

# ADViáticos; Manual de usuario

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# 1. HOW TO ACCESS TO THE WEBSITE?

1.1. Please following link. <http://www.summitmx.com:8080>



1.2. The screen will be displayed, and you will be asked to select how to log in.

A screenshot of a login form titled 'Login'. It contains a dropdown menu labeled 'Iniciar Sesión con:' with 'Correo Electronico' selected. Below this are input fields for 'E-Mail Address' and 'Password'. There is a checkbox labeled 'Remember Me' and a blue 'Login' button at the bottom.

1.3. If the login is via email, you must enter the summitmx.com email and the password with which you enter Windows.

A screenshot of the login form with the following details: The 'Iniciar Sesión con:' dropdown is set to 'Correo Electronico'. The 'E-Mail Address' field contains the email 'enedelia.alanis@summitmx.com'. The 'Password' field is filled with dots. The 'Remember Me' checkbox is unchecked. The blue 'Login' button is visible at the bottom.

- 1.4. If the login is through the payroll number, you must select the company, then you must enter the access data with which you enter the Kiosk.

Iniciar Sesión con:

Compañía:

Numero Nomina:

Password:

☐ Remember Me

- 1.5. Upon logging in, the following screen will be displayed, once there, the user will be able to start the process of filling out the travel request.

Acceso

Solicitud de Viaje

Ayuda PDF

Acerca De... IT

Sistema de Administración

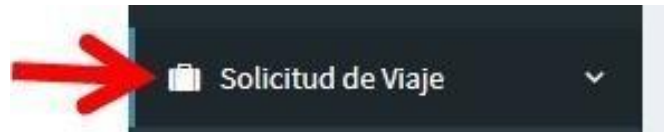
Viajes Programados

November 2023

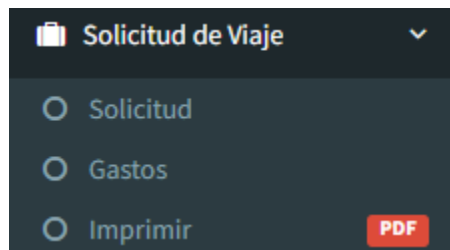
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
OKI SUEHARA HECTOR YOSO						
NOMURA TATSUYA						
FLORES MAR ADIEL FERNANDO						
<div>LOZANO RIVAS RAYMUNDO</div> <div>GALVAN LECHUGA MARCELIN +2 more</div> <div>CASTRO VARGAS ADRIAN ALI +3 more</div>						
MARTINEZ GARCIA ENRIQUE						
HERNANDEZ ESPINOZA DAN						
BERMUDEZ MUNGUIA CARLO						
MARTINEZ GARCIA ENRIQUE						
MARTINEZ GARCIA ENRIQUE						
5	6	7	8	9	10	11
OKI SUEHARA HECTOR YOSO						
NOMURA TATSUYA						
BERMUDEZ MUNGUIA CARLO						
GASCA CONEJO ARTURO						
RANGEL GRANADOS DIEGO						
BERMUDEZ MUNGUIA CARLOS						
GALVAN LECHUGA MARCELINO						
+10 more						
+3 more						
12	13	14	15	16	17	18
OKI SUEHARA HECTOR YOSO						
NOMURA TATSUYA						
BERMUDEZ MUNGUIA CARLO						
PIOQUINTO MEJIA GERARDO						

## 2. HANDLING THE WEBSITE

- 2.1. The menu is located at the left side of the main screen. We will use this menu during the distinct stages of the process. To start / Open a Business Trip Request, please select the option "Solicitud de Viaje" ("Trip Request").



- 2.2. A sub-menu will be shown (3 options).



- A. **"Solicitud;"** (Business Trip Request); must be utilized to fill up the travel information and ask for previous authorizations.
- B. **"Gastos;"** (Travel expenses Final Report); It is used to input and send to the authorizers the detailed information of the expenses generated during and corresponding to the business trip, and for the upload of fiscal/others receipts as well.
- C. **"Imprimir;"** (Printing Business Trip Final Report); It is used to generate the PDF format of the Business Trip Final Report, once it is approved, to deliver it to Payable Accounts. (The submitting of the approved business trip final report and the corresponding receipts to payable accounts dept. will be done only during Parallel period)

### 3. HOW TO ISSUE A BUSINESS TRIP REQUEST

- 3.1. Select the option "Solicitud" (Business Trip Application) from the submenu "Solicitud de Viaje" (Business Trip request).



- 3.2. The following screen will be shown, and we click on the "Nuevo" ("New") button.



- 3.3. The application form will be shown to fill up the trip details. When the information is complete, we select "Guardar" (Save) button, or we can use the "Cancelar"(Cancel) button, if we want to discard the request.

**Nueva Solicitud**

**TIPO**  
Nacional

**DESTINO / DESTINATION**  
SSM QUERETARO

**PROPOSITO / PURPOSES**  
PROPOSITO / PURPOSES...

**PERIODO / PERIOD**  
**DE / FROM** dd/mm/aaaa **A / TO** dd/mm/aaaa

**DETALLES DEL VUELO / FLIGHT DETAILS**  
EN CASO DE REQUERIR VUELO, ANOTAR LOS DETALLES, DE LO CONTRARIO ESCRIBIR NA

**ANTICIPO DE VIAJE / TRIP ADVANCE**  
Pesos

**ANTICIPO / ADVANCE PAYMENT**  
ANTICIPO / ADVANCE PAYMENT...

**EQUIPO DE COMPUTO / COMPUTER EQUIPMENT**  
Si

**Buttons:** Guardar, Atras

**Annotations:**

- Select the type of trip.
- Check if it is required to bring computer equipment.
- Write down the reason for travel. Ex: Meeting with clients
- Select travel dates.
- If you require a flight, write down its details. Otherwise leave blank or write NA.
- Write the desired advance amount

- 3.4. In the case of the Destination, you can select any of the 3 floors, if the trip is outside of it, select the option "Otro Destino", an option will be enabled to write the destination to go on the trip.

**DESTINO / DESTINATION**  
Otro Destino

**OTRO DESTINO / OTHER DESTINATION**  
DESTINO / DESTINATION...

- 3.5. Once the save button is selected **Guardar**, the following screen will be shown, at it the user will find that a line has been generated which mentions a summary of the request. If there are modifications to apply, we can use the "Edit" button **Editar**, or we will use the "Confirm" button **Confirmar** to generate a final information preview.

#### Listado de Solicitudes

Buscar...						Buscar
No. Folio	Fecha	Tipo	Destino	Anticipo	Status	
30	30-07-2018	Nacional	SALAMANCA	4000.00	Creado	<b>Editar</b> <b>Confirmar</b> <b>Eliminar</b>

- 3.6. In case there are two requests created and sent (which are pending verification or are still in authorization). The portal will display an alert which will not allow you to send the folio for authorization until at least one of the pending folios has been released.

### Listado de Solicitudes

Nuevo

Buscar...

Buscar

⚠ Folios abiertos

Se ha encontrado que cuenta con 2 Folios abiertos, por lo cual no podra enviar a autorizacion las solicitudes que esten creadas

×

- 3.7. Al When the user confirms a summary of the information will be shown, If everything is correct, we will click on the "Send" button 

Enviar

 ("Enviar") or use the "Cancel" button 

Cancelar

 to go back.

