

In-country travel expenses

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Further information on the subject of business trip expenses can be found here (links will be available soon)

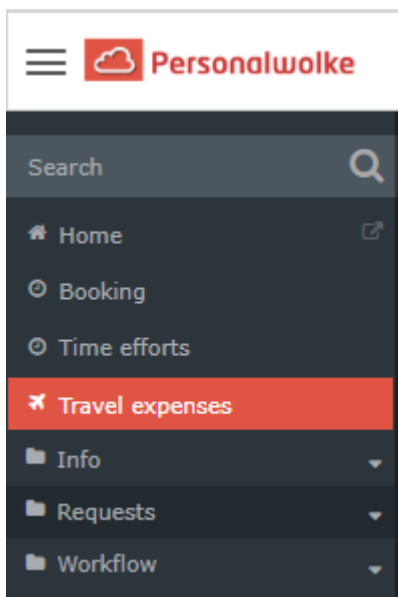
- Abroad travel expenses
- subsequent document entry
- Workflow of travel expenses

General

Once the business trip has been completed, the user has the option of filling in the **travel expense report** with the actual costs and travel times incurred.

Travel expense reporting can be started in two ways:

1. you have submitted a **request for business trip⁹** request that has "rested" until the business trip is completed and then transferred to your list of open tasks as a template for the travel expense report. This is then adjusted accordingly.
2. furthermore, it is also possible to request settlement directly via the menu item "**Travel expenses**" for employees who do not require approval for a travel request.



The business trip accounting comprises 7 steps, whereby the steps relating to traveledata, costs and attachments are already known from the requests for business trips

Navigation in the accounting menu:

You can jump in the program

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

WARNUNG

The following descriptions refer to the standard version of the business trip accounting. Due to the possibility of individualising this, there may be deviations in some places for the respective user with regard to the displayed fields / input options.

1. Traveldata

The screenshot shows the 'Business trip expense' application interface. At the top, there are buttons for 'Start process', 'Save as Draft', and 'Back'. Below these are four tabs: '1 Traveldata', '2 Kilometer allowances', '3 Records', and '4 calculated costs'. The 'Traveldata' tab is active, showing a form with the following fields:

- Travel-Id: (empty)
- Traveler: Berger Barbara
- from Date: (calendar icon)
- to Date: (calendar icon)
- Travel type: (dropdown menu)
- Start region: (dropdown menu, 'Select an Option')
- Start location: (text input)
- Target region: (dropdown menu, 'Select an Option')
- Target location: (text input)
- Travel reason: (text input)
- Description: (text area)

A yellow warning box on the right side of the form contains the following text: "Under 'Nightly allowances' the number of private overnight stays (without invoice) is to be entered (rate according to the respectively valid rates according to ESTG, proof of overnight stays by stating the name and address of the accommodation provider under description)."

The fields marked with red dashes are mandatory.

The following must therefore be completed:

- **from Date**
- **to Date**
- **Travel type Domestic travel**
- **Start region:** This is set to the country in which the applicant's place of employment is located when selecting "domestic travel", i.e. Austria if the applicant's place of employment is Austria.
- **Target region:** This is set to the country in which the applicant's place of employment is located when selecting "domestic travel", i.e. Austria if the applicant's place of employment is Austria
- **Start location:** Active entry of the start address of the journey, i.e. e.g. the business address or the private residential address.
- **Target location:** entry of the address, e.g. the hotel at the destination, a conference centre, a customer location, etc.
- **Travel reason:** o mandatory entry
- **Description:** for further information
- **Nightly allowances:** If applicable, the number of private overnight stays (i.e. not in a hotel; without invoice; e.g.: with relatives / friends) in Austria must be recorded here. These overnight stays are usually compensated with a lump sum, which depends on the respective collective agreement.

After entering the dates of the start and end of the trip, another field opens for entering the times of departure and return (**from time/to time**).

