

Instructions for claiming a reimbursement for a one-time journey via the M2 system (Updated 2/2023)

Use these instructions to claim a reimbursement from the Finnish Red Cross's headquarters for youth activities.

M2 is a browser-based travel and expense management system. M2 can be used to submit claims for all payments that are exempt from tax (daily allowance, kilometre allowance, etc.) and costs. The only thing required for using the system is internet access.

Logging in ja personal information

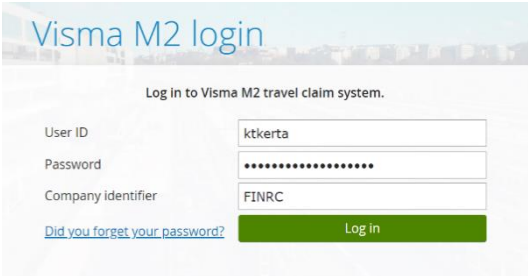
Log in to the system at <https://www.saasm2.com/blue/Login>.

Enter the credentials below and press the 'Log in' button.

User ID: **ktkerta**

Password: **23kertamatkustajaKT**

Company identifier: **FINRC**



The screenshot shows the 'Visma M2 login' page. It has a header 'Visma M2 login' and a sub-header 'Log in to Visma M2 travel claim system.'. Below this are three input fields: 'User ID' with the value 'ktkerta', 'Password' with masked characters, and 'Company Identifier' with the value 'FINRC'. There is a 'Log In' button and a link for 'Did you forget your password?'.

Enter your personal information. Fields marked with an asterisk are mandatory.

PLEASE NOTE!

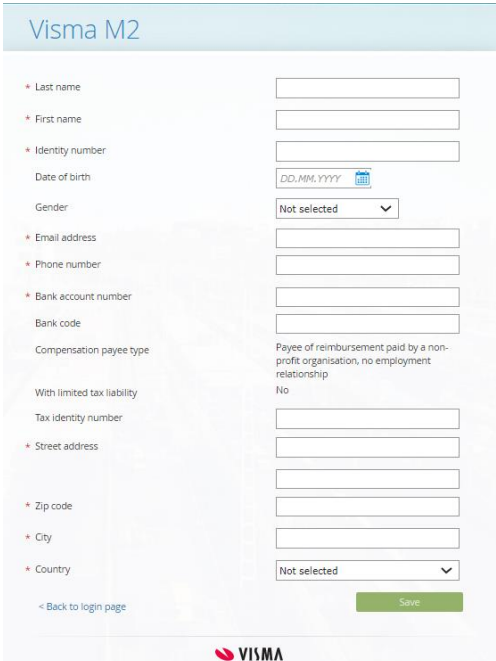
Date of birth: mandatory for persons who do not have a Finnish personal identity code

Gender: mandatory for persons who do not have a Finnish personal identity code

Tax identity number: Persons who have a Finnish personal identity code do not need to enter a tax identity number, unless they are nonresidents and use a tax identity number in their country of residence. Address information in the country of residence is mandatory for non-resident taxpayers. A non-resident taxpayer is a person whose main abode and home are located abroad and whose uninterrupted residence in Finland is limited to six months or less.

PLEASE NOTE! If you enter a Finnish bank account number, leave the bank code field empty.

After entering all the required information, press the 'Save' button.



The screenshot shows the 'Visma M2' personal information form. It has a header 'Visma M2' and a list of fields with asterisks indicating mandatory fields: Last name, First name, Identity number, Date of birth (with a calendar icon), Gender (dropdown menu), Email address, Phone number, Bank account number, Bank code, Compensation payee type, With limited tax liability, Tax identity number, Street address, Zip code, City, and Country (dropdown menu). There is a 'Save' button and a '< Back to login page' link. A note on the right side of the form states: 'Payee of reimbursement paid by a non-profit organisation, no employment relationship'.

Preparing a travel claim

Start preparing a travel claim. **PLEASE NOTE! For the travel type, select Volunteers' domestic trip.**

Travel type: Volunteers' domestic trip

Destination: Enter the destination of the trip

Claim description: Enter a short and concise description of the reason for the trip

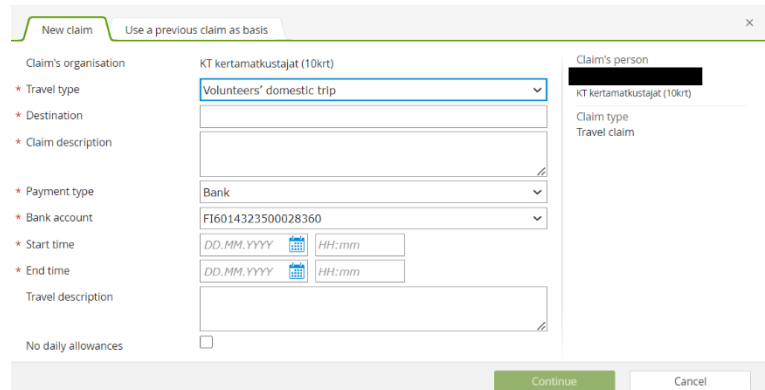
Payment type: Bank

Bank account: Your bank account number, which you entered along with your other personal information

