

# Abroad travel expenses

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Further information on the subject of business trip expenses can be found here (links will be available soon)

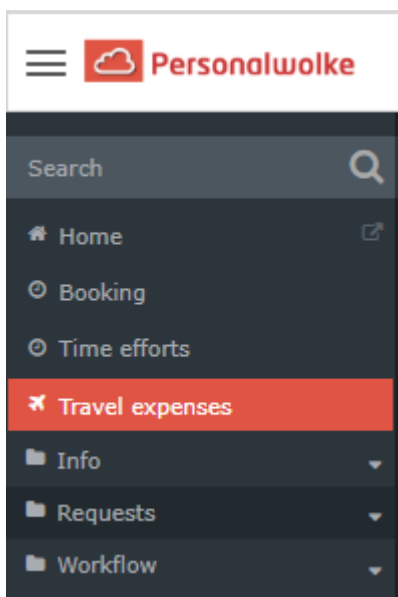
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## General

Once the business trip has been completed, the user has the option of filling in the **travel expense report** with the actual costs and travel times incurred.

Travel expense reporting can be started in two ways:

1. you have submitted a **request for business trip**<sup>11</sup> request that has "rested" until the business trip is completed and then transferred to your list of open tasks as a template for the travel expense report. This is then adjusted accordingly.
2. furthermore, it is also possible to request settlement directly via the menu item "**Travel expenses**" for employees who do not require approval for a travel request.



The business trip accounting comprises 7 steps, whereby the steps relating to travel data, costs and attachments are already known from the requests for business trips

### Navigation in the accounting menu:

You can jump in the program

- by clicking on the fields "Back" and "Next" or
- by clicking on the heading fields 1-7

#### WARNING

The following descriptions refer to the standard version of the business trip accounting. Due to the possibility of individualising this, there may be deviations in some places for the respective user with regard to the displayed fields / input options.

## 1. Travel data

The screenshot shows the 'Business trip expense' application interface. At the top, there are buttons for 'Start process', 'Save as Draft', and 'Back'. Below these are four tabs: '1 Travel data', '2 Kilometer allowances', '3 Records', and '4 calculated costs'. The 'Travel data' tab is active. The form contains the following fields:

- Travel-Id
- Traveler: Berger Barbara
- from Date: [input field with calendar icon]
- to Date: [input field with calendar icon]
- Travel type: [dropdown menu]
- Start region: [dropdown menu with 'Select an Option']
- Start location: [input field with red dashed border]
- Target region: [dropdown menu with 'Select an Option']
- Target location: [input field with red dashed border]
- Travel reason: [input field with red dashed border]
- Description: [text area]

A yellow warning box on the right side of the form contains the following text: 'Under "Nightly allowances" the number of private overnight stays (without invoice) is to be entered (rate according to the respectively valid rates according to EStG, proof of overnight stays by stating the name and address of the accommodation provider under description).'

The fields marked with red dashes are mandatory.

The following must therefore be completed:

- **from Date**
- **to Date**
- **Travel type: abroad travel**
- **Start region:** This is set to the country in which the applicant's place of employment is located when selecting "domestic travel", i.e. Austria if the applicant's place of employment is Austria.
- **Target region:** enter the country, where the destination is located
- **Start location:** Active entry of the start address of the journey, i.e. e.g. the business address or the private residential address.
- **Target location:** entry of the address, e.g. the hotel at the destination, a conference centre, a customer location, etc.
- **Travel reason:** o mandatory entry
- **Description:** for further information
- **Nightly allowances:** If applicable, the number of private overnight stays (i.e. not in a hotel; without invoice; e.g.: with relatives / friends) in Austria must be recorded here. These overnight stays are usually compensated with a lump sum, which depends on the respective collective agreement.

After entering the dates of the start and end of the trip, another field opens for entering the times of departure and return (**from time/to time**).

The actual total duration of the trip must now be entered in this input mask.

Based on the entries in from date, to date, from time and to time, the **daily allowance** due is calculated.

The following example shows a completed first page:

The screenshot shows the 'Business trip expense' form with the 'Traveldata' tab selected. The form contains the following fields:

- Traveler:** Thaler Thomas
- from Date:** 08.06.2023
- to Date:** 11.06.2023
- from Time:** 08:00
- to Time:** 21:00
- Travel type:** Auslandsdienstreise
- Start region:** Austria
- Target region:** Denmark
- Start location:** Wien, Österreich
- Target location:** Kopenhagen, Dänemark
- Travel reason:** Business fair
- Description:** (empty text area)
- Nightly allowances:** 0

A yellow information box on the right states: "Under 'Nightly allowances' the number of private overnight stays (without invoice) is to be entered (rate according to the respectively valid rates according to EStG, proof of overnight stays by stating the name and address of the accommodation provider under description)." A 'Next' button is located at the bottom right.

