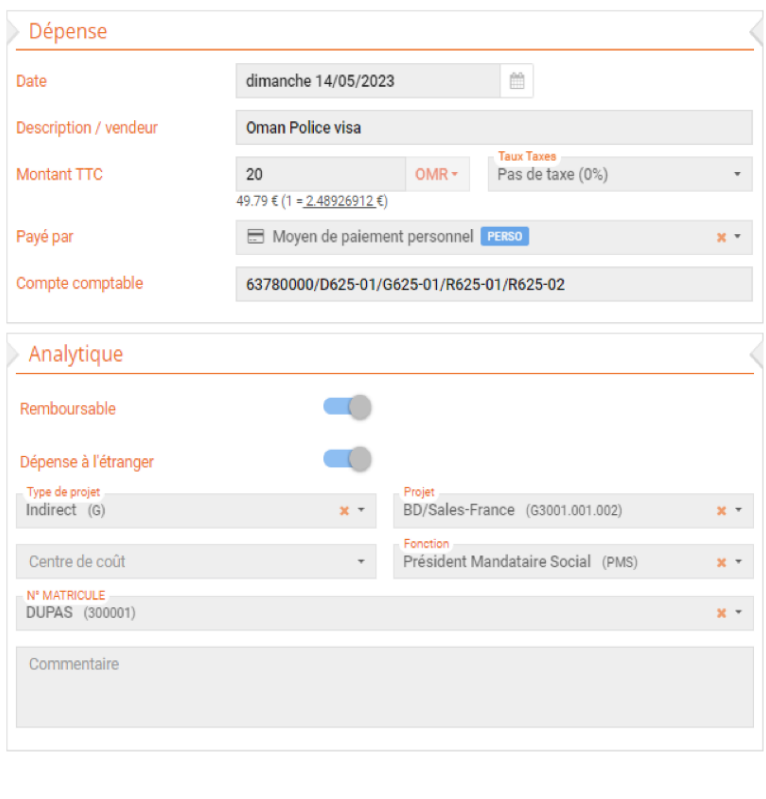
PAYMENT RECEIPT — إيصال الدفع
Payment receipt for visa application — إيصال الدفع لطلب التأشيرة

Payment Reference Number	104001112743	الرقم المرجعي لعملية الدفع
Amount Paid	OMR 20	المبلغ المدفوع
Date Paid	14-05-2023	تاريخ الدفع

Visa Type	26B Tourist Visit Visa 26B تأشيرة زيارة سياحية VISIT	نوع التأشيرة
Application Number	10036988773	رقم الطلب
Family Name	DUPAS	اسم العائلة
Given Name(s)	BRUNO	الإسم
Travel Document Number		رقم وثيقة السفر
Nationality	FRANCE فرنسا	الجنسية
Passport Expiry Date	26-11-2030	تاريخ انتهاء جواز السفر
Gender	Male ذكر	الجنس

IMPORTANT NOTES : — ملاحظات مهمة

- Visa application fee is non-refundable, and paying for a visa does not guarantee that the visa will be issued. — رسوم إصدار التأشيرة غير قابلة للاسترجاع ، كما أن دفع الرسوم لايعني الموافقة على الطلب.
- This notice only acknowledges the receipt of the visa fees. It is not a Visa approval. — هذا الإشعار فقط لتأكيد استلام رسوم التأشيرة.
- YOU SHOULD NOT ARRIVE IN OMAN WITHOUT RECEIVING THE VISA APPROVAL NOTICE. — يجب عدم السفر الى سلطنة عمان قبل استلام الخبر بالموافقة على منح التأشيرة.