Sistema de Administración

<b>Fecha:</b> 30-07-2018		<b>TIPO / TYPE</b> Nacional	
<b>NOMBRE COMPLETO / FULL NAME</b> Carlos Tovar			
<b>DESTINO / DESTINATION</b> SALAMANCA		<b>PROPOSITO / PURPOSES</b> JUNTA	
<b>PERIODO / PERIOD</b>			
<b>DE / FROM</b> 31-07-2018	<b>A / TO</b> 01-08-2018	<b>DIAS / DAYS</b> 2	
<b>DETALLES DEL VUELO / FLIGHT DETAILS</b> NINGUNA			
<b>ANTICIPO DE VIAJE / TRIP ADVANCE</b> Pesos		<b>ANTICIPO / ADVANCE PAYMENT</b> 4000.00	
<div> <div>Enviar</div> <div>Cancelar</div> </div>			

- 3.8. Once we press the "Send" button **Enviar**, the system will send an email to the corresponding authorizers, with the information of the request. If the first authorizer agrees, he/her will select the **YES** button, or select the **NO** button if he/her decides not to authorize it.

Desea Autorizar la solicitud de Viaje?  
Do you want to Authorize the Trip request?

YES

NO

❖ **Example: mail to Authorizer # 1.**

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 30  

SSM MTY  
AIDA MENDOZA  
7/30/2018 5:14 PM  
De: SSM MTY <carlos.tovar@summitms.com>  
Para: AIDA MENDOZA

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**Gracias por usar el Sistema ADViaticos.**  
El Usuario **Carlos Tovar** esta solicitando un anticipo para un Viaje de Negocio con el No. Folio 30 por la cantidad de \$ 4000.00 Pesos.  
User **Carlos Tovar** requests advance for a business trip with Folio Number 30 in the amount of \$ 4000.00 Pesos.

<b>NOMBRE / FULL NAME</b> Carlos Tovar <b>DESTINO / DESTINATION</b> SALAMANCA <b>PROPOSITO / PURPOSES</b> JUNTA	<b>TIPO / TYPE:</b> Nacional <b>PERIODO / PERIOD</b> DE / FROM: 31-07-2018 A / TO: 01-08-2018 <b>ANTICIPO / ADVANCE</b> \$ 4000.00 Pesos
--	--

Desea Autorizar la solicitud de Viaje?  
Do you want to Authorize the Trip request?

YES

NO



- 3.9. In case the request is not authorized, the user will receive the notification and will have to contact his authorizer to make the necessary consultations and / or corrections.

carlos.tovar@summitmx.com  
sistemas\_mty@summitmx.com  
7/30/2018 4:40 PM

De: carlos.tovar@summitmx.com  
Para: sistemas\_mty@summitmx.com

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**Gracias por usar el Sistema ADViaticos.**

La solicitud de anticipo con el Folio Numero 29, ha sido denegada por AIDA MENDOZA, favor de revisarlo y aplicar las correcciones necesarias.  
The advance request with Folio Number 29, has been denied by AIDA MENDOZA, please review it and apply the necessary corrections.

<b>NOMBRE / FULL NAME</b> Carlos Tovar	<b>TIPO / TYPE:</b> Nacional
<b>DESTINO / DESTINATION</b> Salamanca	<b>PERIODO / PERIOD</b> DE / FROM: 02-08-2018 A / TO: 03-08-2018
<b>PROPOSITO / PURPOSES</b> Junta	<b>ANTICIPO / ADVANCE</b> \$ 4000.00 Pesos

- 3.10. If the request was authorized, an email will be automatically sent to Authorizer # 2, and if necessary after the approval of Authorizer # 2, it will be sent to Authorizer # 3. The above, depending on the type of trip and line of authorizers based on the flow shown in the latest version of the "Authorization chart".

❖ **Example: mail to Authorizer # 2.**

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 30

SSM MTY  
AKIHIKO AKASAKI  
7/30/2018 5:17 PM

De: SSM MTY  
Para: carlos.tovar@summitmx.com

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**Gracias por usar el Sistema ADViaticos.**

El Usuario **Carlos Tovar** esta solicitando un anticipo para un Viaje de Negocio con el No. Folio **30** por la cantidad de **\$ 4000.00 Pesos**.  
User **Carlos Tovar** requests authorization for a business trip with Folio Number **30** in the amount of **\$ 4000.00 Pesos**.

<b>NOMBRE / FULL NAME</b> Carlos Tovar	<b>TIPO / TYPE:</b> Nacional
<b>DESTINO / DESTINATION</b> SALAMANCA	<b>PERIODO / PERIOD</b> DE / FROM: 31-07-2018 A / TO: 01-08-2018
<b>PROPOSITO / PURPOSES</b> JUNTA	<b>ANTICIPO / ADVANCE</b> \$ 4000.00 Pesos

**Desea Autorizar la solicitud de Viaje?**  
**Do you want to Authorize the Trip request?**

- 3.11. The user will receive electronic notifications, each time one of the authorizers approves or rejects the business trip request.

❖ **Example: mail for the user on authorization notice**

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 29

De: SSM MTY <carlos.tovar@summitmx.com>  
Para: RECURSOS HUMANOS MTY  
Con copia: carlos.tovar@summitmx.com

**Gracias por usar el Sistema ADViaticos.**

AKIHIKO AKASAKI ha autorizado la solicitud de viaje con el Número de Folio 29, por lo cual el personal **Carlos Tovar** estará ausente los días **31-07-2018** al **01-08-2018**.

AKIHIKO AKASAKI has authorized the travel request with Folio Number 29, for which the **Carlos Tovar** staff will be absent on **31-07-2018** at **01-08-2018**.

<b>NOMBRE / FULL NAME</b> Carlos Tovar	<b>TIPO / TYPE:</b> Nacional
<b>DESTINO / DESTINATION</b> Salamanca	<b>PERIODO / PERIOD</b> <b>DE / FROM:</b> 31-07-2018 <b>A / TO:</b> 01-08-2018
<b>PROPOSITO / PURPOSES</b> Junta	<b>ANTICIPO / ADVANCE</b> \$ 4000.00 Pesos

- 3.12. Once the application complies with the necessary authorizations, the system will automatically send the following notifications.

- Treasury: Notification to do bank transfer of the business trip allowance to the applicant if it was requested.
- Human Resources: notification as support evidence to justify applicant absence during the travel period.
- Administration: notification to do flights and hotel reservations, if necessary.

❖ **Example: mail for Treasury**

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 30

De: SSM MTY <carlos.tovar@summitmx.com>  
Para: ERIKA VIDRIOS

**Gracias por usar el Sistema ADViaticos.**

AKIHIKO AKASAKI ha autorizado el anticipo para la solicitud de viaje con el Número de Folio 30, favor de realizar el anticipo a la cuenta: **1500634719 / 012580015006347192** del Banco: **BBVA BANCOMER** antes del día: **31-07-2018**

AKIHIKO AKASAKI has authorized the advance payment for the trip request with Folio Number 30, please make the advance to the account: **1500634719 / 012580015006347192** of the Bank: **BBVA BANCOMER** before the day: **31-07-2018**

<b>NOMBRE / FULL NAME</b> Carlos Tovar	<b>TIPO / TYPE:</b> Nacional
<b>DESTINO / DESTINATION</b> SALAMANCA	<b>PERIODO / PERIOD</b> <b>DE / FROM:</b> 31-07-2018 <b>A / TO:</b> 01-08-2018
<b>PROPOSITO / PURPOSES</b> JUNTA	<b>ANTICIPO / ADVANCE</b> \$ 4000.00 Pesos

## ❖ Example: mail for Human Resources

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 30

SSM MTY  
RESERVACIONES Y VUELOS MTY  
7/30/2018 5:19 PM  
De: SSM MTY  
carlos.tovar@summitmx.com  
Para: RESERVACIONES Y VUELOS MTY  
Con copia: carlos.tovar@summitmx.com

### Gracias por usar el Sistema ADViaticos.

AKIHIKO AKASAKI ha autorizado el anticipo para la solicitud de viaje con el Número de Folio 30, favor de comprar los vuelos y reservar el hotel antes del día: 31-07-2018 según los siguientes datos; NINGUNA

