

Dear All,

Given the situation of the Missions service, the work plan put in place since October 24th will continue as follows:

### **Mission orders (OM)**

The Missions service will continue to issue them whether they are OM including expenses with GIE funds, GIE OM without expenses, or OM for the supervisory bodies (CNRS, INSERM, UNISTRA). All these OM can only be issued if the traveler has sent to [servicemissions@igbmc.fr](mailto:servicemissions@igbmc.fr) all the information concerning his/her reservations or travel tickets: exact and precise dates, times and itineraries.

### **Accommodation and transport reservations to France and the EU**

- For missions with GIE funds, travelers are kindly asked to book their transport/accommodation by contacting directly the GIE travel agency: Norest voyages, 03 88 54 90 15, [affaires.norest@selectour.com](mailto:affaires.norest@selectour.com), and mentioning that you call from the IGBMC and by precising the mission request number previously registered on the missions website and validated by the N+1 (i.e. budget is validated or mission).
- For missions with CNRS funds managed by the GIE, travelers are kindly asked to book their transport/accommodation directly on the Goelett platform and choose Annick KINDER, Kawtar AYAT or Catherine BERNIER as validator.
- For missions with CNRS funds with convocation (commissions, official convocations for competitions) travelers are kindly asked to book their transport/accommodation directly on the Goelett platform and choose validator «Dr dix VALIDCAC » in case of a convocation or « Dr dix VALIDFP » in case of a professional training paid by the CNRS.

Goelett (formerly Rydoo) [www.dgdr.cnrs.fr/achats/agence/simbad.htm](http://www.dgdr.cnrs.fr/achats/agence/simbad.htm) Log in with your Janus/CNRS ID and password. Guide d'utilisation voyageur <https://seafire.igbmc.fr/f/27c48847042d4868a02f/>

### **Accommodation and transport reservations outside France and outside the EU**

The Missions service will continue to handle your requests in full.

### **Congress/symposium registration (with GIE funds only)**

- For registration fees less than 100€, travelers are kindly asked to pay these fees and to request reimbursement on the missions website. Please ensure that CERBM is mentioned in the institute's address when pre-registering on the congresses website.
- Registration with fees over than 100€ will continue to be handled by the Missions service.

All these instructions will soon be available on the intranet > Administrative services > Missions.

Thank you for your understanding and cooperation. Best regards

The Director general of corporate services,

Françoise LAGRIFFOUL

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