

# 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	ReiseabrechnungStandard - Jun 4, 2023 - Jun 5, 2023 Workshop Expense Acceptance Details	☆ Thaler Thomas	<input type="checkbox"/> Delete Print
Jul 7, 2023 4:16:54 PM	Sonne Susanne Wind Werner	ReiseabrechnungStandard Wagenseilgasse, 1120 Wien, Österreich - Salzburg, Österreich Jun 4, 2023 - Jun 5, 2023 Workshop Expense Acceptance Details	☆ Thaler Thomas	<input type="checkbox"/> Delete Print
Jul 7, 2023 4:13:52 PM	Sonne Susanne Wind Werner	ReiseabrechnungStandard Wien, Österreich - London, Vereinigtes Königreich May 8, 2023 - May 10, 2023 Customer visit Expense Acceptance Details	☆ Thaler Thomas	<input type="checkbox"/> Delete Print

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

Q Travel calculation : Thaler Thomas

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

<b>Totalcost of Travel</b>	232.80 EUR
<b>Amount to paid out</b>	232.80 EUR
<b>taxfree portion</b>	232.80 EUR
<b>taxable portion</b>	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	Addit. 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
<b>Total Records</b>						<b>180.00 EUR</b>	<b>180.00 EUR</b>	<b>180.00 EUR</b>	<b>0.00 EUR</b>

  

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
<b>Total Daily and Nightly allowances</b>			<b>52.80 EUR</b>	<b>52.80 EUR</b>	<b>52.80 EUR</b>	<b>0.00 EUR</b>

  

SUM			Total amount	Amount to paid out	taxfree portion	taxable portion
SUM			<b>232.80 EUR</b>	<b>232.80 EUR</b>	<b>232.80 EUR</b>	<b>0.00 EUR</b>

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

The screenshot shows the 'Process Details' interface. At the top, there are navigation buttons: 'Back', 'Open Process Form', and 'Actions'. The 'Actions' button is highlighted with a red box, and its dropdown menu is open, showing options: 'Approve', 'Deny', and 'Comment'. Below the navigation bar, there is an 'Overview' section with the following details:

- 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

At the bottom, there are tabs for 'Form' and 'Progress'.

## 2. Abroad travel expenses

The screenshot shows the 'Process Details' interface for 'Abroad travel expenses'. The 'Overview' section contains the following details:

- 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

Below the overview, there are tabs for 'Form' and 'Progress'. The 'Form' tab is active, showing a table with the following details:

Travel calculation : Thaler Thomas	
<b>Employee-ID</b>	SuW22032809
<b>Group</b>	SuW-MontSol - Montage Solar
<b>TravelId</b>	0060766
<b>Travel date</b>	May 8, 2023, 9:00:00 AM - May 10, 2023, 4:00:00 PM
<b>Startpoint/Endpoint</b>	Wien, Österreich/London, Vereinigtes Königreich
<b>Travel type</b>	Auslandsdienstreise
<b>Travelstate</b>	Expense Acceptance
<b>Transferdate</b>	
<b>Travel reason:</b>	Customer visit
<b>Description</b>	

<b>Totalcost of Travel</b>	574.39 EUR								
<b>Amount to paid out</b>	574.39 EUR								
<b>taxfree portion</b>	574.39 EUR								
<b>taxable portion</b>	0.00 EUR								
<b>Daily Discounts</b>									
<b>Date</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>						
1 May 8, 2023	No	No	No						
2 May 9, 2023	No	No	No						
3 May 10, 2023	No	No	No						
<b>Records</b>	<b>VAT</b>	<b>Paid by company</b>	<b>Comment</b>	<b>Additl. Infos</b>	<b>Attachments</b>	<b>Total amount</b>	<b>Amount to paid out</b>	<b>taxfree portion</b>	<b>taxable portion</b>
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
<b>Total Records</b>						495.19 EUR	495.19 EUR	495.19 EUR	0.00 EUR
<b>Daily allowances</b>						<b>Total amount</b>	<b>Amount to paid out</b>	<b>taxfree portion</b>	<b>taxable portion</b>
1	Daily allowance Österreich	3 * 26,4 [3 * 26,4]				79.20 EUR	79.20 EUR	79.20 EUR	0.00 EUR
<b>Total Daily and Nightly allowances</b>						79.20 EUR	79.20 EUR	79.20 EUR	0.00 EUR
<b>SUM</b>						<b>Total amount</b>	<b>Amount to paid out</b>	<b>taxfree portion</b>	<b>taxable portion</b>
<b>SUM</b>						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

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**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:**  
**State:** open.running

