All Trips

Overview of All Business Trips in the Company

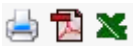
This menu item gives users with **administrator permissions** (members of the loose group XX-TM-Admin) an overview of all business trips recorded in the system for the entire company (regardless of the trip's **status**).

When the menu item **All Trips** is opened, the following overview appears:



Typ	Personalnummer	Nachname	Vorname	ReiseNr	Vondatum	Bisdatum	Reisetyp	Startort	Zielort	Reisestatus	Betrag	davon steuerfrei
Alle										Alle		
Reiseabrechnung	0002002	Huber	Peter	0000720	20.04.2015	20.04.2015	Inlandsdienstreise		(Österreich)	Abrechnung Genehmigung	152,66	130,66
Reiseabrechnung	0002002	Huber	Peter	0000194	03.03.2015	04.03.2015	Inlandsdienstreise		(Österreich)	Abrechnung Genehmigung	144,40	144,40
Reiseabrechnung	0002234	Renner	Rudi	0000721	15.07.2015	15.07.2015	Auslandsdienstreise		Nica (Frankreich)	Abrechnung Genehmigung	299,00	299,00
Reiseabrechnung	0002234	Renner	Rudi		06.07.2015	09.07.2015	Auslandsdienstreise		Berlin (Deutschland)	Abrechnung Entwurf	791,49	791,49
Reiseabrechnung	0002234	Renner	Rudi	0000596	25.06.2015	28.06.2015	Inlandsdienstreise		(Österreich)	Abrechnung genehmigt	380,20	365,20
Reiseabrechnung	0002234	Renner	Rudi	0000718	01.06.2015	03.06.2015	Auslandsdienstreise		Bratislava (Slowakei - Bratislava)	Abrechnung Genehmigung	281,60	281,60
Reiseabrechnung	0002234	Renner	Rudi	0000719	05.05.2015	06.05.2015	Auslandsdienstreise		München (Deutschland)	Abrechnung Genehmigung	196,40	196,40
											2245,75	2208,75

Clicking



lets you print this overview or export it as a PDF or Excel document.

The table columns and their functions

In the Type column, clicking the arrow opens a dropdown menu that filters by travel expense reports or travel requests:



- **Type**
  Clicking the dropdown field lets you choose whether **all trips**, only **travel expense reports** or only **travel requests** are to be returned
- **Employee ID / Last name / First name**
  With these employee-specific parameters, the output can be limited to a particular employee by direct entry. Deleting the entry and confirming again (Enter key) removes this filter.
- **Trip No.**
  The system automatically assigns a consecutive trip number to every travel expense report / travel request, which you can search for here
- **From and to date**
  By entering the respective dates, you can restrict the output so that only trips within a corresponding period are displayed
- **Trip type**
  Here you can specify the trip type to be displayed (e.g., **domestic trip** or **international trip**)
- **Start location / Destination**
  If only trips with a particular start location or destination are to be displayed, you can specify this using these fields
- **Trip status**

The different trip statuses by which the output can be filtered here are described under *Search Form* in the chapters Trips of My Employees[1] and My Trips[2]

The columns **Amount** and **Of which tax-free** provide information about the costs the trip in question has incurred and their tax treatment.