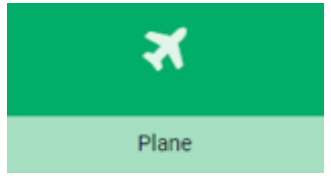


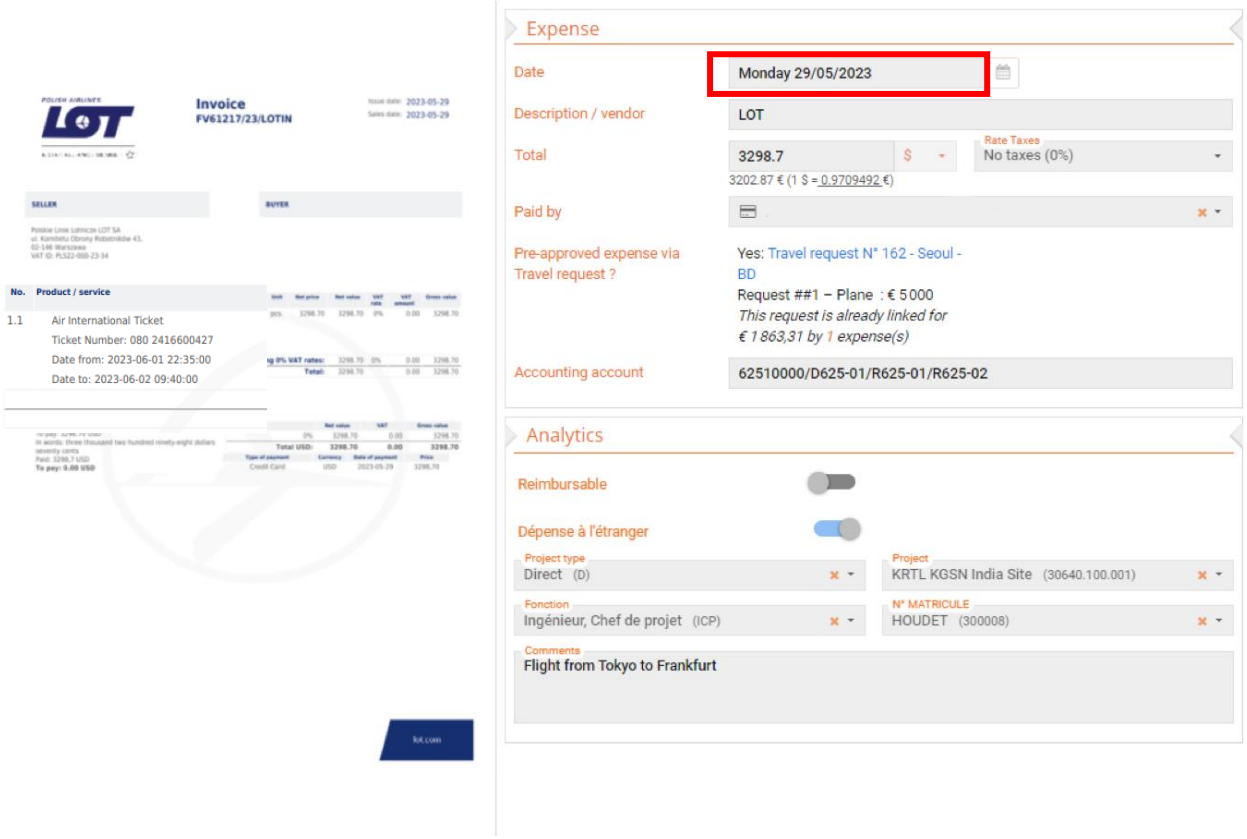
Use this categorie for VISAS.

The following boxes must be filled in:

- Payment method
- Pre-approved mission order. Click on “Link” and the list of approved travel authorization will be displayed. Select the corresponding mission in order to continue.
- Project code
- If the expense is incurred outside France, even if remaining in the euro zone, check “Dépense à l’étranger”.