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Form Progress

**Q Travel calculation : Thaler Thomas**

<b>Employee-ID</b>	SuW22032809	<b>Group</b>	SuW-MontSol - Montage Solar
<b>TravelId</b>	0060769		
<b>Travel date</b>	Jun 4, 2023 - Jun 5, 2023		
<b>Startpoint/Endpoint</b>	Various destinations	<b>Travel type</b>	Belegerfassung
<b>Travelstate</b>	Expense Acceptance	<b>Transferdate</b>	
<b>Travel reason:</b>	Workshop		
<b>Description</b>			

<b>Totalcost of Travel</b>	16.00 EUR									
<b>Amount to paid out</b>	16.00 EUR									
<b>taxfree portion</b>	16.00 EUR									
<b>taxable portion</b>	0.00 EUR									
<b>Records</b>										
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
<b>Total Records</b>							16.00 EUR	16.00 EUR	16.00 EUR	0.00 EUR
<b>Daily allowances</b>							<b>Total amount</b>	<b>Amount to paid out</b>	<b>taxfree portion</b>	<b>taxable portion</b>
1	Daily allowance Österreich	[2 * 26,4]				0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR	
<b>Total Daily and Nightly allowances</b>							0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR
<b>SUM</b>							<b>Total amount</b>	<b>Amount to paid out</b>	<b>taxfree portion</b>	<b>taxable portion</b>
<b>SUM</b>							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

Date of application	Performers	Details	Progress	Action(s)
Jul 7, 2023 4:18:01 PM	Sonne Susanne Wind Werner	<ul style="list-style-type: none"> <li>ReiseabrechnungStandard</li> <li>-</li> <li>Jun 4, 2023 - Jun 5, 2023</li> <li>Workshop</li> <li>Expense Acceptance</li> <li>Details</li> </ul>	Thaler Thomas	<input type="checkbox"/> Delete <input type="checkbox"/> Print
Jul 7, 2023 4:16:54 PM	Sonne Susanne Wind Werner	<ul style="list-style-type: none"> <li>ReiseabrechnungStandard</li> <li>Wagensseilgasse, 1120 Wien, Österreich - Salzburg, Österreich</li> <li>Jun 4, 2023 - Jun 5, 2023</li> <li>Workshop</li> <li>Expense Acceptance</li> <li>Details</li> </ul>	Thaler Thomas	<input type="checkbox"/> Delete <input type="checkbox"/> Print
Jul 7, 2023 4:13:52 PM	Sonne Susanne Wind Werner	<ul style="list-style-type: none"> <li>ReiseabrechnungStandard</li> <li>Wien, Österreich - London, Vereinigtes Königreich</li> <li>May 8, 2023 - May 10, 2023</li> <li>Customer visit</li> <li>Expense Acceptance</li> <li>Details</li> </ul>	Thaler Thomas	<input type="checkbox"/> Delete <input type="checkbox"/> Print

requests".

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

ToDo finished	Author of Process	Activity	Details	Progress
Jul 7, 2023 4:18:01 PM	Thaler Thomas (SuW22032809, SuW-T03)	Fillout Expenses	<ul style="list-style-type: none"> <li>ReiseabrechnungStandard   Created: Jul 7, 2023 4:18:01 PM</li> <li>-</li> <li>Jun 4, 2023 - Jun 5, 2023</li> <li>Workshop</li> <li>Expense Draft</li> <li>Details</li> </ul>	Thaler Thomas ✓ Sonne Susanne
Jul 7, 2023 4:16:54 PM	Thaler Thomas (SuW22032809, SuW-T03)	Fillout Expenses	<ul style="list-style-type: none"> <li>ReiseabrechnungStandard   Created: Jul 7, 2023 4:16:54 PM</li> <li>Wagensseilgasse, 1120 Wien, Österreich - Salzburg, Österreich</li> <li>Jun 4, 2023 - Jun 5, 2023</li> <li>Workshop</li> <li>Expense Draft</li> <li>Details</li> </ul>	Thaler Thomas ✓ Sonne Susanne
Jul 7, 2023 4:13:52 PM	Thaler Thomas (SuW22032809, SuW-T03)	Fillout Expenses	<ul style="list-style-type: none"> <li>ReiseabrechnungStandard   Created: Jul 7, 2023 4:13:52 PM</li> <li>Wien, Österreich - London, Vereinigtes Königreich</li> <li>May 8, 2023 - May 10, 2023</li> <li>Customer visit</li> <li>Expense Draft</li> <li>Details</li> </ul>	Thaler Thomas ✓ Sonne Susanne