

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



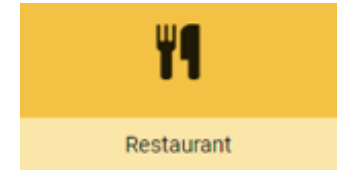
Efficient Expense Reports

1. CATEGORIES



 Car Rental	 Customer Gifts	 Exhibition, congress, conference	 Fuel
 Hotel	 Internet	 Meal Invitation	 Mileage
 Misc.	 Parking	 Phone	 Plane
 Postage	 Project Purchases	 Public transport	 Reception
 Restaurant	 Tax	 Taxi	 Toll
 Train			

RESTAURANT



1/4

Dépense

Date

vendredi 10/03/2023

Description / vendeur

Restaurant tacos

Montant TTC

13.3

12.85 € (1 \$ = 0.96645312 €)

Taux Taxes

Pas de taxe (0%)

Détail repas

Diner (soir)

Payé par

Moyen de paiement personnel PERSO

Dépense pré-approuvée via Ordre de mission ?

Oui : Ordre de mission N° 104 - Kratos Space Global Support 2023 Offsite @Orlando, Florida Demande #3 - 3.Alimentation : € 500 Cette demande est déjà liée pour € 100,31 par 4 dépense(s)

Lier

Compte comptable

62510000/D625-01/G625-01/R625-01/R625-02

Analytique

Remboursable

Dépense à l'étranger

Type de projet

Direct (D)

Projet

Navcours satID Maintenance 2022

Fonction

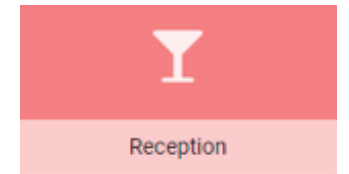
Responsable qualité (RQ)

N° MATRICULE

Commentaire

- 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



Expense

Date

Thursday 30/03/2023

Description / vendor

Total

€

Rate Taxes

20%

Tax amount

€

Paid by

Cash payment

PERSONAL

Analytics

Reimbursable

☒

Dépense à l'étranger

☐

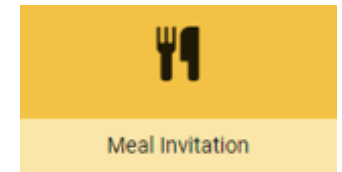
Project type

Project

Only Company recpetions

- 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



Expense

Date: Wednesday 29/03/2023

Description / vendor:

Total: € No taxes (0%)

Meal details: Type of meal: Lunch (afternoon)

ChomeI Camille x Company guests (colleagues)

C. etshibwid x External guests (clients, suppliers...)

Paid by: Credit card PERSONAL

Pre-approved expense via Travel request ? No expense request linked ⚠️ [Link](#)

Analytics

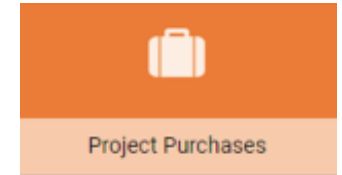
Dépense à l'étranger: ☒

Project type: Direct (D) Project

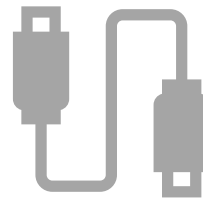
Merci d'indiquer le nom et prénom des personnes invitées ainsi que le nom de la société

- 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.