Start time: The start date and time of the trip

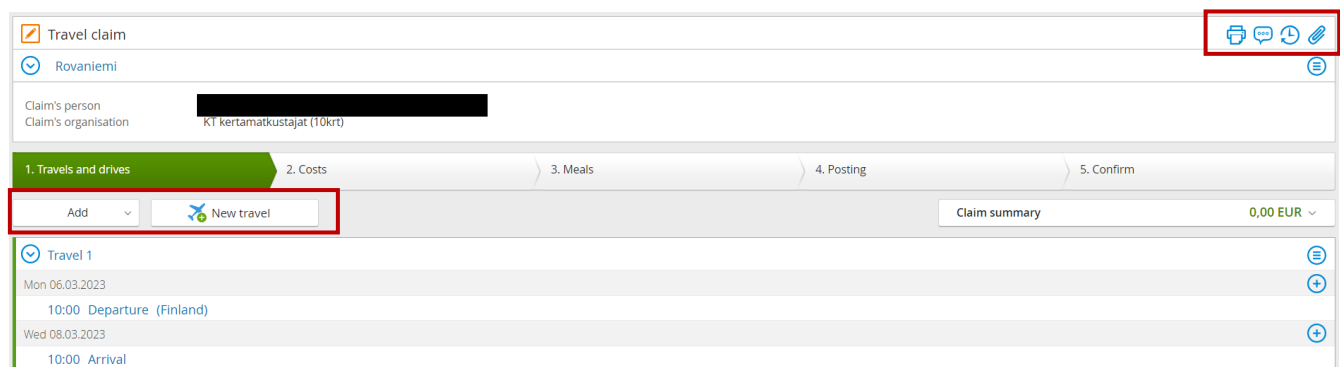
End time: The end date and time of the trip

Travel description: Additional information about the trip



Check the option '**No daily allowances**' and then press the 'Continue' button. As a general rule, we do not pay daily allowances for trips to volunteers, unless otherwise agreed upon in advance.

On the **Travels and drives tab** you can add costs accrued from using your own car. You can also use the buttons in the upper right-hand corner to add attachments and comments to your claim.



Attachments and comments

The upper right-hand corner of the claim contains the following symbols:

Printer: Click on this to print out the travel claim or download it as an Excel file

Speech bubble: Click on this to add a comment to the claim

Clock: Click on this to view the claim approval chain

Paper clip: Click on this to add attachments (such as receipts and travel tickets). Costs will only be reimbursed based on receipts.

Using your own car

Add information on the usage of your own car to the claim by pressing the 'Add' button and selecting 'Drive'.

Date: the date on which the drive took place

Driven kilometres: kilometres driven


Vehicle: Oma auto 0,23

Driving route: enter the addresses of the starting point and destination here

Additional passengers: passengers (name)

After entering all the required information, press the 'Save' button.

Add drive

* Date 

* Driven kilometres km

* Vehicle

* Driving route





Additional passengers


#	* Kilometres	* Name	Organisation	
				+

Add another

For the use of your own car, we will reimburse half of the compensation in the state travel regulations.

Proceed to the next tab by pressing 'Next'.

Travel claim    


Rovaniemi 


Claim's person [REDACTED]

Claim's organisation KT kertamatkustajat (10krt)


1. Travels and drives 2. Costs 3. Meals 4. Posting 1 5. Confirm ⚠


Add Claim summary 40,50 EUR

Travel 1 


Mon 06.03.2023 

10:00 Departure (Finland)

Wed 08.03.2023 

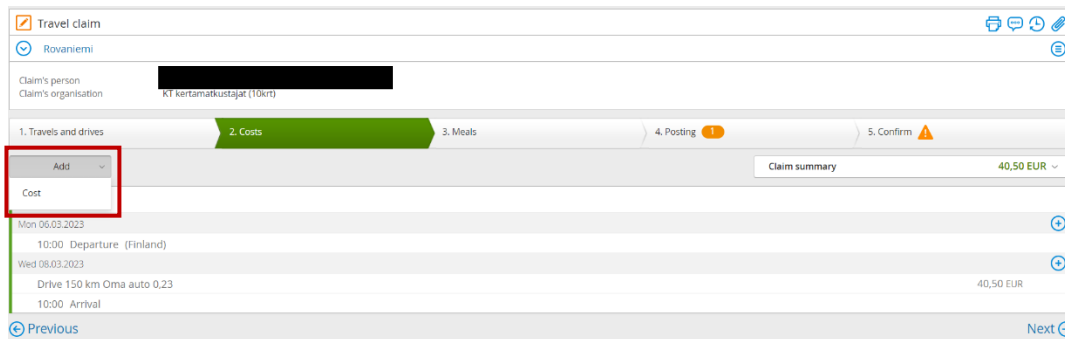
Drive 150 km Oma auto 0,23 40,50 EUR 

10:00 Arrival

Next 

Adding costs

On the Costs tab you can add costs to your claim, such as travel ticket costs. To add a cost, press the 'Add' button and then select 'Cost'.