AKIHIKO AKASAKI has authorized the advance payment for the trip request with Folio Number 30, please buy the flights and book the hotel before the day: 31-07-2018 according to the following data; NINGUNA

NOMBRE / FULL NAME Carlos Tovar	TIPO / TYPE: Nacional
DESTINO / DESTINATION SALAMANCA	PERIODO / PERIOD DE / FROM: 31-07-2018 A / TO: 01-08-2018
PROPOSITO / PURPOSES JUNTA	ANTICIPO / ADVANCE \$ 4000.00 Pesos

## ❖ Example: mail for Administration

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 30

SSM MTY  
RECURSOS HUMANOS MTY  
7/30/2018 5:19 PM  
De: SSM MTY  
carlos.tovar@summitmx.com  
Para: RECURSOS HUMANOS MTY  
Con copia: carlos.tovar@summitmx.com

### Gracias por usar el Sistema ADViaticos.

AKIHIKO AKASAKI ha autorizado la solicitud de viaje con el Número de Folio 30, por lo cual el personal Carlos Tovar estará ausente los días 31-07-2018 al 01-08-2018.

AKIHIKO AKASAKI has authorized the travel request with Folio Number 30, for which the Carlos Tovar staff will be absent on 31-07-2018 at 01-08-2018.

NOMBRE / FULL NAME Carlos Tovar	TIPO / TYPE: Nacional
DESTINO / DESTINATION SALAMANCA	PERIODO / PERIOD DE / FROM: 31-07-2018 A / TO: 01-08-2018
PROPOSITO / PURPOSES JUNTA	ANTICIPO / ADVANCE \$ 4000.00 Pesos

## 4. HOW TO ISSUE A BUSINESS TRIP FINAL REPORT

4.1. User must log in on the ADViaticos website.

4.2. The user clicks on the submenu “Gastos” from the menu “Solicitud de Viaje.”



4.3. Next, the summary line of the previously generated and authorized application will be displayed. We will use the “Captura” (Capture) button to start describing the business trip expenses details.

Listado de Solicitudes

<input type="text" value="Buscar..."/> <input type="button" value="Buscar"/>					
No. Folio	Fecha	Tipo	Destino	Anticipo	Status
30	30-07-2018	Nacional	SALAMANCA	4000.00	Autorizado

Solicitud

No paso nada

TIPO / TYPE: Nacional

NOMBRE COMPLETO / FULL NAME: Carlos Tovar

DESTINO / DESTINATION: SALAMANCA

PROPOSITO / PURPOSES: JUNTA

PERIODO / PERIOD

DE / FROM: 31-07-2018

A / TO: 01-08-2018

DIAS / DAYS: 2

DETALLES DEL VUELO / FLIGHT DETAILS: NINGUNA

ANTICIPO DE VIAJE / TRIP ADVANCE: Pesos

ANTICIPO / ADVANCE PAYMENT: 4000.00

☐ Captura sin XML

Tipo Gasto: VIATICO

Metodo Pago: Efectivo

XML:  No se eligió archivo

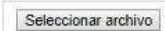
PDF:  No se eligió archivo

Opciones	Fecha Factura	Proveedor	No Factura	Gasto	Metodo de Pago	Importe	I.V.A.	Otros Impuestos	Subtotal	XML	PDF
TOTAL									\$ 0.00		

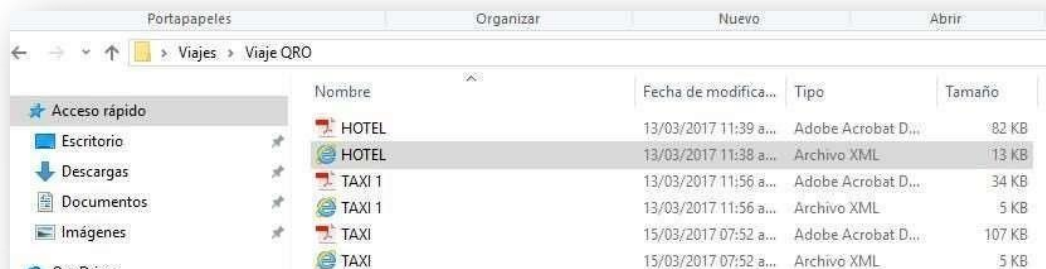
4.4. The user must select the type of expense and payment method from the drop-down lists.


- For example: a hotel invoice. We select the hotel option and the effective payment method (this will change only if the payment is made with AMEX business card).

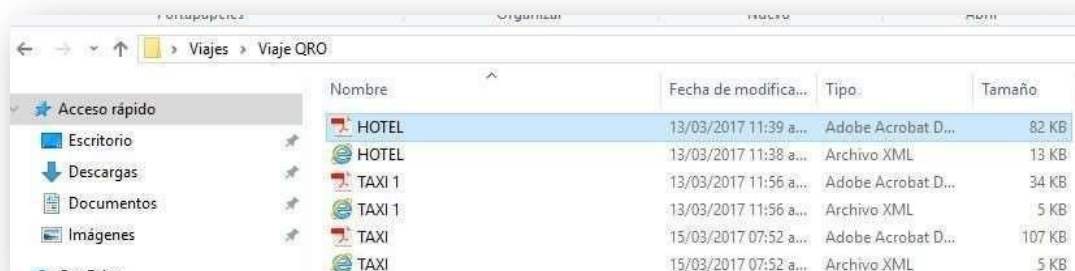
- Note: In all cases, the "Cash" payment method will be selected, unless the expense has been paid through the AMEX. Corporate card.**

4.5. To attach the XML, the user must click on the box  and indicate the route where the document is located, double click on the XML and the file will be automatically loaded.

**Note: Before attaching the XML file to the expense verification, the invoice must be entered in the following portal: <http://www.summitmx.com/proveedores/> this to validate that the file is correct**



4.6. To attach the PDF, the user must click on the box  and indicate the route where the document is located, click on the PDF and it will automatically upload it.



4.7. When the user finalizes to upload both files (PDF and XML) HE/HER should click on the “ save” button and a line with the summary registration will appear. The user has to perform the same operation with each one of the invoices to be checked.

☐ Captura sin XML

Tipo Gasto

VIATICO

Metodo Pago

Efectivo

XML

Seleccionar archivo

No se eligió archivo




PDF

Seleccionar archivo

No se eligió archivo


Guardar

Cancelar

Opciones	Fecha Factura	Proveedor	No Factura	Gasto	Metodo de Pago	Importe	I.V.A.	Otros Impuestos	Subtotal	XML	PDF
	2017-12-10	BEIRAVIA, S.A DE C.V.	31204	HOTEL	Efectivo	1079.50	172.72	0.00	1252.22		
TOTAL									\$ 1,252.22		

4.8. For non-deductible expenses, but that the user has a voucher, ticket, blue voucher, etc.; the user will select the check box “Captura sin XML” (Input without XML) and the screen below will be shown. Then, the user will enter.

- \*Date of the expense,
- \*Folio in case of having it.
- \*Type of expense.
- \*Payment Method
- \*Amount.

And will do click on  to select and upload the PDF of the scanned document.