## 2. Abroad stages

If the trip should take place in stages or if several destinations in one or more countries should be visited one after the other, this can be entered under the menu item "Abroad stages".

The screenshot shows the 'Business trip expense' form with the 'Abroad stages' tab selected. The 'Travel summary' section displays:

- Traveler:** Thaler Thomas
- Travel type:** abroad travel
- Travel date:** 08.06.23 08:00 - 11.06.23 21:00
- Start/End:** Wien, Österreich / Hamburg, Deutschland

The 'Abroad stages' tab is highlighted, and a red box around the 'Add travelstage' button indicates it is the next step. A yellow information box states: "The stages abroad must be recorded for each destination region, whereby the border crossing times at the Austrian border (for journeys between foreign destination regions, the border crossing time at the border of the starting region) must be recorded. For flights, the times of departure and arrival at the Austrian airport must be recorded. Periods of the business trip that are not international stages are automatically domestic stages and are not entered separately." A 'Previous' button is on the left and a 'Next' button is on the right.

Clicking on "Add travelstage" opens the input mask:

Business trip expense

Start process Save as Draft Back

**Travel summary**

Traveler Thaler Thomas Travel type abroad travel  
 Travel date 08.06.23 08:00 - 11.06.23 21:00 Start/End Wien, Österreich / Kopenhagen, Danmark

1 Traveldata 2 Abroad stages 3 Daily Discounts 4 Kilometer allowances 5 Records 6 calculated costs 7 attachments 8 Time corrections

**Abroad stages**

	Region	from Date	from Time	to Date	to Time	Nightly allowances
1	Danemark	08.06.2023	08:00	11.06.2023	21:00	0

Add travelstage

The stages abroad must be recorded for each destination region, whereby the border crossing times at the Austrian border (for journeys between foreign destination regions, the border crossing time at the border of the starting region) must be recorded.  
 For flights, the times of departure and arrival at the Austrian airport must be recorded. Periods of the business trip that are not international stages are automatically domestic stages and are not entered separately.

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### 3. Daily Discounts

Business trip expense

Start process Save as Draft Back

**Travel summary**

Traveler Thaler Thomas Travel type abroad travel  
 Travel date 08.06.23 08:00 - 11.06.23 21:00 Start/End Wien, Österreich / Kopenhagen, Danmark

1 Traveldata 2 Abroad stages 3 Daily Discounts 4 Kilometer allowances 5 Records 6 calculated costs 7 attachments 8 Time corrections

**Daily Discounts**

Date	Breakfast	Lunch	Dinner
08.06.2023	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
09.06.2023	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
10.06.2023	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
11.06.2023	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

No meals paid by company (no allowance discounts)

Previous Next

On this page, meals paid directly by the company are recorded, e.g. if you receive meal allowance or similar, which is offset against restaurant costs or similar in this way.

If this is not the case for you, please click on the line "No meals paid by company (no allowance discounts)". This will cause all checkpoints to be set to "No".

Business trip expense

Start process Save as Draft Back

**Travel summary**

Traveler Thaler Thomas Travel type abroad travel  
 Travel date 08.06.23 08:00 - 11.06.23 21:00 Start/End Wien, Österreich / Kopenhagen, Danmark

1 Traveledata 2 Abroad stages 3 Daily Discounts 4 Kilometer allowances 5 Records 6 calculated costs 7 attachments 8 Time corrections

**Daily Discounts**

Date	Breakfast	Lunch	Dinner
08.06.2023	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
09.06.2023	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
10.06.2023	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
11.06.2023	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

No meals paid by company (no allowance discounts)

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## 4. Kilometer allowances

If the journey or part of it was made by means of a private motor vehicle, you have the possibility to enter the data here.

Click on "Add kmbill-record" to open the input mask.

Business trip expense

Start process Save as Draft Back

**Travel summary**

Traveler Thaler Thomas Travel type abroad travel  
 Travel date 08.06.23 08:00 - 11.06.23 21:00 Start/End Wien, Österreich / Kopenhagen, Danmark

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*There are no kmbills assigned*

**+ Add kmbill-record**

The miles/kilometers to be accounted for are calculated automatically by entering the mileage at the beginning and end of the business trip (tax requirement). The starting point of the business trip is the place of employment or the place of residence closer to the destination. Persons transported (name) are to be entered in the amount of the actual miles/kms. Official rate for mileage allowance or mileage allowance for passengers according to the respective valid rates according to EStG. By paying the mileage allowance, all additional costs (toll, parking fees, garage) are covered by tax. A separate settlement of these additional costs therefore leads to taxation unless the journey was made by company car or company bus.