The actual total duration of the trip must now be entered in this input mask.
Based on the entries in from date, to date, from time and to time, the **daily allowance** due is calculated.

The following example shows a completed first page:

Business trip expense

Start process Save as Draft Back

1 Traveldata 2 Daily Discounts 3 Kilometer allowances 4 Records 5 calculated costs 6 attachments 7 Time corrections

Traveldata

Travel-Id

Traveler Berger Barbara

from Date 09.06.2023 from Time 08:00

to Date 11.06.2023 to Time 18:00

Travel type Inlandsdienstreise

Start region Austria Start location Wagenseilgasse, 1120 Wien, Österreich

Target region * Austria Target location Messepl. 1, 4600 Wels, Österreich

Travel reason: traid fair

Description

Nightly allowances 0

Under "Nightly allowances" the number of private overnight stays (without invoice) is to be entered (rate according to the respectively valid rates according to EStG, proof of overnight stays by stating the name and address of the accommodation provider under description).

Next →

2. Daily Discounts

Business trip expense

Start process Save as Draft Back

Travel summary

Traveler Berger Barbara Travel type Inlandsdienstreise

Travel date 09.06.23 08:00 - 11.06.23 18:00 Start/End Wagenseilgasse, 1120 Wien, Österreich / Messepl. 1, 4600 Wels, Österreich

1 Traveldata 2 Daily Discounts 3 Kilometer allowances 4 Records 5 calculated costs 6 attachments 7 Time corrections

Daily Discounts

| Date | Breakfast | Lunch | Dinner |
|------------|--|--|--|
| 09.06.2023 | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No |
| 10.06.2023 | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No |
| 11.06.2023 | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No |

No meals paid by company (no allowance discounts)

← Previous Next →

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

If this is not the case for you, please click on the line "No meals paid by the company (deductions)". This will cause all checkpoints to be set to "No".

1 Traveledata 2 **Daily Discounts** 3 Kilometer allowances 4 Records 5 calculated costs 6 attachments 7 Time corrections

Daily Discounts

| Date | Breakfast | Lunch | Dinner |
|------------|---|---|---|
| 09.06.2023 | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 10.06.2023 | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 11.06.2023 | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |

No meals paid by company (no allowance discounts)

← Previous Next →

3. Kilometergeld

If the journey or part of it was made by means of a private motor vehicle, you have the possibility to enter the data here.

Click on "Add kmbill-record" to open the input mask.

Business trip expense

Start process Save as Draft Back

Travel summary

| | | | |
|--------------------|---------------------------------|--------------------|---|
| Traveler | Berger Barbara | Travel type | Inlandsdienstreise |
| Travel date | 09.06.23 08:00 - 11.06.23 18:00 | Start/End | Wagenseilgasse, 1120 Wien, Österreich / Messepl. 1, 4600 Wels, Österreich |

1 Traveledata 2 Daily Discounts 3 **Kilometer allowances** 4 Records 5 calculated costs 6 attachments 7 Time corrections

There are no kmbills assigned

+ Add kmbill-record

The miles/kilometers to be accounted for are calculated automatically by entering the mileage at the beginning and end of the business trip (tax requirement). The starting point of the business trip is the place of employment or the place of residence closer to the destination. Persons transported (name) are to be entered in the amount of the actual miles/kms. Official rate for mileage allowance or mileage allowance for passengers according to the respective valid rates according to EStG. By paying the mileage allowance, all additional costs (toll, parking fees, garage) are covered by tax. A separate settlement of these additional costs therefore leads to taxation unless the journey was made by company car or company bus.

