

Workflow of travel expenses

Once in-country travel expenses, abroad travel expenses and subsequent receipt entries have been entered, they appear in the workflow of the responsible manager.

The view looks like this:

uncompleted Requests

Perform marked actions

Refresh

Show Filter

Hide Progress

Print

4 Entries Lines: 10

Date of application	Performers	Details	Progress	Action(s)
Jul 7, 2023 4:18:01 PM	Sonne Susanne Wind Werner	<div>ReiseabrechnungStandard</div> <div>-</div> <div>Jun 4, 2023 - Jun 5, 2023</div> <div>Workshop</div> <div>Expense Acceptance</div> <div>Details</div>	☆ Thaler Thomas	<div><input type="checkbox"/></div> <div>Delete</div> <div>Print</div>
Jul 7, 2023 4:16:54 PM	Sonne Susanne Wind Werner	<div>ReiseabrechnungStandard</div> <div>Wagenseilgasse, 1120 Wien, Österreich - Salzburg, Österreich</div> <div>Jun 4, 2023 - Jun 5, 2023</div> <div>Workshop</div> <div>Expense Acceptance</div> <div>Details</div>	☆ Thaler Thomas	<div><input type="checkbox"/></div> <div>Delete</div> <div>Print</div>
Jul 7, 2023 4:13:52 PM	Sonne Susanne Wind Werner	<div>ReiseabrechnungStandard</div> <div>Wien, Österreich - London, Vereinigtes Königreich</div> <div>May 8, 2023 - May 10, 2023</div> <div>Customer visit</div> <div>Expense Acceptance</div> <div>Details</div>	☆ Thaler Thomas	<div><input type="checkbox"/></div> <div>Delete</div> <div>Print</div>

As usual when processing tasks in the workflow, the task can be processed immediately (right column with red marking) or a detail query can be carried out.

If you open the detail query, the following view appears

1. In-country travel expenses

(Note: due to the length of the view, it has been presented in several screenshots).

Process Details

Back

Open Process Form

Actions

Print

Overview

Requestor: Thaler Thomas (Created by Rennard Renate)

Employee-ID: SuW22032809

Orgunit: SuW-T03

Name of process: ReiseabrechnungStandard

Process ID: 1262029_ReiseabrechnungStandard_ReiseabrechnungStandard

Started on: Jul 7, 2023 4:16:54 PM

Finished at:

Description:

State: open.running

Form

Progress

Travel calculation : Thaler Thomas

Employee-ID	SuW22032809	Group	SuW-MontSol - Montage Solar
TravelId	0060767		
Travel date	Jun 4, 2023, 7:00:00 AM - Jun 5, 2023, 5:00:00 PM		
Startpoint/Endpoint	Wagenseilgasse, 1120 Wien, Österreich/Salzburg, Österreich	Travel type	Inlandsdienstreise
Travelstate	Expense Acceptance	Transferdate	
Travel reason:	Workshop		
Description			
Totalcost of Travel	232.80 EUR		

Totalcost of Travel			232.80 EUR								
Amount to paid out			232.80 EUR								
taxfree portion			232.80 EUR								
taxable portion			0.00 EUR								
Daily Discounts											
Date			Breakfast			Lunch			Dinner		
1	Jun 4, 2023					No		No		No	
2	Jun 5, 2023					No		No		No	
Records			VAT	Paid by company	Comment	Additl. Infos	Attachments	Total amount	Amount to paid out	taxfree portion	taxable portion
1	Jun 4, 2023	train ticket	Percentage: 0.0% Cost: 0.0 EUR	No	Ticket to Salzburg an back			58.00 EUR	58.00 EUR	58.00 EUR	0.00 EUR
2	Jun 4, 2023	Hotel	Percentage: 0.0% Cost: 0.0 EUR	No				96.00 EUR	96.00 EUR	96.00 EUR	0.00 EUR
3	Jun 4, 2023	hospitality	Percentage: 0.0% Cost: 0.0 EUR	No				26.00 EUR	26.00 EUR	26.00 EUR	0.00 EUR
Total Records								180.00 EUR	180.00 EUR	180.00 EUR	0.00 EUR
Daily allowances								Total amount	Amount to paid out	taxfree portion	taxable portion
1	Daily allowance Österreich		2 * 26,4 [2 * 26,4]					52.80 EUR	52.80 EUR	52.80 EUR	0.00 EUR
Total Daily and Nightly allowances								52.80 EUR	52.80 EUR	52.80 EUR	0.00 EUR
SUM								Total amount	Amount to paid out	taxfree portion	taxable portion
SUM								232.80 EUR	232.80 EUR	232.80 EUR	0.00 EUR

