

Travel expenses - records entry

In some cases it is necessary to enter a subsequently received invoice receipt for a trip that has already been settled.

For this purpose, select "**Records**" as trip type on the business trip accounting start page after entering the trip date.

The screenshot shows the 'Dienstreise-Abrechnung' interface. The 'Reisedaten' tab is selected. The 'Reisender' field contains 'Rannard Renate'. The 'von Datum' and 'bis Datum' fields both show '20.06.2023'. The 'Reisotyp' dropdown menu is open, and 'Belegfassung' is selected, highlighted with a red box. The 'Zweck der Reise' field contains 'Kundenterminal'. The 'Beschreibung' field is empty. The 'Anzahl von Firma bezahlte Mahlzeiten' field contains '0'. A 'Weiter' button is located at the bottom right. A yellow information box on the right contains text about 'Anspruch auf Verpflegungspauschale' and 'Nächtigungsgelder'.

Since

receipt entry refers to travel expenses already submitted for which all trip data has already been entered, only receipt-relevant points are to be entered.

These points are to be processed in the same way as travel expenses for domestic or international trips.

Therefore, please click on the links below to get to the respective explanations:

[Kilometergeld¹](#)

[Belege²](#)

[Berechnete Kosten³](#)

[Dateien⁴](#)

Since this is a subsequent entry of vouchers, no time correction is necessary.

The voucher submission is completed by clicking the "**Start process**" button. **Saving as a draft** is also possible.

1. https://personalwolke.at/daisy/personalwolke-default/6898-dsy/7065-dsy/10183-dsy.html#dsy10183-dsy_3.%20Kilometergeld
2. https://personalwolke.at/daisy/personalwolke-default/6898-dsy/7065-dsy/10183-dsy.html#dsy10183-dsy_4.%20Belege
3. https://personalwolke.at/daisy/personalwolke-default/6898-dsy/7065-dsy/10183-dsy.html#dsy10183-dsy_5.%20Berechnete%20Kosten
4. https://personalwolke.at/daisy/personalwolke-default/6898-dsy/7065-dsy/10183-dsy.html#dsy10183-dsy_6.%20Dateien