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This is where the data is recorded:

Business trip expense

Start process Save as Draft Back

Travel summary

| | | | |
|--------------------|---------------------------------|--------------------|---|
| Traveler | Berger Barbara | Travel type | Inlandsdienstreise |
| Travel date | 09.06.23 08:00 - 11.06.23 18:00 | Start/End | Wagenseilgasse, 1120 Wien, Österreich / Messepl. 1, 4600 Wels, Österreich |

1 Traveledata 2 Daily Discounts 3 **Kilometer allowances** 4 Records 5 calculated costs 6 attachments 7 Time corrections

Km billings

| | from Date | Route | Vehicle | from km | to km | Amount km | Num of pass. | Amount/km passenger |
|---|-----------|---|---------|---------|-------|-----------|--------------|---------------------|
| 1 | | Wagenseilgasse, 1120 Wie Messepl. 1, 4600 Wels, Os Wagenseilgasse, 1120 Wie + Estimated KMs:391 | --- | | | | | |

+ Add kmbill-record

The following must be entered in the mandatory fields:

- **from Date**
- **from km:** Mileage of the vehicle at departure (or at the beginning of a daily stage)

- **to km:** Mileage of the vehicle after the return (or at the end of a daily stage)
- **Amount km:** is calculated on the basis of the mileage entered and cannot be overwritten

Additional inputs are required for

- **Num. of pass(engeres)**
- **Amount/km passengers**

as these are also included in the calculation of the kilometre allowance at best.

Route: The data for the starting point and destination are already entered, but can be edited and supplemented by using the buttons:



and



Clicking on



opens a link to Google Maps, which can be used to mark the stages of the journey. The total number of kilometres between the starting point and destination (or back) is also entered.

If the journey to or from the conference takes place over several stages, e.g. if several conference venues are visited on different days, each stage must be recorded separately by adding another kilometre allowance receipt.

In the example below, the journey to and from the conference is made by car and two other passengers were taken along, who travelled almost the entire distance.

Business trip expense

Start process Save as Draft Back

Travel summary

Traveler: Berger Barbara Travel type: Inlandsdienstreise
 Travel date: 09.06.23 08:00 - 11.06.23 18:00 Start/End: Wagenseilgasse, 1120 Wien, Österreich / Messepl. 1, 4600 Wels, Österreich

1 Traveldata 2 Daily Discounts **3 Kilometer allowances** 4 Records 5 calculated costs 6 attachments 7 Time corrections

Km billings

| | from Date | Route | Vehicle | from km | to km | Amount km | Num of pass. | Amount/km passenger |
|---|------------|---|---------|---------|-------|-----------|--------------|---------------------|
| 1 | 09.06.2023 | Wagenseilgasse, 1120 Wie Messepl. 1, 4600 Wels, Os + Estimated KMs:196 | --- | 36728 | 36938 | 210 | 2 | 200 |
| 2 | 11.06.2023 | Messepl. 1, 4600 Wels, Os Wagenseilgasse, 1120 Wie + Estimated KMs:195 | --- | 36938 | 37150 | 212 | 2 | 200 |

+ Add kmbill-record

4. Records

The next step is to enter receipts.

However, there is also the possibility to enter receipts subsequently, see **Travel Expenses Receipt Entry**

Business trip expense

Start process Save as Draft Back

Travel summary

Traveler: Berger Barbara Travel type: Inlandsdienstreise
 Travel date: 09.06.23 08:00 - 11.06.23 18:00 Start/End: Wagenseilgasse, 1120 Wien, Österreich / Messepl. 1, 4600 Wels, Österreich

1 Traveldata 2 Daily Discounts 3 Kilometer allowances **4 Records** 5 calculated costs 6 attachments 7 Time corrections

There are no records assigned

Add record

Travel expenses can only be reimbursed on presentation of the original receipts. These receipts can be attached to the business trip accounting system as file attachments or forwarded to the personnel department.

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The input mask is opened by clicking on the button "Add record".