Date: the date of purchase

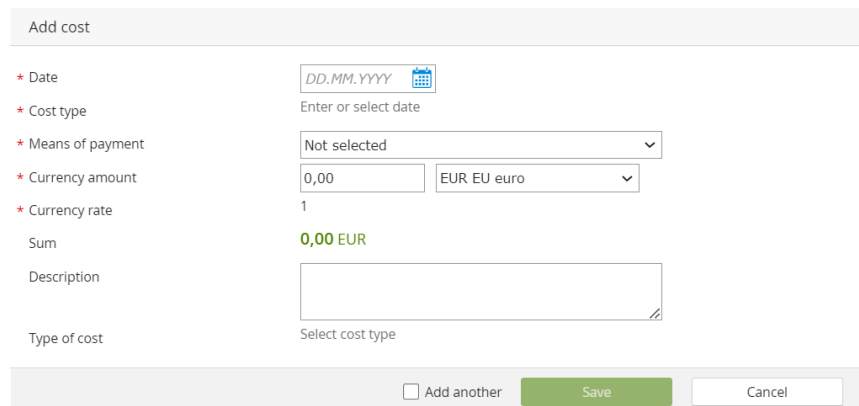
Cost type: select the option that best describes the cost from the menu

Means of payment: cash

Currency amount: the cost amount and currency (EUR)

Sum: the sum of the cost

Description: enter a description of the cost here



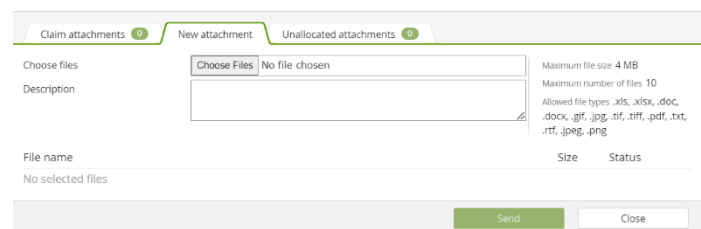
After entering all the required information, press the 'Save' button.

PLEASE NOTE! If you also purchased food or tickets to persons other than yourself, enter the names of the persons in the description field.

Remember to add receipts to your claim as attachments (such as clear pictures of any receipts related to costs)! You can add attachments to your claim via the paper clip icon in the upper right-hand corner.

Click 'Choose Files' to select a file from your device. Enter a description of the attachment in the description field, if relevant (such as 'travel ticket').

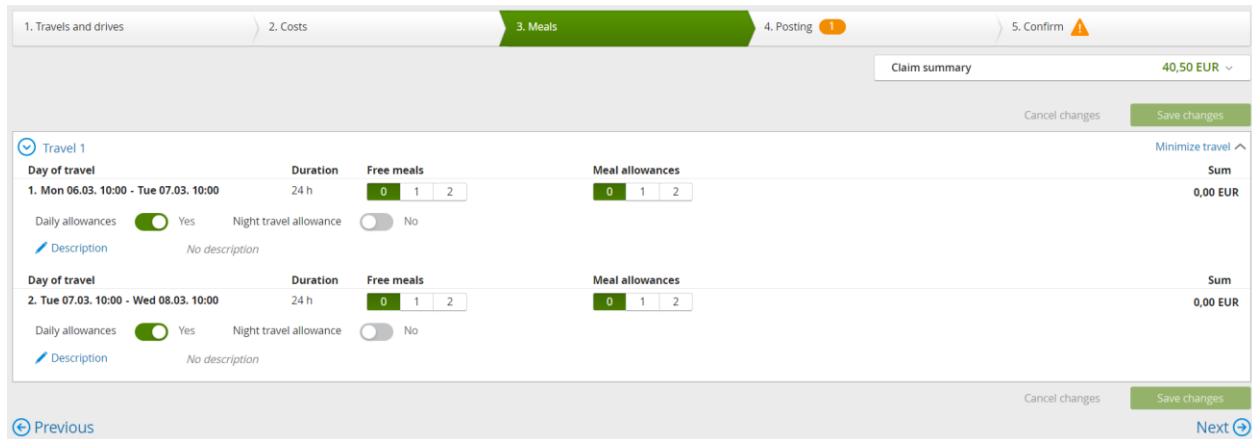
After entering all the required information, press the 'Send' button.



