Tutorial on professional travel for LPP members

Last update: April 15, 2026

Preface

Most important: **anticipate**!

Begin the process:

- **A minimum of 1 month before your trip**
- If you are doing **early bird registration** : a minimum of **two weeks before** the deadline
- If you are asking for support **from the ED 661**: a **minimum of one week** before the deadline for requests

➔ Not during university vacations

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Travel without expenses: procedure

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1. Travel authorization
(CNRS or USN affiliates)

2. Travel

Provisional Budget

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Estimate the total cost of the travel:

- Transportation and accommodation: Goelett Consultation (CNRS)
- Meals (lunch and dinner) : 17.5% of the per diem rate
  - Per diem by country
  - Exchange rate euros / foreign currency
- Registration fee for conference
- Local transportation
- Personal vehicle : reimbursement rate per kilometer

Regular staff and post-docs: Obtain authorization from manager with budgetary authority

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Submit your budget and request authorization from:

Lab Budget (national funding or local resources)		ANR / ERC project budget
• LPP director	OR	• Principal investigator for the project

Doctoral students: obtain authorization from manager with budgetary authority

1. Ask your thesis director to approve a budget for your travel.

2. Funding from an **ANR / ERC project**: send provisional budget + request for authorization to project P.I.

OR

2. Funding from **Lab budget** : two sources of support required (Lab + AFCP or ED 661)

3. Submit provisional budget + request for authorization to LPP director

AND

3. Request support from the AFCP (Procedure here) or the ED 661 (Procedure here)

Travel authorization: CNRS affiliates

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- Create your travel authorization request on Etamine
  - Select the budget line for your travel and enter the provisional budget.
    - Delete any excess daily charges.
  - Or select « Financement hors tutelle de l'unité » if a different organization is paying for your travel.
  - Select **NON** for « accès accéléré aux pré-réservations » (after the 'destinations' section)
- Read carefully: Guide du missionnaire (p. 3 to 9)

Travel authorization: USN affiliates (page 1)

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Travel paid for by which funding source

CNRS (Lab funding, ANR project…)

Create a **Travel authorization without expenses from the USN** (to be signed by LPP dir.)

AND

Create a **Travel authorization with expenses** in Etamine (Guide)

USN

Create a **Travel authorization with expenses from the USN**

Travel authorization: USN affiliates (page 2)

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Invitation from another organization

Create a **Travel authorization without expenses from the USN** (to be signed by LPP director)

High-risk countries

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- Consult the list of high-risk countries here.
- If your destination is considered high-risk, use the Etamine system to request authorization from the Security and Defense Official (FSD).
- Before traveling, register on the Ariane portal.

Reserving transportation & accommodation

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FIRST OF ALL: read the Guide Missions du CNRS, pages 10 - 16

Trip created in Etamine et approved by LPP director

Trip automatically created in Notilus

Dates and choice of transportation in Notilus

Switch to Goelett to reserve

Return to Notilus

Adjust daily expenses in Notilus (remove overage)

Approval and transmission of travel information

Specific case

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- **Low cost airlines** : reserve them **WITH the administrative manager** because they require immediate approval.

Paying registration fees for a conference

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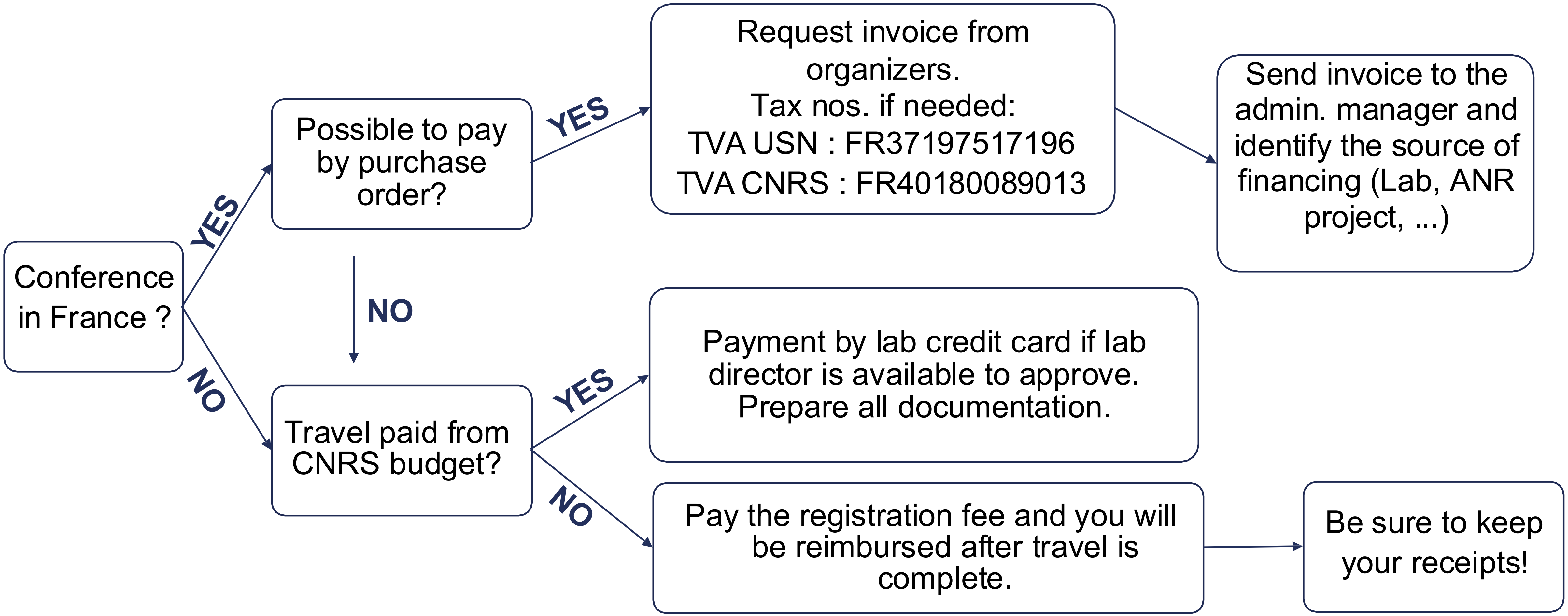

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During your trip

- Keep all receipts to document expenses: local transportation, registration, meals as appropriate.
  - Bankcard receipts do not constitute sufficient documentation!
- If you run into a problem (illness, emergency repatriation …)

USN affiliates	CNRS affiliates
• MAIF : site internet • Member number: 3651042J	• Site internet • Dedicated line: +33 (0)1 55 98 51 80 • CNRS contract number: **10113** • CNRS marketplace number: **966**

When you return (CNRS budget)

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FIRST OF ALL: read the [Guide Retour Mission du CNRS]

Everything is done in **Notilus** :

"Issue" the Travel Authorization in Notilus

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Approval of exact dates of travel

If you had no expenses: email the administrative manager to tell her that you had no expenses. That's all!

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Declare your expenses: adjust the daily amounts

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Add supplemental expenses if necessary

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Transmit the expense statement