☒ Captura sin XML

Fecha

31/07/2018

Folio

N/A

Tipo Gasto

VIATICO

Metodo Pago

Efectivo

Importe

100


PDF

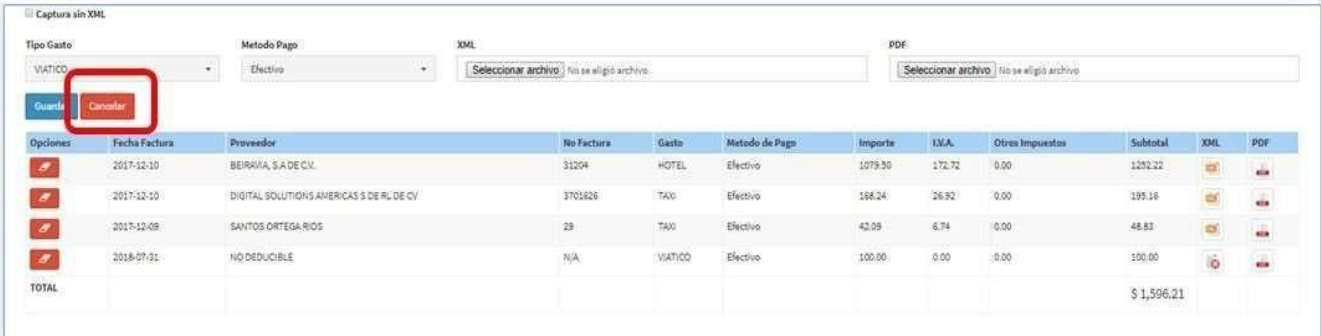
Seleccionar archivo

Comida sin comprobante.pdf

Guardar

Cancelar

4.9. When all the expenses are complete, the user can confirm the verification, returning to the main menu and selecting  or by clicking on “Cancelar” (cancel) from the summary screen where all our expenses are displayed.



Opciones	Fecha Factura	Proveedor	No Factura	Gasto	Metodo de Pago	Importe	I.V.A.	Otros Impuestos	Subtotal	XML	PDF
	2017-12-10	BEIRAVIA, S.A DE C.V.	31204	HOTEL	Efectivo	1079.50	172.72	0.00	1252.22		
	2017-12-10	DIGITAL SOLUTIONS AMERICAS S DE RL DE CV	3701626	TAXI	Efectivo	166.24	26.92	0.00	193.16		
	2017-12-09	SANTOS ORTEGARIOS	29	TAXI	Efectivo	42.09	6.74	0.00	48.83		
	2018-07-21	NO DEDUCIBLE	N/A	VIATICO	Efectivo	100.00	0.00	0.00	100.00		
<b>TOTAL</b>									\$ 1,596.21		

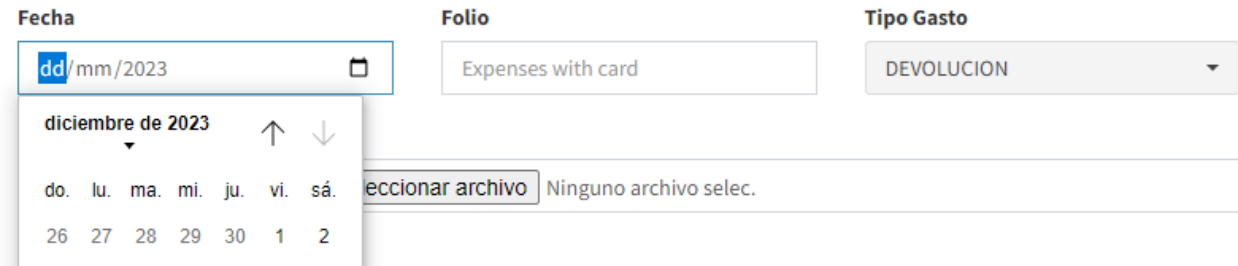
4.10. The verification of travel costs will depend on the table found within the business travel policy BUSINESS TRIP POLICY See 05 located at: <R:\Corporativo\Publico\Company Rules\G 11 Politica de viaje de negocios BUSINESS TRIP POLICY>.

4.11. In the event that the daily travel amount exceeds the limit according to the policy, the system will send an alert notifying that this amount cannot be added within the check.

☐ Captura sin XML

**Debido a que es un viaje de un día, no se permite mas de 200 pesos en el viatico** ✕

4.12. If the return verification needs to be conducted, the system will enable the calendar so that the actual date on which the return was made can be captured.



- 4.13. On the screen where the summary line of the open requests is displayed, we click on the button **Confirmar** to get a preview and make a final revision of the content, prior to its sending.

Sistema de Administración

Listado de Solicitudes

Buscar...

Buscar

No. Folio	Fecha	Tipo	Destino	Anticipo	Status
30	30-07-2018	Nacional	SALAMANCA	4000.00	Autorizado

Capturar Confirmar

Sistema de Administración

Lista de Gastos

TIPO / TYPE: Nacional

NOMBRE COMPLETO / FULL NAME: Carlos Touar

DESTINO / DESTINATION: SALAMANCA

PROPOSITO / PURPOSES: JUNTA

PERIODO / PERIOD: DE / FROM: 31-07-2018 A / TO: 01-08-2018 DIAS / DAYS: 2

DETALLES DEL VUELO / FLIGHT DETAILS: NINGUNA

ANTICIPO DE VIAJE / TRIP ADVANCE: Pesos: 4000.00

Fecha Factura	Proveedor	No Factura	Gasto	Metodo de Pago	Importe	I.V.A.	Otros Impuestos	Subtotal
2017-12-10	BEIRAVIA, S.A DE CV.	31204	HOTEL	Efectivo	1079.50	172.72	0.00	1252.22
2017-12-10	DIGITAL SOLUTIONS AMERICAS S DE RL DE CV	3701626	TAXI	Efectivo	248.24	24.92	0.00	273.16
2017-12-09	SANTOS ORTEGA RIOS	29	TAXI	Efectivo	42.09	6.74	0.00	48.83
2018-07-01	NO DEDUCIBLE	N/A	VIATICO	Efectivo	100.00	0.00	0.00	100.00
TOTAL								\$ 1,596.21

Enviar Cancelar

- 4.14. If the administration department has not verified the flight, the folio cannot be sent for authorization until the verification of this is uploaded.

**El departamento de Administración no ha agregado el comprobante del gasto de vuelo, por lo cual no puede enviarse a autorización. Favor de comunicarse con el departamento para mas información**

Cancelar



- 4.15. If the information is correct and complete, we will select the “Enviar” (Send) button, to follow the process of the authorizing line; Authorizer # 1, Authorizer # 2, and if necessary authorizer # 3. When the verification is authorized, it will automatically reach the Accounts Payable department for their respective review.

- **Example: mail to Authorizer # 1.**

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 30

SSM MTY +

AIDA MENDOZA

7:31:2018-10:02 AM

De SSM MTY a:

carlos.tovar@summitmty.com

Para AIDA MENDOZA

**Gracias por usar el Sistema ADViaticos.**

El Usuario **Carlos Tovar** esta solicitando una comprobacion de Gastos del Viaje de Negocio con el No. Folio **30** por la cantidad de **\$ 4000.00 Pesos**.

The User **Carlos Tovar** is requesting a check of Expenses of the Business Trip with No. Folio **30** in the amount of **\$ 4000.00 Pesos**.

NOMBRE / FULL NAME	TIPO / TYPE:
Carlos Tovar	Nacional
DESTINO / DESTINATION	PERIODO / PERIOD
SALAMANCA	DE / FROM: 31-07-2018
	A / TO: 01-08-2018
PROPOSITO / PURPOSES	ANTICIPO / ADVANCE
JUNTA	\$ 4000.00 Pesos

Gastos / Expense		
GASTO DE:	PAGADO CON AMEX	PAGADO EN EFECTIVO
HOTEL:	-	1252.22
ESTACIONAMIENTO:	-	-
TAXI:	-	243.99
RENTA DE AUTO:	-	-
OTROS:	-	-
VIATICO:	-	100
	<b>TOTAL</b>	<b>\$ 1596.21</b>
	<b>ANTICIPO DE VIAJE</b>	<b>\$ 4000.00</b>
	<b>DIF A CARGO (FAVOR)</b>	<b>\$ 2403.79</b>

Desea Autorizar la solicitud de Viaje?