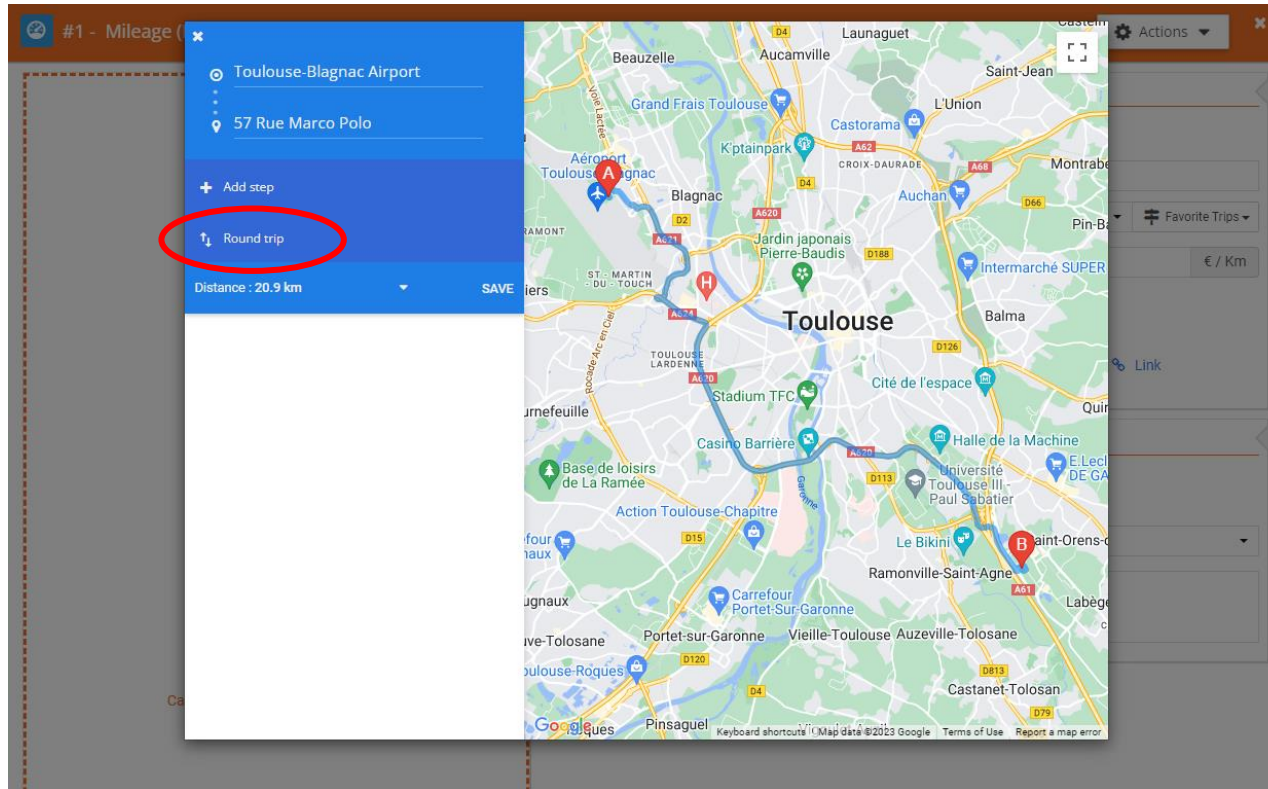
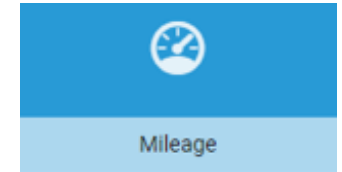


It can be small equipment
such as network device,
miscellaneous tools,
batteries....



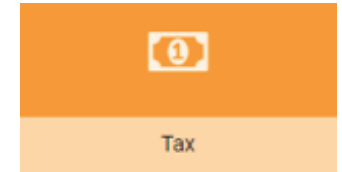
It only concerns equipment
used for a project on site.

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
Payment receipt for visa application

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 زيارة سياحية VISIT	نوع التأشيرة
Application Number	10036988773	رقم الطلب
Family Name	DUPAS	اسم العائلة
Given Name(s)	BRUNO	الاسم
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 :
• Visa application fee is non-refundable, and paying for a visa does not guarantee that the visa will be issued.
• This notice only acknowledges the receipt of the visa fees. It is not a Visa approval.
• YOU SHOULD NOT ARRIVE IN OMAN WITHOUT RECEIVING THE VISA APPROVAL NOTICE.

ملاحظات مهمة:
• رسوم إصدار التأشيرة غير قابلة للاسترداد ، كما أن دفع الرسوم لا يضمن الموافقة على الطلب.
• هذا الإعلان فقط لتأكيد استلام رسوم التأشيرة.
• يجب عدم السفر الى سلطنة عمان قبل استلام تصريح الموافقة على منح التأشيرة.

