Additional Fields in Trips and Settlement

This page describes the use of already defined additional fields in trip, receipt and mileage allowance forms. Creating the master data is described under Defining Additional Fields[1].

Assignment

- Trip additional fields are assigned to the trip type and appear in the travel data.
- Receipt additional fields are assigned to the receipt type and appear when it is recorded.
- Mileage allowance additional fields are assigned separately to the trip type and appear in the mileage allowance or mileage log.

Choosing the data type

Use Text for free-form entries, Number for numeric calculation values, Date for time-related entries and Boolean for yes/no decisions. Required status, validation and visibility must match the respective form step.

Examples

Typical use cases are booking or project information, the flagging of private use or a business selection for settlement. After each assignment, check with a new request and a new expense report whether the field appears in the expected place and is saved correctly.

Felder

Name	Wert
Modul	Travel Management (tm)
Webdesk Actionname	tm_showAdditionalFields
Artefakt-Typ	Action

1. /daisy/personalwolke-admin/3148-dsy.html?language=4