Do you want to Authorize the Trip request?

**YES** **NO**

- **Example: mail to Authorizer # 2.**

SOLICITUD Y REPORTE DE VIAJE: CARLOS TOVAR, FOLIO: 30

SSM MTY:   
 CUENTAS X PAGAR MTY:  
 7/31/2018 10:19 AM  
 De: SSM MTY <[carlos.tovar@summitmty.com](mailto:carlos.tovar@summitmty.com)>  
 Para: CUENTAS X PAGAR MTY  
 Con copia: carlos.tovar@summitmty.com

### Gracias por usar el Sistema ADViaticos.

AKIHIKO AKASAKI ha aprobado la comprobación de gastos de la solicitud de viaje con el Número de Folio 30.

<b>NOMBRE / FULL NAME</b> Carlos Tovar		<b>TIPO / TYPE:</b> Nacional
<b>DESTINO / DESTINATION</b> SALAMANCA		<b>PERIODO / PERIOD</b> DE / FROM: 31-07-2018 A / TO: 01-08-2018
<b>PROPOSITO / PURPOSES</b> JUNTA		<b>ANTICIPO / ADVANCE</b> \$ 4000.00 Pesos


  

Gastos / Expense		
<b>GASTO DE:</b>	<b>PAGADO CON AMEX</b>	<b>PAGADO EN EFECTIVO</b>
HOTEL:	-	1252.22
ESTACIONAMINETO:	-	-
TAXI:	-	243.99
RENTA DE AUTO:	-	-
OTROS:	-	-
VIATICO:	-	100
	<b>TOTAL</b>	<b>\$ 1596.21</b>
	<b>ANTICIPO DE VIAJE</b>	<b>\$ 4000.00</b>
	<b>DIF A CARGO (FAVOR)</b>	<b>\$ 2403.79</b>

## 5. HOW TO PRINT THE BUSINESS TRIP FINAL REPORT?

- 5.1. The user should select the "Print" option  , from "Gastos de Viaje" (Travel Expenses) submenu. Then click on the "View" button  .

**Note: In order to utilize the printing option, The Business Trip Final Report should be already authorized.**

Sistema de Administración						
Listado de Solicitudes						
<input type="text" value="Buscar..."/>				<input type="button" value="Buscar"/>		
No. Folio	Fecha	Tipo	Destino	Anticipo	Status	
30	30-07-2018	Nacional	SALAMANCA	4000.00	Entregado	

- 5.2. The system will display the following form, and it must be submitted to accounts payable dept. including all the receipts that we previously uploaded.

SSM SERVICIOS S.A. DE C.V.		Application and report for business trip Solicitud y reporte de viaje		No. Folio 30	
<b>Solicitante - Applicant</b> Carlos Tovar 2018-07-30 17:13:07 Carlos Tovar 2018-07-31 09:59:52 <b>Carlos Tovar</b>		<b>Jefe o Sub Gerente o Gerente</b> AIDA MENDOZA 2018-07-30 17:15:38 AIDA MENDOZA 2018-07-31 10:15:25 <b>AIDA MENDOZA</b>		<b>Gerente General - Director - Vicepresidente</b> AKIHIKO AKASAKI 2018-07-30 17:17:35 AKIHIKO AKASAKI 2018-07-31 10:17:27 <b>AKIHIKO AKASAKI</b>	
<b>FECHA / DATE</b> 30-07-2018		<b>NOMBRE COMPLETO / FULL NAME</b> Carlos Tovar <b>PUESTO / TITLE</b> (M) PROG. DE SISTEMA <b>CUENTA CLABE / BANK ACCOUNT</b> 012580015006347192 / 1500634719			
<b>NOMBRE DEL DEPTO / DEPT NAME</b> ADMINISTRACION ELECT		<b>DESTINO / DESTINATION</b> SALAMANCA <b>TIPO TYPE</b> Nacional			
<b>PROPOSITOS / PURPOSES</b> JUNTA		<b>PERIODO / PERIOD</b> DE / FROM: 31-07-2018 A / TO: 01-08-2018 <b>DIAS / DAYS</b> 2			
<b>ANTICIPO DE VIAJE / TRIP ADVANCE</b> Pesos		<b>ANTICIPO / ADVANCE PAYMENT</b> \$ 4000.00			
<b>REFERENCIAS / REFERENCES</b>					
<b>CONTACTO (PERSONA / COMPAÑIA) / CONTACT (PERSON / COMPANY)</b> <b>NOMBRE NAME</b>		<b>TEL.</b>			
<b>GASTO DE:</b>		<b>PAGADO CON AMEX:</b>		<b>PAGADO EN EFECTIVO:</b>	
HOTEL:		-		1,252.22	
ESTACIONAMINETO:		-		-	
TAXI:		-		243.99	
RENTA DE AUTO:		-		-	
OTROS:		-		-	
VIATICO:		-		100.00	
TOTAL GASTO				1596.21	
ANTICIPO				4000.00	
DIF A CARGO (FAVOR)				2,403.79	
*FAVOR DE REALIZAR LA DEVOLUCION DE 2,403.79 Pesos A LA SIGUIENTE CUENTA: SSM SERVICIOS SA DE CV CUENTA: PESOS NOMBRE DEL BANCO: BBVA BANCOMER DIRECCION DEL BANCO: CONSTITUYENTES 120 PTE COL. EL CARRIZAL No. DE SUCURSAL: 828 NO. DE CUENTA: 0149395768 NO. DE CUENTA CLABE: 012 680 001 493 957 685 QUERETARO QRO.					

**Note; if the verification process by payable accounts it is not finished, the Travel Expenses system will not allow the users to generate a new application. We strongly recommend to all users to immediately close their business trip requests, as soon as the period of time mentioned at the business trip application, finalizes.**

## 6. HOW TO SEE THE DETAIL OF THE EXPENSES?

- 6.1. When a user requests that they authorize the expenses incurred during the trip, an email will be received; below an example:

**Gracias por usar el Sistema ADViaticos.**

El Usuario **Carlos Tovar** esta solicitando una comprobacio de Gastos del Viaje de Negocio con el No. Folio **579** por la cantidad de \$ **3000.00 Pesos**.

The User **Carlos Tovar** is requesting a check of Expenses of the Business Trip with No. Folio **579** in the amount of \$ **3000.00 Pesos**.

<b>NOMBRE / FULL NAME</b> Carlos Tovar	<b>TIPO / TYPE:</b> Nacional
<b>DESTINO / DESTINATION</b> QRO Plant SSM TEST	<b>PERIODO / PERIOD</b> DE / FROM: 24-05-2019 A / TO: 24-05-2019
<b>PROPOSITO / PURPOSES</b> Meeting TEST	<b>ANTICIPO / ADVANCE</b> \$ 3000.00 Pesos

Gastos / Expense	PAGADO CON AMEX	PAGADO EN EFECTIVO
GASTO DE:	-	-
HOTEL:	-	-
ESTACIONAMINETO:	-	-
TAXI:	-	1150
RENTA DE AUTO:	-	-
OTROS:	-	-
VIATICO:	-	250
DEVOLUCION:	-	1850
	<b>TOTAL</b>	<b>\$ 3000.00</b>
	<b>ANTICIPO DE VIAJE</b>	<b>\$ 3000.00</b>
	<b>DIF A CARGO (FAVOR)</b>	<b>\$ 0</b>

Si desea ver el detalle de los gastos, por favor presiona [aquí](#)  
Do you want to see the details of the expenses ?, please click [here](#)

Desea Autorizar la solicitud de Viaje?  
Do you want to Authorize the Trip request?

