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:

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) :

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