PLANE

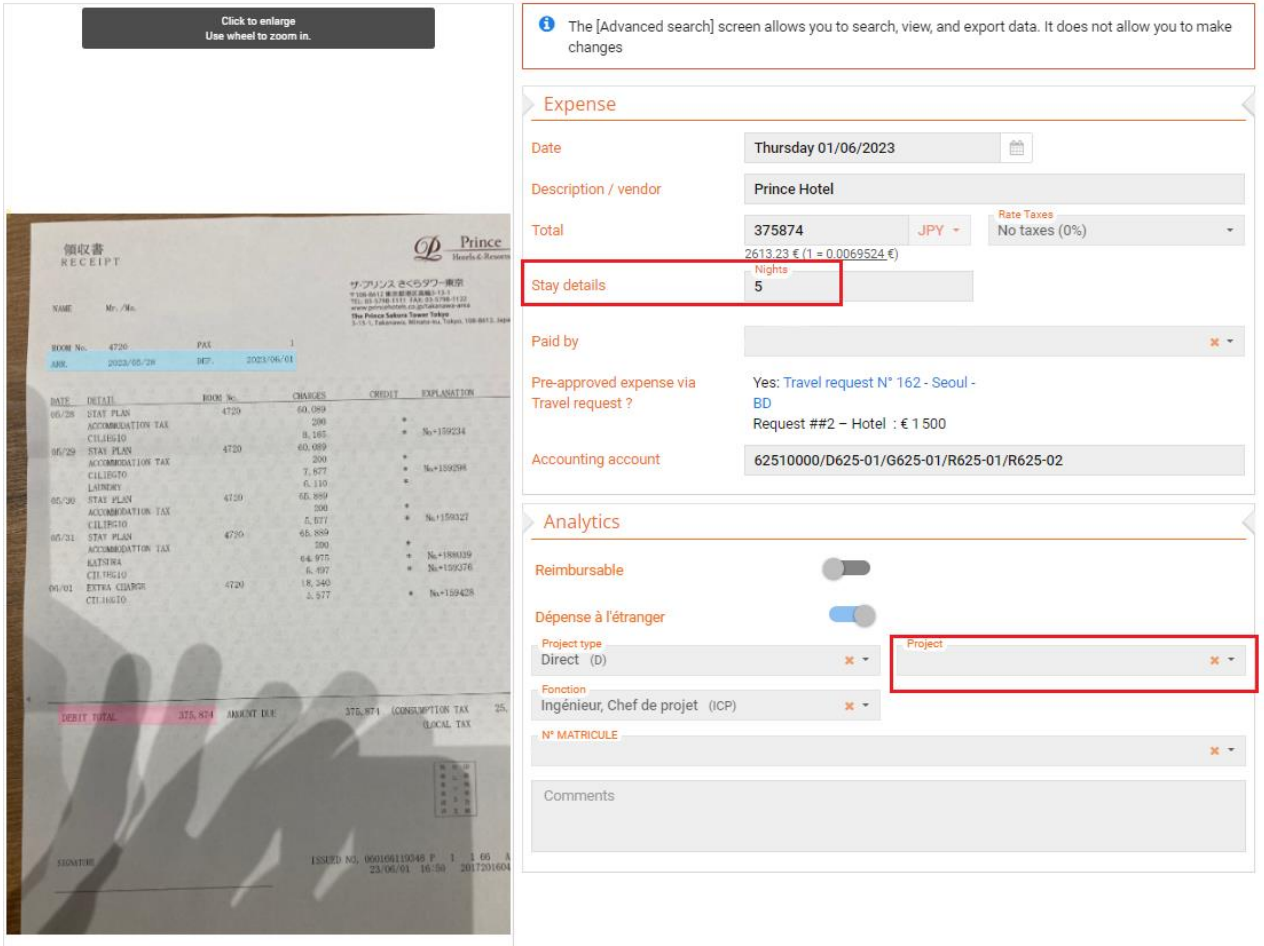




- The date should be the trip's departure date, not the document date.
- A reservation confirmation is NOT a valid proof, it is necessary to obtain an invoice.

HOTEL

Hotel



- A reservation confirmation is NOT a valid proof, it is necessary to obtain an invoice.
- The invoice can be asked directly at the hotel.
- Always fill in the correct number of nights.
- Do not forget the project number.

MISC

- When the expense does not fall into any of the other categories.

- Always write in the comment section any information regarding the nature and/or the reason for the expense.

ATM fees

Insurance for entry into Qatar

Laundry

Airport Consignation

2. MISSING RECEIPTS

- Employee should always have valid receipts to justify their expenses. It’s an administrative obligation.
- Without a proper receipt and invoice, an expense can be rejected.
- In exceptional circumstances, the « missing receipt form » must be filled and add to the report on N2F.
- That form can be found on Kratos’s QMS Quality Management System

3. WARNINGS

Credit card receipt are not valid

It is necessary to obtain a proper receipt

- For expense reports with mission orders, please note the destination and ODM number in the name of the expense report.

Example: "MHI Japan May - ODM 123".

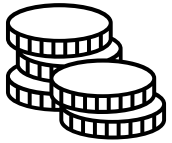
- Always select the project type (Direct/Indirect) BEFORE entering a project code. The code must be level 3.