- 6.2. At the bottom of the email, there is a legend that says the following; - "Do you want to see the details of the expenses, click here". By clicking on the link, this will take us to the portal of ADViaticos and will show us the detail of the expenses captured by the applicant.

Gastos / Expense	PAGADO CON AMEX	PAGADO EN EFECTIVO
GASTO DE:	-	-
HOTEL:	-	-
ESTACIONAMINETO:	-	-
TAXI:	-	1150
RENTA DE AUTO:	-	-
OTROS:	-	-
VIATICO:	-	250
DEVOLUCION:	-	1850
	<b>TOTAL</b>	<b>\$ 3000.00</b>
	<b>ANTICIPO DE VIAJE</b>	<b>\$ 3000.00</b>
	<b>DIF A CARGO (FAVOR)</b>	<b>\$ 0</b>

**Si desea ver el detalle de los gastos, por favor presiona [aquí](#)**  
Do you want to see the details of the expenses ?, please click [here](#)

Desea Autorizar la solicitud de Viaje?  
Do you want to Authorize the Trip request?

**ADVIATICOS** Sistema de Administración

**Solicitud**

TIPO / TYPE: Nacional

NOMBRE COMPLETO / FULL NAME: Carlos Tovar

PROPOSITO / PURPOSES: Meeting TEST

DESTINO / DESTINATION: QRO Plant SSN TEST

PERIODO / PERIOD: 24-05-2019

DE / FROM: 24-05-2019

A / TO: 24-05-2019

DIAS / DAYS: 1

DETALLES DEL VUELO / FLIGHT DETAILS: NA

ANTICIPO DE VIAJE / TRIP ADVANCE: Pesos: 3000.00

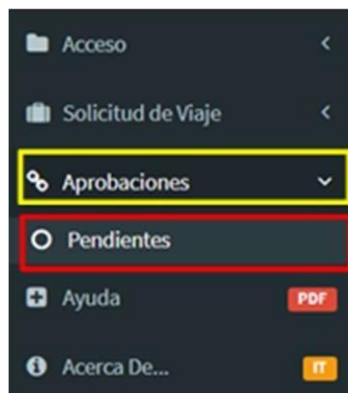
ANTICIPO / ADVANCE PAYMENT: 3000.00

Fecha Factura	Proveedor	No Factura	Gasto	Metodo de Pago	Importe	I.V.A.	Otros Impuestos	Subtotal	XML	PDF
2019-05-24	NO DEDUCIBLE	NA	VIATICO	Efectivo	250.00	0.00	0.00	250.00		
2019-05-24	NO DEDUCIBLE	NA	TAXI	Efectivo	400.00	0.00	0.00	400.00		
2019-05-24	NO DEDUCIBLE	NA	TAXI	Efectivo	100.00	0.00	0.00	100.00		
2019-05-24	NO DEDUCIBLE	NA	TAXI	Efectivo	250.00	0.00	0.00	250.00		
2019-05-24	NO DEDUCIBLE	NA	TAXI	Efectivo	400.00	0.00	0.00	400.00		
2019-05-24	NO DEDUCIBLE	NA	DEVOLUCION	Efectivo	1600.00	0.00	0.00	1600.00		
<b>TOTAL</b>								<b>\$ 3,000.00</b>		

**\* Note: the portal will ask you to log in.**

## 7. HOW TO AUTHORIZE FROM THE ADVIATICOS PORTAL?

7.1. We select the "Aprobaciones"(Approvals) menu, then the "Pendientes"(Pending) option.



7.2. Next the portal will show two options:

- **Solicitudes de Anticipo:** this option is when the applicant requires authorization to travel and if the case applies an economic advance.
- **Comprobaciones de gasto:** this option is when the applicant requires that expenses incurred during the trip be authorized.

Sistema de Administración

Folio Pendientes de Autorización

Solicitudes de Anticipo 1

Comprobaciones de Gasto 2 B

No. Folio	BRH	Nombre	Tipo	Fechas del Viaje	Anticipo	
580	MTY	Carlos Tovar	Nacional	27-05-2019 al 27-05-2019	500.00	<div>Autorizar</div> <div>Ver</div>

7.3. In the option “**Solicitudes de Anticipo**” a list of the pending trips to be authorized will be shown. If we want to authorize the trip or see the information, we press the button 

Autorizar

. Followed will show us the trip information and three buttons that are detailed below.

- Aprobar Solicitud

 The travel request will be authorized and will continue with the following Authorizer.
- Regresar

 Return to the list of pending requests to authorize.
- Denegar Solicitud

 Deny the trip.

Sistema de Administración

Solicitud

TIPO / TYPE

Nacional

NOMBRE COMPLETO / FULL NAME

Carlos Tovar

DESTINO / DESTINATION

Prueba 2

PROPOSITO / PURPOSES

Prueba 2

PERIODO / PERIOD

DE / FROM

27-05-2019

A / TO

27-05-2019

DIAS / DAYS

1

DETALLES DEL VUELO/ FLIGHT DETAILS

Prueba 2

ANTICIPO DE VIAJE / TRIP ADVANCE

Pesos


ANTICIPO / ADVANCE PAYMENT

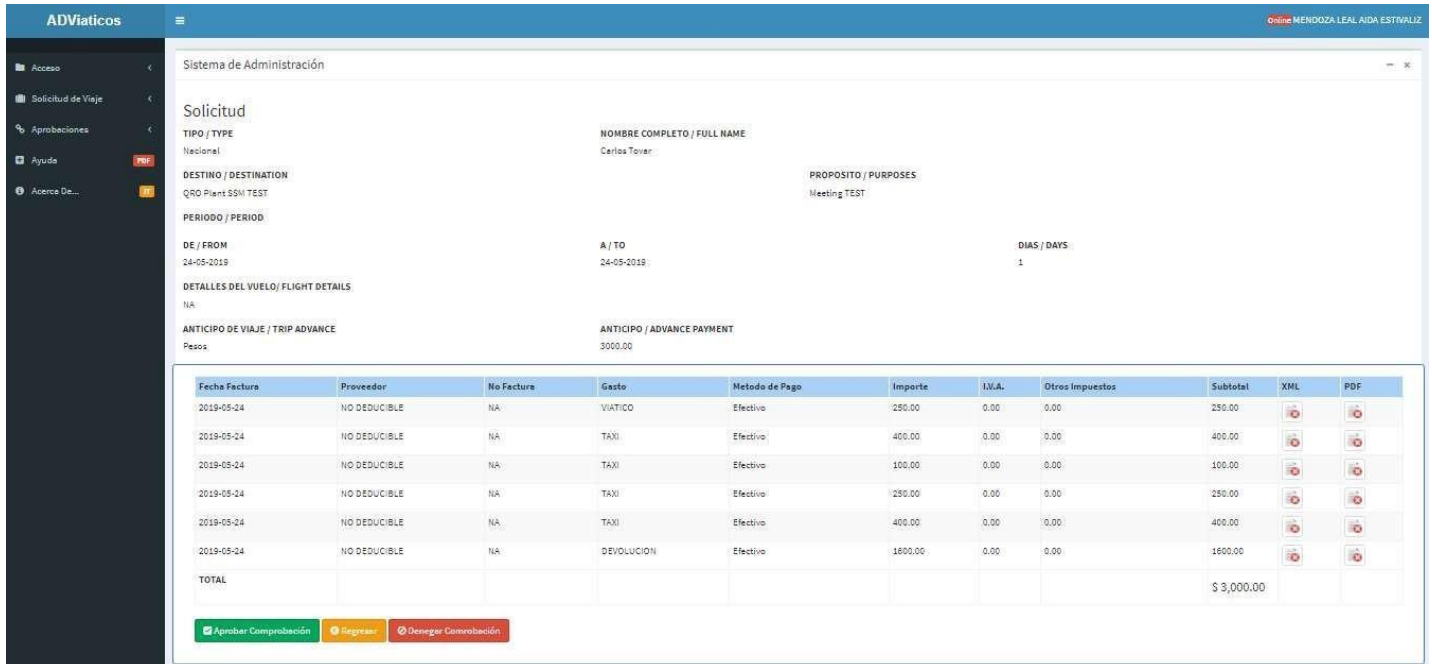
500.00













Aprobar Solicitud

Regresar

Denegar Solicitud

- 7.4. In the option “**Comprobaciones de Gasto**” a list of the trips that already have the expenses captured and are waiting to be authorized will be shown. If we want to see the detail of the expenses press the button . Followed will show us all the expenses captured from the trip.



