

Reiseabrechnung Belegerfassung

In some cases, it is necessary to enter a subsequently received invoice receipt for a trip that has already been settled.

For this purpose, select "**Records**" as trip type on the business trip accounting start page after entering the trip date.

The screenshot shows the 'Business trip expense' form with the 'Records' step selected. The 'Travel type' dropdown menu is open, and 'records' is selected. The form includes fields for 'Traveler' (Thaler Thomas), 'from Date' (08.06.2023), 'to Date' (11.06.2023), 'Travel reason' (Business fair), 'Description', and 'No of meals paid by company' (0). A 'Next' button is visible at the bottom right. A yellow tooltip on the right side explains that 'Nightly allowances' refer to private overnight stays without invoices, with rates based on valid rates and proof of stay.

Since

receipt entry refers to travel expenses already submitted for which all trip data has already been entered, only receipt-relevant points are to be entered.

These points are to be processed in the same way as travel expenses for domestic or international trips.

Therefore, please click on the links below to get to the respective explanations:

[Kilometer allowance¹](#)

[Records²](#)

[Calculated costs³](#)

[Attachment⁴](#)

Since this is a subsequent entry of vouchers, no time correction is necessary.

The voucher submission is completed by clicking the "**Start process**" button. **Saving as a draft** is also possible.

1. https://personalwolke.at/daisy/personalwolke-default-en/6898-dsy/6889-dsy/10183-dsy.html#dsy10183-dsy_3.%20Kilometergeld
2. https://personalwolke.at/daisy/personalwolke-default-en/6898-dsy/6889-dsy/10183-dsy.html#dsy10183-dsy_4.%20Belege
3. https://personalwolke.at/daisy/personalwolke-default/6898-dsy/7065-dsy/10183-dsy.html#dsy10183-dsy_5.%20Berechnete%20Kosten
4. https://personalwolke.at/daisy/personalwolke-default-en/6898-dsy/6889-dsy/10183-dsy.html#dsy10183-dsy_6.%20Dateien