From the display of the process details, editing is also possible by clicking on the "Actions" button:

Back

Open Process Form

Actions

Approve

Deny

Comment

Print

Overview

Requestor:

Thaler Thomas (Created by Renna)

Employee-ID:

SuW22032809

Orgunit:

SuW-T03

Name of process:

ReiseabrechnungStandard

Process ID:

1262029_ReiseabrechnungStandard_ReiseabrechnungStandard

Started on:

Jul 7, 2023 4:16:54 PM

Finished at:

Description:

State:

open.running

Form

Progress

2. Abroad travel expenses

Back

Open Process Form

Actions

Print

Overview

Requestor:

Thaler Thomas (Created by Rennard Renate)

Employee-ID:

SuW22032809

Orgunit:

SuW-T03

Name of process:

ReiseabrechnungStandard

Process ID:

1262028_ReiseabrechnungStandard_ReiseabrechnungStandard

Started on:

Jul 7, 2023 4:13:52 PM

Finished at:

Description:

State:

open.running

Form

Progress

Travel calculation : Thaler Thomas

Employee-ID

SuW22032809

Group

SuW-MontSol - Montage Solar

TravelId

0060766

Travel date

May 8, 2023, 9:00:00 AM - May 10, 2023, 4:00:00 PM

Startpoint/Endpoint

Wien, Österreich/London, Vereinigtes Königreich

Travel type

Auslandsdienstreise

Travelstate

Expense Acceptance

Transfertime

Travel reason:

Customer visit

Description

Totalcost of Travel		574.39 EUR									
Amount to paid out		574.39 EUR									
taxfree portion		574.39 EUR									
taxable portion		0.00 EUR									
Daily Discounts											
Date						Breakfast		Lunch		Dinner	
1	May 8, 2023					No		No		No	
2	May 9, 2023					No		No		No	
3	May 10, 2023					No		No		No	
Records		VAT		Paid by company	Comment	Additl. Infos	Attachments	Total amount	Amount to paid out	taxfree portion	taxable portion
1	May 8, 2023	flight ticket	Percentage: 0.0% Cost: 0.0 EUR	No				220.00 EUR	220.00 EUR	220.00 EUR	0.00 EUR
2	May 10, 2023	Hotel	Percentage: 0.0% Cost: 0.0 GBP	No				210.00 GBP	210.00 GBP	210.00 GBP	0.00 GBP
3	May 8, 2023	Taxi receipt	Percentage: 0.0% Cost: 0.0 GBP	No				15.00 GBP	15.00 GBP	15.00 GBP	0.00 GBP
4	May 9, 2023	Taxi receipt	Percentage: 0.0% Cost: 0.0 GBP	No				14.00 GBP	14.00 GBP	14.00 GBP	0.00 GBP
Total Records								495.19 EUR	495.19 EUR	495.19 EUR	0.00 EUR
Daily allowances								Total amount	Amount to paid out	taxfree portion	taxable portion
1	Daily allowance Österreich		3 * 26,4 [3 * 26,4]					79.20 EUR	79.20 EUR	79.20 EUR	0.00 EUR
Total Daily and Nightly allowances								79.20 EUR	79.20 EUR	79.20 EUR	0.00 EUR
SUM								Total amount	Amount to paid out	taxfree portion	taxable portion
SUM								574.39 EUR	574.39 EUR	574.39 EUR	0.00 EUR

Here, too, editing can be done from the process details, see in-country travel expenses.