Fecha Factura	Proveedor	No Factura	Gasto	Metodo de Pago	Importe	IVA	Otros Impuestos	Subtotal	XML	PDF
2019-05-24	NO DEDUCIBLE	NA	VIATICO	Efectivo	250.00	0.00	0.00	250.00		
2019-05-24	NO DEDUCIBLE	NA	TAXI	Efectivo	400.00	0.00	0.00	400.00		
2019-05-24	NO DEDUCIBLE	NA	TAXI	Efectivo	100.00	0.00	0.00	100.00		
2019-05-24	NO DEDUCIBLE	NA	TAXI	Efectivo	250.00	0.00	0.00	250.00		
2019-05-24	NO DEDUCIBLE	NA	TAXI	Efectivo	400.00	0.00	0.00	400.00		
2019-05-24	NO DEDUCIBLE	NA	DEVOLUCION	Efectivo	1600.00	0.00	0.00	1600.00		
<b>TOTAL</b>								<b>\$ 3,000.00</b>		

**\*Note: We can enter directly to this section from the mail that is sent to our tray, for more information see point No.6.1.**

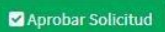


- 7.5. As we can see, it shows a detail of the expenses and if necessary your digital invoice. Also included are three buttons of which detail.

2019-02-22	SERVICIOS NACIONALES TURISTICOS, S.A DE C.V	20313	HOTEL	Efectivo	1075.63	172.10	32.27	1280.00		
<b>TOTAL</b>								<b>\$ 4,280.00</b>		

**Presiona para ver archivo XML**

**Presiona para ver archivo PDF**

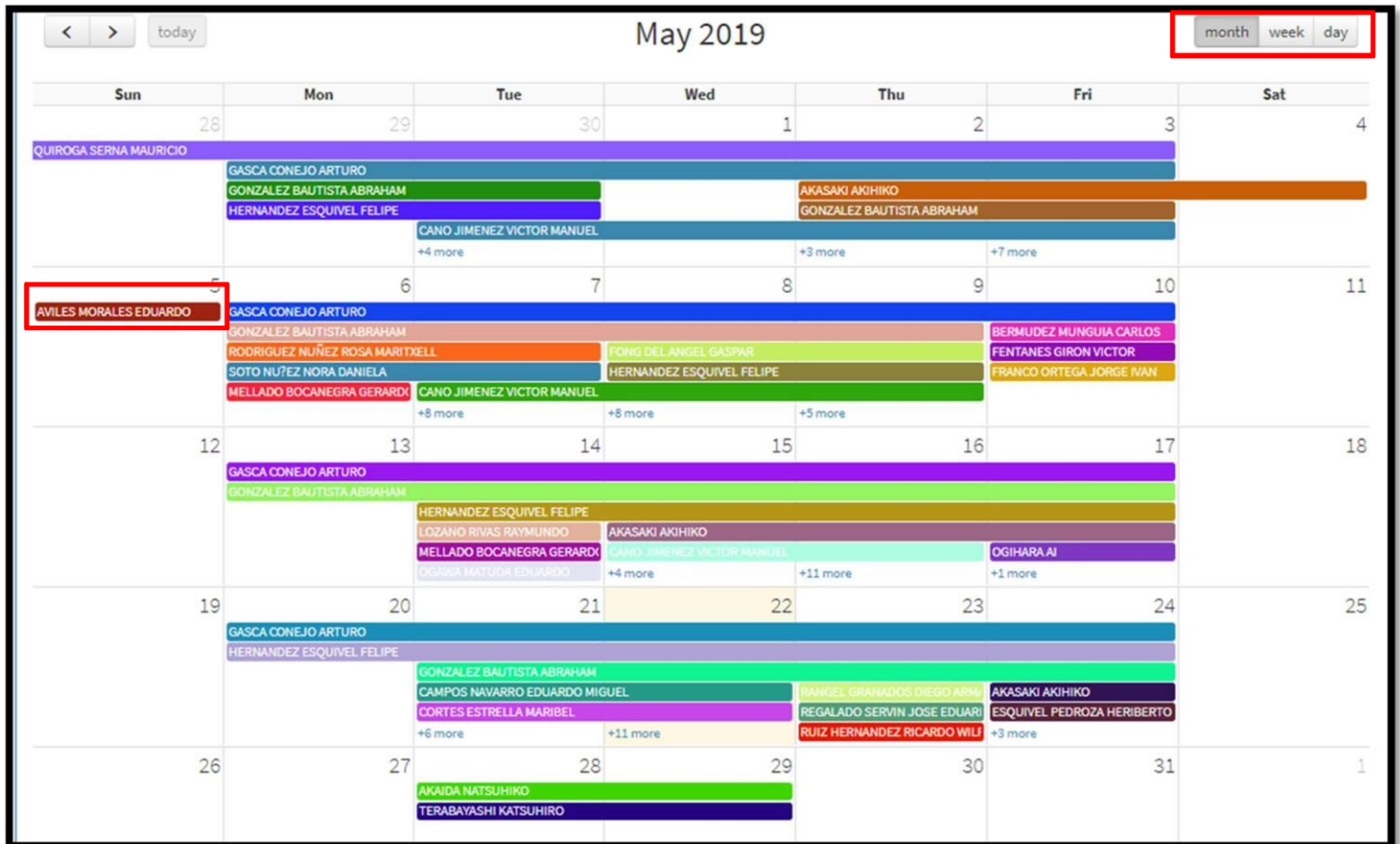
  

-  The expenses generated during the trip will be authorized and, if necessary, go to the next authorizer.
-  Return to the list of pending requests to authorize.
-  To reject the verified expenses, the applicant must make modifications or clarify the situation.



## 8. HOW TO NAVIGATE THE CALENDAR?

- 8.1. The Calendar shows an overview of the trips that are scheduled during the month, if we press the name of the person this will show us more information about the trip. The calendar contains view by month, week or day.



## 9. CHECKING EXPENSES IN INTERNATIONAL FOLIOS

- 9.1. We open the section of "Solicitud"-> "Gastos" and select our international type folio.











9.2. Once we enter the folio, we will notice that in the table of verified expenses 3 new fields were added.

☐ Captura sin XML

Tipo Gasto: VIATICO    Metodo Pago: Efectivo    XML: Seleccionar archivo Ningún arch...eleccionado    PDF: Seleccionar archivo Ningún arch...eleccionado

Comentarios: Comentarios

Opciones	Fecha Factura	No Proveedor	No Factura	Gasto	Metodo de Pago	Moneda	Importe	I.V.A.	Otros Impuestos	Subtotal	Subtotal en pesos	XML	PDF	PDF Cambio	Comentarios
	2019-10-09	NO DEDUCIBLE	NA	TAXI	Efectivo	Pesos	100.00	.00	.00	100.00	100.00				TAXI AL AEROPUERTO
	2019-10-09	NO DEDUCIBLE	NA	VIATICO	Efectivo	USD	12.00	.00	.00	12.00	236.88				
TOTAL											\$ 112.00				
DIFERENCIA											\$ 38.00				

- “Moneda”: The type of currency that was used in the expense.
- “Subtotal en pesos”: in case the type of currency has been in USD / Jenes, the amount spent in pesos will be shown.
- “PDF Cambio”: Proof of purchase of Dollars / Jenes to make the expenses..