Proceed to the next tab by pressing 'Next'.

Adding meals

On the Meals tab you can edit the details of the meals that you consumed during the trip. If the trip is not subject to daily allowances and no agreement has been made with the organiser of the trip about meal allowances, **enter zero as the number of free meals and the number daily allowances**. After entering all the required information, press the 'Save' button.



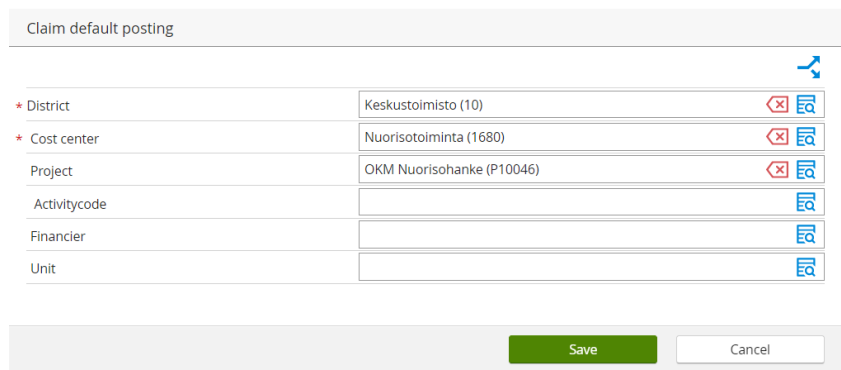
Proceed to the next tab by pressing 'Next'.

Posting

On the Posting tab you can edit the posting of the travel claim.

To add a posting, press the 'Plus button' at the end of a row.

In the window that opens up, select
 District: **Keskustoimisto (10)**
 Cost center: **Nuorisotoiminta (1680)**
 Project: **OKM Nuorisohanke (P10046)**



Claim default posting	
* District	Keskustoimisto (10)
* Cost center	Nuorisotoiminta (1680)
Project	OKM Nuorisohanke (P10046)
Activitycode	
Financier	
Unit	

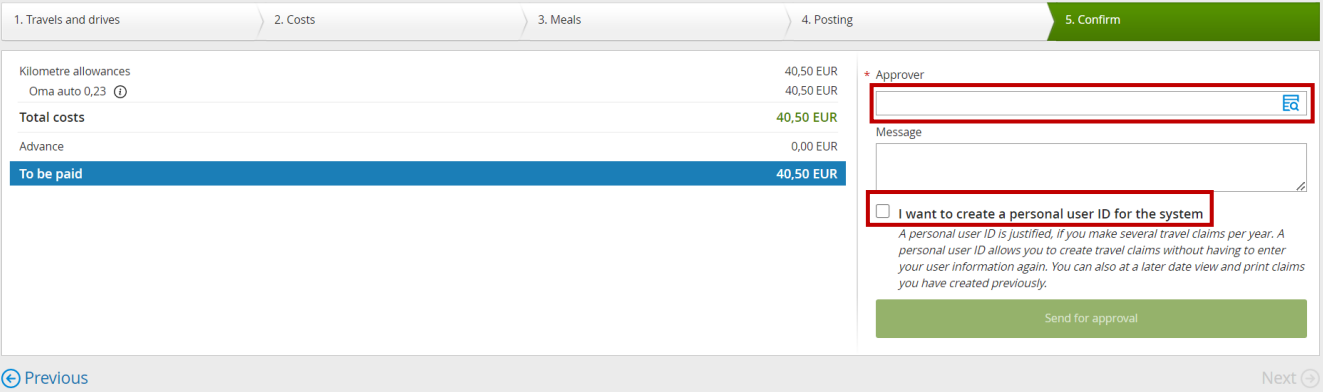
After entering all the required information, press the 'Save' button.

Proceed to the next tab by pressing 'Next'.

Confirming your claim

On the Confirm tab you can view a summary of the claim and send it for approval. Use the menu to select **Kirsi Lehtola** as the approver of the claim.

If you know that you will be sending travel claims to headquarters as a volunteer more frequently than once a year, check the box indicated by the arrow before sending the claim for approval.



1. Travels and drives		2. Costs		3. Meals		4. Posting		5. Confirm	
Kilometre allowances			40,50 EUR					* Approver	
Oma auto 0,23			40,50 EUR						
Total costs			40,50 EUR					Message	
Advance			0,00 EUR						
To be paid			40,50 EUR					<input type="checkbox"/> I want to create a personal user ID for the system	

A personal user ID is justified, if you make several travel claims per year. A personal user ID allows you to create travel claims without having to enter your user information again. You can also at a later date view and print claims you have created previously.

Send for approval

To finish, press the 'Send for approval' button.

Thank you! We process travel claims as soon as possible after receiving them.