Settling a Domestic Trip

Contents of this chapter

General Information[1]

1. Trip Data[2]

2. Daily Deductions[3]

3. Mileage Allowance[4]

4. Receipts[5]

5. Calculated Costs[6]

6. Files[7]

7. Time Correction[8]

You can find more information on business trip expense reports here

- Settling an international business trip[9]
- Entering receipts[10] after the fact
- Workflow for business trip expense reports[11]

General Information

Once the **business trip** is complete, the user can fill in the **travel expense report** with the costs and travel times actually incurred.

There are two ways to start the travel expense report:

1. You submitted a **business trip request**[12] that "rested" until the end of the business trip and was then moved to your list of **open tasks** as a template for the travel expense report. You then adjust it accordingly.

2. For employees who do *not* need approval for a travel request, it is also possible to start the expense report *directly* using the menu item "**Settle trip"**.

The **business trip expense report** consists of 7 steps. The steps relating to **trip data**, **costs** and **files** are already familiar from the **business trip request**.

Navigation in the expense report menu:

You can move through the program

- by clicking the "Back" and "Next" buttons or
- by clicking the heading fields 1-7

> WARNUNG
>
> The following descriptions refer to the standard version of the business trip expense report. Because it can be customized, the fields and input options displayed may occasionally differ from those shown here for a particular user.

1. Trip Data

Fields marked with red lines are required.
The following must therefore be filled in:

- **From date**
- **To date**
- **Trip type** # Domestic trip
- **Start region**: when "Domestic trip" is selected, this is set to the country in which the requester's work location is located; for a work location in Austria, this is Austria
- **Start location**: manual entry of the address where the trip begins, e.g., the work address or the private home address
- **Destination region**: when "Domestic trip" is selected, this is set to the country in which the requester's work location is located; for a work location in Austria, this is Austria
- **Destination**: manual entry of the address, e.g., of the hotel at the destination, a conference center, a customer site, etc.
- **Purpose of trip**: required entry
- **Description**: not a required field; used to enter additional information
- **Overnight allowances**: If applicable, enter here the number of private overnight stays in the home country (that is, not in a hotel; without an invoice; e.g., with relatives / friends). These overnight stays are usually reimbursed with a flat-rate amount that depends on the applicable collective agreement.

After you enter the start and end dates of the trip, another field opens for entering the **times** of departure and return.
The actual total duration of the trip must now be entered in this form.
Based on the entries in **From date**, **To date**, **From time** and **To time**, the **per diem** you are entitled to is calculated.

The following example shows a completed first page

2. Daily Deductions

This page is where meals paid for directly by the company are recorded, e.g., if you receive a meal allowance or similar that is offset in this way against restaurant costs or similar.

If this does not apply to you, click the line "**No meals paid by the company (deductions)**". This sets all checkpoints to "No".

3. Mileage Allowance

If the trip or part of it was made using a private motor vehicle, you can enter the data here.
Click "Add mileage receipt" to open the input form.

The data is entered here:

The following required fields must be filled in:

- **From date**
- **From km**: odometer reading of the vehicle at departure (or at the start of a daily leg)
- **To km**: odometer reading of the vehicle after returning (or at the end of a daily leg)
- **Number of km**: calculated from the odometer readings entered and cannot be overwritten

Additional entries are needed for

- **Number of passengers**
- **Number/km of passengers**

because these may also be included in the calculation of the mileage allowance.

The data for the start and destination are already filled in, but can be edited using the

button and supplemented using

. Clicking

opens a link to Google Maps, where the legs of the trip can be marked. The total kilometers between the start and destination (or round trip) are also entered.

If the outbound or return trip involves several legs, e.g., if several conference venues are visited on different days, each leg must be recorded separately by adding another mileage receipt.

In the example below, the outbound and return trips are made by car, and two additional passengers were taken along who rode for almost the entire distance.

4. Receipts

The next step is entering receipts.
You can also enter receipts after the fact; see **Travel Expense Report - Receipt Entry**[13]

The input form opens when you click the "**Add receipts**" button.

The following must be entered:

- **Receipt type**: clicking the arrow opens a selection list (hotel with VAT, train ticket, hospitality, flight ticket, hotel, toll receipt, parking ticket, other receipts, streetcar and subway tickets, taxi receipt).
- **From date**: date the receipt was issued, with a calendar picker
- **Region**: for domestic trips, prefilled with the work location country, Austria in the example, and cannot be changed
- **Amount** and **currency** (of the receipt)
- **Paid by co.**: paid by the company - if your company books the costs directly, e.g., by bank transfer to the recipient or payments made with a company credit card. Amounts marked this way are not included in the calculated costs.

Example
Here, train tickets for a feeder service, accommodation costs and expenses for meals were entered.

5. Calculated Costs

After the data above has been entered, the costs are calculated in accordance with the applicable laws and tax rates.

6. Files

Here you can upload additional documents that cannot be assigned to any receipt.

Clicking "Add attachment" opens the input form

7. Time Correction

Because business trips are absences, a corresponding time correction must be made to the working time.

Clicking "**Add**" opens the input form:

After you have made your entries, you can start the expense report process (red "**Start process**" buttons) or save it as a draft; see the green marking "**Save as draft**".

If the expense report is saved as a draft, it appears immediately under open tasks and can be edited like other open tasks[14]:

1. /daisy/personalwolke-admin/10184-dsy.html?language=4
2. /daisy/personalwolke-admin/10204-dsy.html?language=4
3. /daisy/personalwolke-admin/10212-dsy.html?language=4
4. /daisy/personalwolke-admin/6889-dsy.html?language=4
5. /daisy/personalwolke-admin/10204-dsy.html?language=4
6. /daisy/personalwolke-admin/5877-dsy.html?language=4