3. Records

Process Details

← Back

Open Process Form

Actions

Print

Overview

Requestor:

Thaler Thomas (Created by: Rennard Renate)

Employee-ID:

SuW22032809

Orgunit:

SuW-T03

Name of process:

ReiseabrechnungStandard

Process ID:

1262030_ReiseabrechnungStandard_ReiseabrechnungStandard

Started on:

Jul 7, 2023 4:18:01 PM

Finished at:

Description:

open.running

State:

open.running

Form

Progress

Q Travel calculation : Thaler Thomas

Employee-ID

SuW22032809

Group

SuW-MontSol - Montage Solar

TravelId

0060769

Travel date

Jun 4, 2023 - Jun 5, 2023

Startpoint/Endpoint

Various destinations

Travel type

Belegerfassung

Travelstate

Expense Acceptance

Transferdate

Travel reason:

Workshop

Description

Totalcost of Travel		16.00 EUR														
Amount to paid out		16.00 EUR														
taxfree portion		16.00 EUR														
taxable portion		0.00 EUR														
Records																
Records		VAT	Paid by company	Comment	Additl. Infos	Attachments	Total amount	Amount to paid out	taxfree portion	taxable portion						
1	Jun 4, 2023	hospitality	Percentage: 0.0% Cost: 0.0 EUR	No	Lunch		16.00 EUR	16.00 EUR	16.00 EUR	0.00 EUR						
Total Records							16.00 EUR	16.00 EUR	16.00 EUR	0.00 EUR						
Daily allowances							Total amount	Amount to paid out	taxfree portion	taxable portion						
1	Daily allowance Österreich		[2 * 26,4]				0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR						
Total Daily and Nightly allowances							0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR						
SUM							Total amount	Amount to paid out	taxfree portion	taxable portion						
SUM							16.00 EUR	16.00 EUR	16.00 EUR	0.00 EUR						

Here, too, editing can be done from the process details, see in-country travel expenses.

4. Uncompleted requests from the perspective of the applicant

As long as the applications for travel expenses have not yet been approved, they can be found under "uncompleted

uncompleted Requests

Perform marked actions

Refresh

Show Filter

Hide Progress

Print

4 Entries Lines: 10

Date of application	Performers	Details	Progress	Action(s)
Jul 7, 2023 4:18:01 PM	Sonne Susanne Wind Werner	<div>ReiseabrechnungStandard</div> <div>-</div> <div>Jun 4, 2023 - Jun 5, 2023</div> <div>Workshop</div> <div>Expense Acceptance</div> <div>Details</div>	Thaler Thomas	<div>Delete</div> <div>Print</div>
Jul 7, 2023 4:16:54 PM	Sonne Susanne Wind Werner	<div>ReiseabrechnungStandard</div> <div>Wagensseilgasse, 1120 Wien, Österreich - Salzburg, Österreich</div> <div>Jun 4, 2023 - Jun 5, 2023</div> <div>Workshop</div> <div>Expense Acceptance</div> <div>Details</div>	Thaler Thomas	<div>Delete</div> <div>Print</div>
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requests".

After approval, they appear under "completed tasks" for the applicant:

completed ToDo 's

Refresh

Show Filter

Hide Progress

Print

3 Entries Lines: 10

ToDo finished	Author of Process	Activity	Details	Progress
Jul 7, 2023 4:18:01 PM	Thaler Thomas (SuW22032809, SuW-T03)	Fillout Expenses	<div>ReiseabrechnungStandard Created: Jul 7, 2023 4:18:01 PM</div> <div>-</div> <div>Jun 4, 2023 - Jun 5, 2023</div> <div>Workshop</div> <div>Expense Draft</div> <div>Details</div>	Thaler Thomas Sonne Susanne
Jul 7, 2023 4:16:54 PM	Thaler Thomas (SuW22032809, SuW-T03)	Fillout Expenses	<div>ReiseabrechnungStandard Created: Jul 7, 2023 4:16:54 PM</div> <div>Wagensseilgasse, 1120 Wien, Österreich - Salzburg, Österreich</div> <div>Jun 4, 2023 - Jun 5, 2023</div> <div>Workshop</div> <div>Expense Draft</div> <div>Details</div>	Thaler Thomas Sonne Susanne
Jul 7, 2023 4:13:52 PM	Thaler Thomas (SuW22032809, SuW-T03)	Fillout Expenses	<div>ReiseabrechnungStandard Created: Jul 7, 2023 4:13:52 PM</div> <div>Wien, Österreich - London, Vereinigtes Königreich</div> <div>May 8, 2023 - May 10, 2023</div> <div>Customer visit</div> <div>Expense Draft</div> <div>Details</div>	Thaler Thomas Sonne Susanne

3 Entries