☐ Captura sin XML

Tipo Gasto: VIATICO    Metodo Pago: Efectivo    XML: Seleccionar archivo Ningún arch...eleccionado    PDF: Seleccionar archivo Ningún arch...eleccionado

Comentarios: Comentarios

9.3. In the case of capture with xml, it will continue to be checked in the same way. The system will automatically detect the currency and the exchange rate that was used for the expense.

9.4. For expenses without xml, a new option will appear: “Moneda”, in which we can select the type of currency that was used in the expense.



The screenshot shows a web form for capturing expenses without XML. The form includes fields for Fecha (09/10/2019), Folio (NA), Tipo Gasto (VIATICO), and Metodo Pago (Efectivo). The Importe field is set to 20. A red box highlights the 'Moneda' dropdown menu, which is currently open and shows options: Pesos, USD, and JPY. The PDF section shows a 'Seleccionar archivo' button and the text 'Ningún archivo seleccionado'. The Comentarios field is empty. At the bottom are 'Guardar' and 'Cancelar' buttons.

9.5. If we select a currency type other than pesos, the following two tabs will be enabled:

- “Importe en pesos”: The total spent is shown based on the date placed. The exchange rate is taken from the page <https://www.banxico.org.mx/tipcamb/main.do?page=tip&idioma=sp>.
- “Capturar importe en pesos”: In case the amount that is marked is not the same that was spent, we select this option.



The screenshot shows the same web form as before, but with the 'Moneda' dropdown menu set to 'USD'. A red box highlights two new tabs that have appeared: 'Importe en pesos' and 'Capturar importe en pesos'. The 'Importe en pesos' tab is active and shows a value of 391.4. The 'Capturar importe en pesos' tab is also visible. The rest of the form remains the same, including the Fecha, Folio, Tipo Gasto, Metodo Pago, Importe, PDF, and Comentarios fields, and the 'Guardar' and 'Cancelar' buttons.

- 9.6. If the amount in the “Importe en pesos” section is not correct, we select the option “Capturar importe en pesos” which will enable us the option to edit said amount and show an option “PDF del tipo de Cambio”, in which Proof of purchase of the selected currency type will be added, this is a Required field.

☒ Captura sin XML

Fecha: 09/10/2019 Folio: NA Tipo Gasto: VIATICO Metodo Pago: Efectivo

Importe: 20 Moneda: USD ☒ Capturar Importe en pesos

PDF del Tipo de Cambio: Seleccionar archivo Ning...ado

Importe en pesos: 400.5

PDF: Seleccionar archivo Ningún archivo seleccionado

Comentarios: Comentarios













Guardar Cancelar

PDF del Tipo de Cambio: Seleccionar archivo Ning...ado

Selecciona un archivo

Cuadro de Importe en pesos

- 9.7. Once the data is placed, we click on “Guardar” and the information will appear within the table shown above.

Opciones	Fecha Factura	Proveedor	No Factura	Gasto	Metodo de Pago	Moneda	Importe	I.V.A.	Otros Impuestos	Subtotal	Subtotal en pesos	XML	PDF	PDF Cambio	Comentarios
	2019-10-09	NO DEDUCIBLE	NA	TAXI	Efectivo	Pesos	100.00	.00	.00	100.00	100.00				TAXI AL AEROPUERTO
	2019-10-09	NO DEDUCIBLE	NA	VIATICO	Efectivo	USD	12.00	.00	.00	12.00	236.88				
	2019-10-09	NO DEDUCIBLE	NA	VIATICO	Efectivo	USD	20.00	.00	.00	20.00	400.50				

9.8. When we visualized the PDF of the expenses, in the case of the international folio the following data were added:

- **Moneda:** This section will show the types of coins used in the expense, whether only one has been used or has been paid with several types of currencies.
- **Pagado en Efectivo (Pesos):** The total amount that has been verified converted to pesos depending on the type of currency.

PROPOSITOS / PURPOSES		PRUEBA DE FOLIO INTERNACIONAL		
PERIODO / PERIOD	DE / FROM: 07-10-2019	A / TO: 08-10-2019	DIAS / DAYS	2
ANTICIPO DE VIAJE / TRIP ADVANCE	Pesos		ANTICIPO / ADVANCE PAYMENT	\$ 2500.00
REFERENCIAS / REFERENCES				
CONTACTO (PERSONA / COMPAÑIA) CONTACT (PERSON / COMPANY)	NOMBRE NAME	TEL.		
GASTO DE:	PAGADO CON AMEX:	MONEDA:	PAGADO EN EFECTIVO:	PAGADO EN EFECTIVO (PESOS):
HOTEL:	-	USD	50.00	989.00
ESTACIONAMIENTO:	-	-	-	-
TAXI:	-	USD/Pesos	175.00	644.50
RENTA DE AUTO:	-	-	-	-
OTROS:	-	Pesos	14.19	14.19
VIATICO:	-	USD/Pesos	109.06	852.31
DEVOLUCION:	-	-	-	-
TOTAL GASTO			2500.00	
ANTICIPO			2500.00	
DIF A CARGO (FAVOR)			0.00	

## 10. ADD TRAVEL EVIDENCE

10.1. The travel evidence is added in the same expense verification form, selecting “Agregar/Modificar evidencia de viaje”.

☒ Agregar/Modificar evidencia de viaje

Evidencia de viaje
 

Comentarios de la evidencia
 

Comentarios del viaje:

Evidencia del viaje
 

Seleccionar archivo Ningún archivo seleccionado

☐ Guardar solo la evidencia de viaje

Gastos del viaje
 

☐ Captura sin XML

Tipo Gasto
 

VIATICO

Metodo Pago
 

Efectivo

XML
 

Seleccionar archivo Ningún arch...eleccionado

PDF
 

Seleccionar archivo Ningún arch...eleccionado

10.2. In this section the comments of what was done during the trip and a file are placed (for example an email, pdf or document). In the case of the document it is optional to add it.

10.3. It can be added at the same time that an expense is registered or it can be given in the option “Guardar solo evidencia de viaje” and then click on the save option to record only the evidence.

☒ Agregar/Modificar evidencia de viaje

Evidencia de viaje

Comentarios de la evidencia

Prueba de la evidencia de viaje

Evidencia del viaje

Seleccionar archivo MANUAL DE TEAMVIEWER CONTINGENCIA.pdf

☐ Guardar solo la evidencia de viaje

Gastos del viaje

☐ Captura sin XML

Tipo Gasto: VIATICO

Metodo Pago: Efectivo

XML: Seleccionar archivo Ningún arch...eleccionado

PDF: Seleccionar archivo Ningún arch...eleccionado

Comentarios

Comentarios

Guardar Cancelar

10.4. In case the mentioned option is not selected, it will send a notice that a verification of an expense must be added.

10.5. Once the travel evidence has been added, it will be shown in the next section within the expense verification.

<b>ANTICIPO DE VIAJE / TRIP ADVANCE</b>	<b>ANTICIPO / ADVANCE PAYMENT</b>
Pesos	100.00
<b>EVIDENCIA DE VIAJE / TRAVEL EVIDENCE</b>	
<b>COMENTARIOS DE VIAJE / TRIP COMMENTS</b>	<b>DOCUMENTO EVIDENCIA/ EVIDENCE DOCUMENT</b>
Prueba de la evidencia de viaje	MANUAL DE TEAMVIEWER CONTINGENCIA.pdf