Example: 30604.100.001.

Do not create a project. If a project is missing, contact the accounting department.

- One travel = One expense report = One travel authorization (ODM) = One project code. Expenses for several distinct trips should not be included on the same expense report.
- If possible, the submission of the expense report must be done at the end of a mission, between 2 and 3 days after return. On N2F, the expense report can be completed as expenses are incurred and submitted once the mission is completed.
- If the employee is unable to pay in advance, a request for an advance can be made.

4. ADVANCE REQUEST



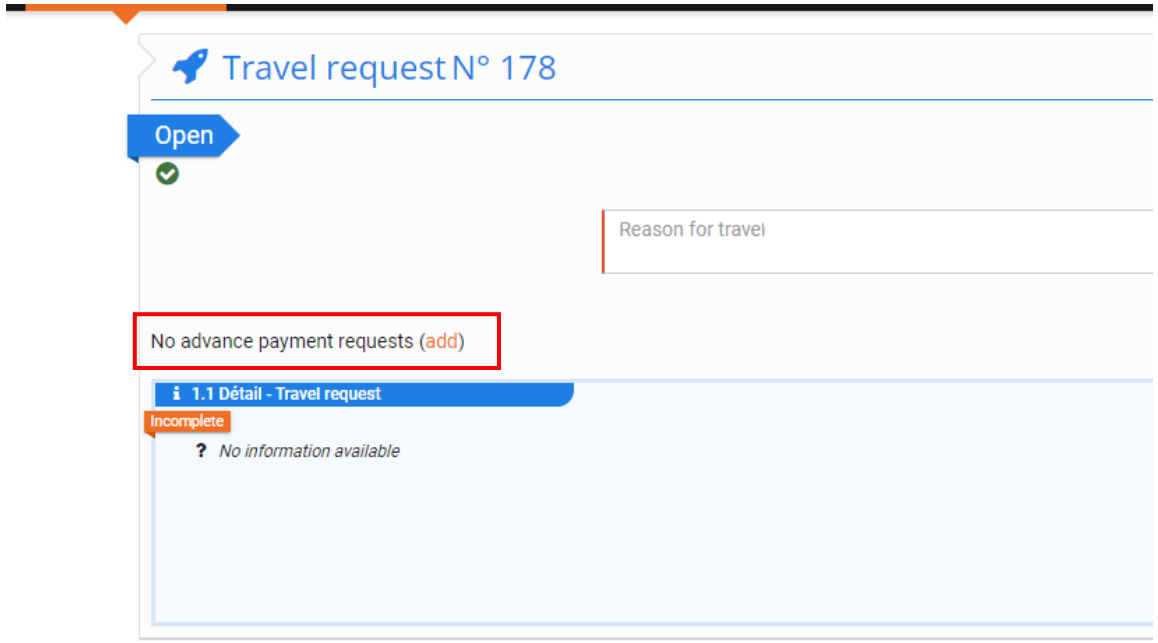
- Employees may not be able to advance funds for the purchase of needed commodities before starting the mission.