Dépense

Date: dimanche 14/05/2023

Description / vendeur: Oman Police visa

Montant TTC: 20 OMR - Taux Taxes: Pas de taxe (0%)

Payé par: Moyen de paiement personnel PERSO

Compte comptable: 63780000/D625-01/G625-01/R625-01/R625-02

Analytique

Remboursable:

Dépense à l'étranger:

Type de projet: Indirect (G)

Projet: BD/Sales-France (G3001.001.002)

Centre de coût: FRANCE

Fonction: Président Mandataire Social (PMS)

N° MATRICULE: DUPAS (300001)

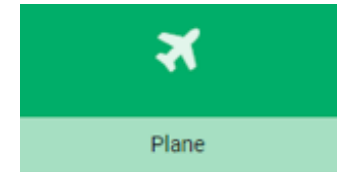
Commentaire:

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



LOT

Polish Airlines

Polish Lines Lotnicze LOT SA

ul. Komitowa 63, 02-240 Warszawa

VAT ID: PL522-688-23-54

Invoice

FV61217/23/LOTIN

Issue date: 2023-05-29

Terms date: 2023-05-29

SELLER

BUYER

No. Product / service

Unit Net price Net value VAT rate VAT amount Gross value

1.1 Air International Ticket

080 3298.70 3298.70 0% 0.00 3298.70

Ticket Number: 080 2416600427

ig 0% VAT rates: 3298.70 0% 0.00 3298.70

Date from: 2023-06-01 22:35:00

Total: 3298.70 0.00 3298.70

Date to: 2023-06-02 09:40:00

Net value VAT Gross value

0% 3298.70 0.00 3298.70

Total USD: 3298.70 0.00 3298.70

Type of payment Currency Date of payment Price

Credit Card USD 2023-05-29 3298.70

no prep. acf. inc. vat

to words: three thousand two hundred ninety-eight dollars

seventy cents

Paid: 3298.7 USD

The payee: 0.00 USD

lot.com

Expense

Date
Monday 29/05/2023

Description / vendor
LOT

Total
3298.7
\$
Rate Taxes
No taxes (0%)

Paid by

Pre-approved expense via Travel request ?
Yes: Travel request N° 162 - Seoul - BD
Request ##1 - Plane : € 5 000
This request is already linked for € 1 863,31 by 1 expense(s)

Accounting account
62510000/D625-01/R625-01/R625-02

Analytics

Reimbursable
☐

Dépense à l'étranger
☒

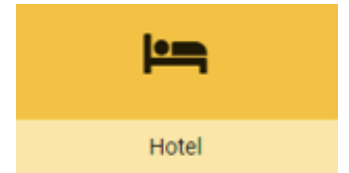
Project type
Direct (D)
Project
KRTL KGSN India Site (30640.100.001)

Fonction
Ingénieur, Chef de projet (ICP)
N° MATRICULE
HOUDET (300008)

Comments
Flight from Tokyo to Frankfurt

- 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



領収書
RECEIPT

NAME Mr./Ms.

ROOM No. 4726 FAX 1

ARR. 2023/05/29 DEPT. 2023/06/01

DATE	DETAIL	ROOM No.	CHARGES	CREDIT	EXPLANATION
05/28	STAY PLAN	4729	60,089	*	
	ACCOMMODATION TAX		200	*	%+159234
	CILIRG10		8,165	*	
06/29	STAY PLAN	4720	60,089	*	
	ACCOMMODATION TAX		200	*	%+159298
	CILIRG10		7,877	*	
	LAUNDRY		6,110	*	
05/30	STAY PLAN	4720	60,089	*	
	ACCOMMODATION TAX		200	*	%+159327
	CILIRG10		5,877	*	
05/31	STAY PLAN	4720	60,089	*	
	ACCOMMODATION TAX		200	*	%+159329
	KATJARA		64,975	*	%+159276
	CILIRG10		6,497	*	
04/01	EXTRA CHARGE	4720	18,340	*	%+159428
	CILIRG10		2,577	*	

DEBIT TOTAL 375,874 AMOUNT DUE 375,871 (CONSUMPTION TAX 2%)
LOCAL TAX

SIGNATURE

ISSUED NO. 000106119548 P. 1 1.00 \$
23/06/01 16:59 2017201604

Prince
Hotels & Resorts

サファリズ さくらタワー東京
〒108-8411 東京都港区赤坂1-1-1
TEL: 03-5788-1111 FAX: 03-5788-1122
www.princehotels.co.jp/03-5788-9974
The Prince Sakuraz Tower Tokyo
3-15-1, Sakurazawa, Minato-ku, Tokyo, 108-8413, Japan