Business trip expense

Start process Save as Draft Back

Travel summary

Traveler: Berger Barbara Travel type: Inlandsdienstreise
 Travel date: 09.06.23 08:00 - 11.06.23 18:00 Start/End: Wagenseilgasse, 1120 Wien, Österreich / Messepl. 1, 4600 Wels, Österreich

1 Traveldata 2 Daily Discounts 3 Kilometer allowances **4 Records** 5 calculated costs 6 attachments 7 Time corrections

Records

| Record | from Date | Region | Amount | paid by Comp. | Comment | Attachments | Addit. Infos |
|--------|------------|------------|--------|--------------------------|---------|-------------|--------------|
| 1 | 09.06.2023 | Österreich | EUR | <input type="checkbox"/> | | | |

Add record

To be recorded are the mandatory data

- **kind of record:** Clicking the arrow opens a selection list ([en] Hotel mit MwSt., flight ticket, hospitality, hotel, other documents, parking ticket, other documents, toll receipt, train ticket, tram/subway ticket)
- **from Date:** record creation date, with a calendar selection
- **Region:** For domestic trips with the duty station country, in the example Austria, preset and not changeable
- **Amount and currency** (of the record)
- **paid by company:** company paid - if your paid company accounts for the costs directly, e.g. by means of a bank transfer to the recipient or payments have been made using a company credit card. Amounts marked in this way are not included in the calculated costs.

Example

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

Travel summary

Traveler: Berger Barbara | Travel type: Inlandsdienstreise
 Travel date: 09.06.23 08:00 - 11.06.23 18:00 | Start/End: Wagenseilgasse, 1120 Wien, Österreich / Messepl. 1, 4600 Wels, Österreich

1 Traveledata | 2 Daily Discounts | 3 Kilometer allowances | **4 Records** | 5 calculated costs | 6 attachments | 7 Time corrections

Records

| Record | from Date | Region | Amount | paid by Comp. | Comment | Attachments | Addit. Infos |
|----------------|------------|------------|---------|--------------------------|---|-------------|--------------|
| 1 train ticket | 09.06.2023 | Österreich | 10 EUR | <input type="checkbox"/> | ticket from centre Wels to exhibition centre and back for 4 rides | | |
| 2 Hotel | 11.06.2023 | Österreich | 280 EUR | <input type="checkbox"/> | | | |
| 3 hospitality | 10.06.2023 | Österreich | 60 EUR | <input type="checkbox"/> | | | |

entered.

5. Calculated costs

After entering the previous data, the cost calculation is now carried out according to the applicable laws or tax rates.

1 Traveledata | 2 Daily Discounts | 3 Kilometer allowances | 4 Records | **5 calculated costs** | 6 attachments | 7 Time corrections

calculated costs

| | Total amount | Amount to paid out | taxfree portion | taxable portion |
|---|--|--------------------|-------------------|-----------------|
| Daily allowances | | | | |
| Daily allowance Österreich 3 * 26,4 [3 * 26,4] | 79.20 EUR | 79.20 EUR | 79.20 EUR | 0.00 EUR |
| Kilometer allowances | | | | |
| Wagenseilgasse, 1120 Wien, Österreich - Messepl. 1, 4600 Wels, Österreich (2 Passengers) | Total/TaxFree :0.42 * (210) + (0.05 * 2 * 200) / 0.42 * (210) + (0.05 * 2 * 200) | 108.20 EUR | 108.20 EUR | 0.00 EUR |
| Messepl. 1, 4600 Wels, Österreich - Wagenseilgasse, 1120 Wien, Österreich (2 Passengers) | Total/TaxFree :0.42 * (212) + (0.05 * 2 * 200) / 0.42 * (212) + (0.05 * 2 * 200) | 109.04 EUR | 109.04 EUR | 0.00 EUR |
| Records | | | | |
| train ticket | VAT Percentage: 0 % VAT Cost: 0 EUR | 10.00 EUR | 10.00 EUR | 0.00 EUR |
| Hotel | VAT Percentage: 0 % VAT Cost: 0 EUR | 280.00 EUR | 280.00 EUR | 0.00 EUR |
| hospitality | VAT Percentage: 0 % VAT Cost: 0 EUR | 60.00 EUR | 60.00 EUR | 0.00 EUR |
| SUM | | 646.44 EUR | 646.44 EUR | 0.00 EUR |

The calculation shown was created on the basis of the travel expenses you entered and is subject to approval and correction by your superior or by the personnel department.