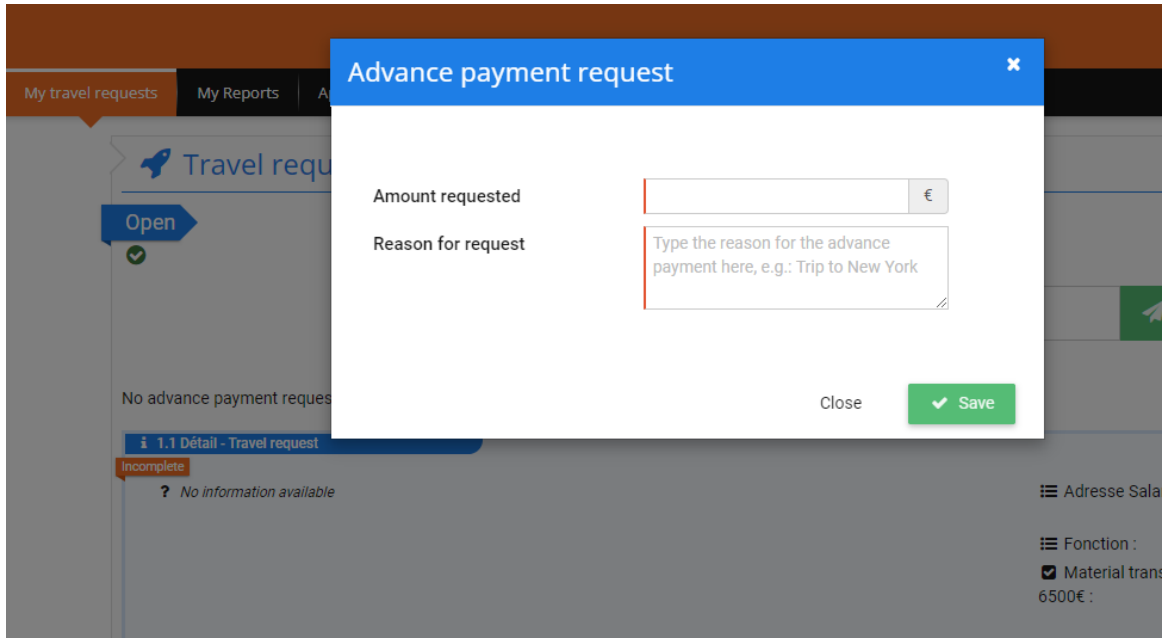
- In order not to have to make a hole in one's bank account, an advance can be requested from the finance team.

- To do this, it is necessary to fill out a mission order via N2F and have it validated.

- When preparing the travel request, an advance can be asked by clicking on the button. Then specify the amount needed.

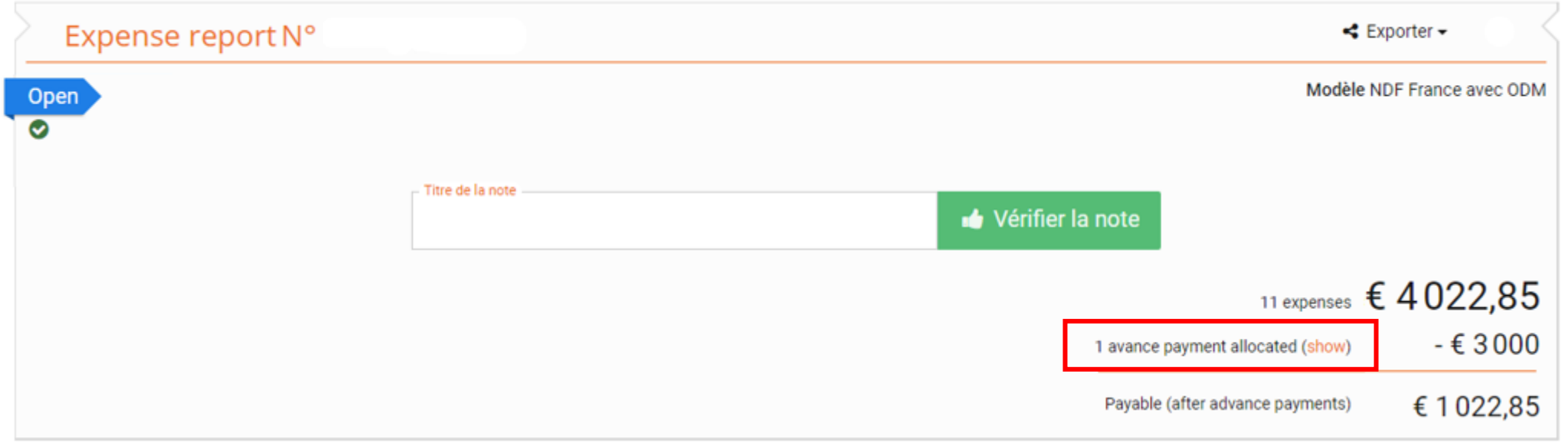
- Write in the comment section information regarding the reason.





- If the travel request is done without advance, it's possible to send an e-mail to Accounting (P.ANGLA) to request the advance for the amount defined by the mission order.

- When an advance has been made, upon submission of the expense report, the advance must be deducted.
- A line mentioning the advances made will appear under the total amount of the expense report. The advance must be associated with the expense report.



The list of every approved advance will appear.
Choose the related one

5. FAQ

- If you have any question, please contact the accounting department.
- A FAQ is at your disposal on the QMS: Quality Management System