Configuration and Administration

The Travel module is configured in several areas that build on one another. The settings determine which trip types, regions, receipt types, settlement rules and evaluations are available to users.

Prerequisites

- The statutory and company travel expense rules to be applied have been clarified.
- Clients, organizational units and the responsible roles or approvers have been set up.
- The desired travel and settlement logic has been defined from a business perspective: domestic and international treatment, per diem and overnight allowances, VAT rates, mileage allowance and, if applicable, time corrections.
- The target systems for wage types, file or other exports as well as the required workflows are known.

Recommended sequence

1. Define regions[1] and maintain validity periods as well as VAT/legal assignments.
2. Define currencies[2] and specify the base currency or exchange rates.
3. Create settlement definitions[3] with factors, deductions and validations.
4. Configure mileage allowance[4] and, if needed, vehicles[5].
5. Create additional fields[6] and receipt types[7].
6. Create trip types[8] and assign regions, receipt types, additional fields and further options to them.
7. Add business trip processes[9], views, exports and system parameters[10].

Important administration rules

- Configurations are historized. Valid-from and valid-to dates must fit the business periods without gaps and without overlaps.
- A client in a configuration restricts its use to that client. An empty client field means a cross-client configuration, provided the respective function allows this.
- Technical short names, for example the short name of a trip type, should no longer be changed after the first productive use.
- After every change, at least one travel request, one travel expense report, one receipt with VAT and, if applicable, one time correction or export should be tested.

Further pages

The individual configuration steps are described in the Step-by-Step Guide[11]. For ongoing operation, see Administrative Tasks[12].

1. /daisy/personalwolke-admin/3146-dsy.html?language=4
2. /daisy/personalwolke-admin/3154-dsy.html?language=4
3. /daisy/personalwolke-admin/3151-dsy.html?language=4
4. /daisy/personalwolke-admin/5365-dsy.html?language=4
5. /daisy/personalwolke-admin/3152-dsy.html?language=4
6. /daisy/personalwolke-admin/3148-dsy.html?language=4

7. /daisy/personalwolke-admin/3149-dsy.html?language=4
8. /daisy/personalwolke-admin/3150-dsy.html?language=4
9. /daisy/personalwolke-admin/3155-dsy.html?language=4
10. /daisy/personalwolke-admin/5121-dsy.html?language=4
11. /daisy/personalwolke-admin/3144-dsy.html?language=4
12. /daisy/personalwolke-admin/3145-dsy.html?language=4