6. Attachments

Here, it is possible to upload further documents that cannot be assigned to any vouchers.

Business trip expense

Start process Save as Draft Back

Travel summary

| | | | |
|--------------------|---------------------------------|--------------------|---|
| Traveler | Berger Barbara | Travel type | Inlandsdienstreise |
| Travel date | 09.06.23 08:00 - 11.06.23 18:00 | Start/End | Wagenseilgasse, 1120 Wien, Österreich / Messepl. 1, 4600 Wels, Österreich |

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General Attachments

| Filename | Size | Attached at |
|----------------|------|-------------|
| Add attachment | | |

Previous Next

Clicking on "Add attachment" opens the input mask:

Business trip expense

Start process Save as Draft Back

Travel summary

| | | | |
|--------------------|---------------------------------|--------------------|---|
| Traveler | Berger Barbara | Travel type | Inlandsdienstreise |
| Travel date | 09.06.23 08:00 - 11.06.23 18:00 | Start/End | Wagenseilgasse, 1120 Wien, Österreich / Messepl. 1, 4600 Wels, Österreich |

1 Traveledata 2 Daily Discounts 3 Kilometer allowances 4 Records 5 calculated costs 6 attachments 7 Time corrections

General Attachments

| Filename | Size | Attached at |
|-------------|------|-------------|
| Upload File | | |

Add attachment

Previous Next

7. Time correction

As business trips represent absences, a corresponding time correction must be made to the working time.

Business trip expense

Start process Save as Draft Back

Travel summary

| | | | |
|--------------------|---------------------------------|--------------------|---|
| Traveler | Berger Barbara | Travel type | Inlandsdienstreise |
| Travel date | 09.06.23 08:00 - 11.06.23 18:00 | Start/End | Wagenseilgasse, 1120 Wien, Österreich / Messepl. 1, 4600 Wels, Österreich |

1 Traveledata 2 Daily Discounts 3 Kilometer allowances 4 Records 5 calculated costs 6 attachments 7 Time corrections

Time corrections

No timecorrections yet assigned

Add

Previous Start process

Clicking on "Add" opens the input mask:

Business trip expense

Travel summary

| | | | |
|--------------------|---------------------------------|--------------------|---|
| Traveler | Berger Barbara | Travel type | Inlandsdienstreise |
| Travel date | 09.06.23 08:00 - 11.06.23 18:00 | Start/End | Wagenseilgasse, 1120 Wien, Österreich / Messepl. 1, 4600 Wels, Österreich |

Time corrections

traveltimes to correct

| Date | from | Absence reason | Comment |
|------------|-------|----------------|---------|
| 09.06.2023 | 08:00 | business trip | |

Add

← Previous

After the entry has been made, the settlement process can be started (red marked "Start process" buttons) or saved as a draft, see green marking "Save as draft".

If the settlement is saved as a draft, it immediately appears in the **uncompleted requests** and can be processed like other open tasks:

uncompleted Requests

1 Entry Lines: 10

| Date of application | Performers | Details | Progress | Action(s) |
|---------------------------|----------------|---|------------------|---|
| Jul 1, 2023 2:10:41 PM | Rennard Renate | <ul style="list-style-type: none"> ReiseabrechnungStandard Wagenseilgasse, 1120 Wien, Österreich - Messepl. 1, 4600 Wels, Österreich Jun 9, 2023 - Jun 11, 2023 traid fair Expense Acceptance Details | ☆ Berger Barbara | <input type="checkbox"/> Delete <input type="checkbox"/> Print |

1. /daisy/personalwolke-admin/6889-dsy.html?language=4