Trip Information

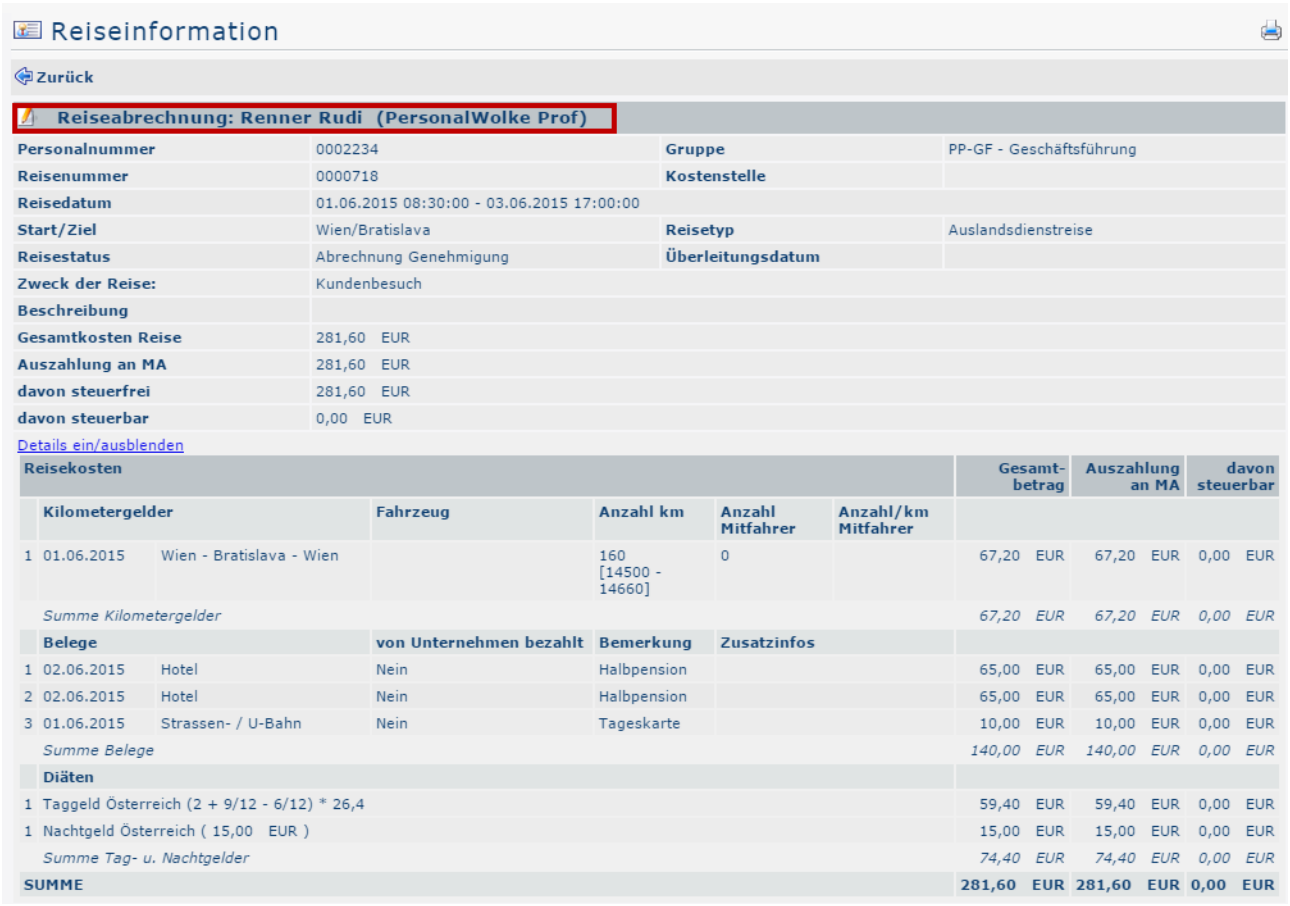
Clicking the edit icon



opens a comprehensive view of all information about the trip. Among other things, it shows how the individual travel costs are composed - in some places, comments written by the employee are also visible. The **trip information** can also be opened in a print-friendly version using the print icon



(all details are expanded in the following screenshot) :



Reiseinformation

Zurück

Reiseabrechnung: Renner Rudi (PersonalWolke Prof)

Personalnummer	0002234	**Gruppe**	PP-GF - Geschäftsführung
Reisenummer	0000718	**Kostenstelle**	
Reisedatum	01.06.2015 08:30:00 - 03.06.2015 17:00:00		
Start/Ziel	Wien/Bratislava	**Reisetyp**	Auslandsdienstreise
Reisestatus	Abrechnung Genehmigung	**Überleitungsdatum**	
Zweck der Reise:	Kundenbesuch		
Beschreibung			
Gesamtkosten Reise	281,60 EUR		
Auszahlung an MA	281,60 EUR		
davon steuerfrei	281,60 EUR		
davon steuerbar	0,00 EUR		

Details ein/ausblenden

Reisekosten						**Gesamt-betrag**	**Auszahlung an MA**	**davon steuerbar**
	Kilometergelder		**Fahrzeug**	**Anzahl km**	**Anzahl Mitfahrer**	**Anzahl/km Mitfahrer**		
1	01.06.2015	Wien - Bratislava - Wien		160 [14500 - 14660]	0		67,20 EUR	67,20 EUR	0,00 EUR
	Summe Kilometergelder						*67,20 EUR*	*67,20 EUR*	*0,00 EUR*
	Belege		**von Unternehmen bezahlt**	**Bemerkung**	**Zusatzinfos**				
1	02.06.2015	Hotel	Nein	Halbpension			65,00 EUR	65,00 EUR	0,00 EUR
2	02.06.2015	Hotel	Nein	Halbpension			65,00 EUR	65,00 EUR	0,00 EUR
3	01.06.2015	Strassen- / U-Bahn	Nein	Tageskarte			10,00 EUR	10,00 EUR	0,00 EUR
	Summe Belege						*140,00 EUR*	*140,00 EUR*	*0,00 EUR*
	Diäten								
1	Taggeld Österreich (2 + 9/12 - 6/12) * 26,4						59,40 EUR	59,40 EUR	0,00 EUR
1	Nachtgeld Österreich (15,00 EUR)						15,00 EUR	15,00 EUR	0,00 EUR
	Summe Tag- u. Nachtgelder						*74,40 EUR*	*74,40 EUR*	*0,00 EUR*
SUMME							**281,60 EUR**	**281,60 EUR**	**0,00 EUR**

Clicking the area framed in red (in the screenshot) takes the user to the view the requester sees when filling out the **business trip expense report** or the **business trip request**. Here you can review all items of the expense report / request again, but changes can no longer be made afterward.

1. /daisy/personalwolke-admin/6895-dsy.html?language=4
2. /daisy/personalwolke-admin/6890-dsy.html?language=4