Expense

Date Thursday 01/06/2023

Description / vendor Prince Hotel

Total 375874 JPY - Rate Taxes No taxes (0%)

2613.23 € (1 = 0.0069524 €)

Stay details 5 Nights

Paid by

Pre-approved expense via Yes: Travel request N° 162 - Seoul - BD
Travel request ? Request #2 - Hotel : € 1 500

Accounting account 62510000/D625-01/G625-01/R625-01/R625-02

Analytics

Reimbursable ☐

Dépense à l'étranger ☒

Project type Direct (D) Project

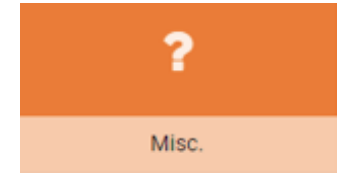
Function Ingénieur, Chef de projet (ICP)

N° MATRICULE

Comments

- 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".

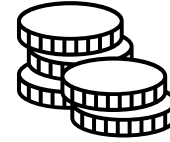
- Always select the project type (Direct/Indirect) BEFORE entering a project code. The code must be level 3.

Example: 30604.100.001.

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

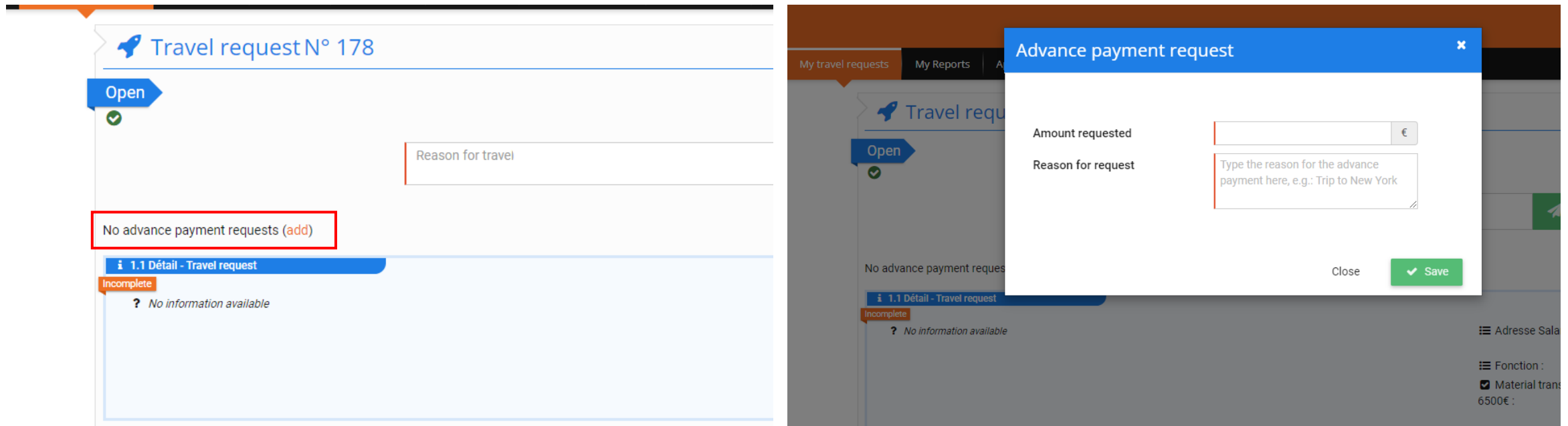
- One travel = One expense report = One travel authorization (ODM) = One project code. Expenses for several distinct trips should not be included on the same expense report.
- If possible, the submission of the expense report must be done at the end of a mission, between 2 and 3 days after return. On 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 interface displays an 'Expense report N°' with a title field and a 'Vérifier la note' button. On the right, it shows a summary of 11 expenses totaling €4,022.85, with 1 advance payment allocated of €3,000, resulting in a payable amount of €1,022.85 after advance payments.

Expense report N°	
Modèle NDF France avec ODM	
Titre de la note	
Vérifier la note	
11 expenses	€ 4 022,85
1 avance payment allocated (show)	- € 3 000
Payable (after advance payments)	€ 1 022,85

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](#)