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This is where the data is recorded:

Business trip expense

Start process Save as Draft Back

**Travel summary**

Traveler Thaler Thomas Travel type abroad travel  
 Travel date 08.06.23 08:00 - 11.06.23 21:00 Start/End Wien, Österreich / Kopenhagen, Dänemark

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**Km billings**

	from Date	Route	Vehicle	from km	to km	Amount km	Num of pass.	Amount/km passenger
1		Wien, Österreich Kopenhagen, Dänemark Wien, Österreich + Estimated KMs:2,230	---					

+ Add kmbill-record

The miles/kilometers to be accounted for are calculated automatically by entering the mileage at the beginning and end of the business trip (tax requirement). The starting point of the business trip is the place of employment or the place of residence closer to the destination. Persons transported (name) are to be entered in the amount of the actual miles/kms. Official rate for mileage allowance or mileage allowance for passengers according to the respective valid rates according to EStG. By paying the mileage allowance, all additional costs (toll, parking fees, garage) are covered by tax. A separate settlement of these additional costs therefore leads to taxation unless the journey was made by company car or company bus.

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The following must be entered in the mandatory fields:

- **from Date**
- **from km:** Mileage of the vehicle at departure (or at the beginning of a daily stage)
- **to km:** Mileage of the vehicle after the return (or at the end of a daily stage)
- **Amount km:** is calculated on the basis of the mileage entered and cannot be overwritten

Additional inputs are required for

- **Num. of pass(engers)**
- **Amount/km passengers**

as these are also included in the calculation of the kilometre allowance at best.

**Route:** The data for the starting point and destination are already entered, but can be edited and supplemented by using the buttons:



and



Clicking on



opens a link to Google Maps, which can be used to mark the stages of the journey. The total number of kilometres between the starting point and destination (or back) is also entered.

If the journey to or from the conference takes place over several stages, e.g. if several conference venues are visited on different days, each stage must be recorded separately by adding another kilometre allowance receipt.

In the example below, the journey to and from the conference is made by car and two other passengers were taken along, who travelled almost the entire distance.

## 5. Records

The next step is to enter receipts.

However, there is also the possibility to enter receipts subsequently, see **Travel Expenses Records Entry**

Business trip expense

Start process Save as Draft Back

**Travel summary**

Traveler Thaler Thomas Travel type abroad travel

Travel date 08.06.23 08:00 - 11.06.23 21:00 Start/End Wien, Österreich / Kopenhagen, Danmark

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There are no records assigned

Add record

Travel expenses can only be reimbursed on presentation of the original receipts. These receipts can be attached to the business trip accounting system as file attachments or forwarded to the personnel department.

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To be recorded are the mandatory data

- **kind of record:** Clicking the arrow opens a selection list ([en] Hotel mit MwSt., flight ticket, hospitality, hotel, other documents, parking ticket, other documents, toll receipt, train ticket, tram/subway ticket)
- **from Date:** record creation date, with a calendar selection
- **Region:** For domestic trips with the duty station country, in the example Austria, preset and not changeable
- **Amount and currency** (of the record)
- **paid by company:** company paid - if your company accounts for the costs directly, e.g. by means of a bank transfer to the recipient or payments have been made using a company credit card. Amounts marked in this way are not included in the calculated costs.

### Example

Here flight tickets, accommodation costs and expenses for meals were entered. It is possible to change the currency of the records if it was issued in a currency other than euro. See the area marked in

Business trip expense

Start process Save as Draft Back

**Travel summary**

Traveler Thaler Thomas Travel type abroad travel

Travel date 08.06.23 08:00 - 11.06.23 21:00 Start/End Wien, Österreich / Kopenhagen, Danmark

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**Records**

Record	from Date	Amount	paid by Comp.	Comment	Attachments	Addit. Infos
1 flight ticket	08.06.2023	391 EUR	<input type="checkbox"/>			
2 Hotel	08.06.2023	3120 DKK	<input type="checkbox"/>			
3 hospitality	08.06.2023	320 DKK	<input type="checkbox"/>			
4 hospitality	09.06.2023	240 DKK	<input type="checkbox"/>			
5 hospitality	10.06.2023	280 DKK	<input type="checkbox"/>			

Add record

red.

## 6. Calculated Costs

After entering the previous data, the cost calculation is now carried out according to the applicable laws or tax rates.

It can be seen that the foreign currency vouchers have been converted into euros (red mark). The conversion is made at the official exchange rate on the date the voucher was created.

1 Traveledata 2 Abroad stages 3 Daily Discounts 4 Kilometer allowances 5 Records 6 **calculated costs** 7 attachments 8 Time corrections

**calculated costs**

				Total amount	Amount to paid out	taxfree portion	taxable portion
<b>Daily allowances</b>							
Daily allowance	Dänemark	4 * 41,4 [4 * 41,4]		165.60 EUR	165.60 EUR	165.60 EUR	0.00 EUR
<b>Kilometer allowances</b>							
There are no km-bills assigned							
<b>Records</b>							
flight ticket		VAT Percentage: 0 % VAT Cost: 0 EUR		391.00 EUR	391.00 EUR	391.00 EUR	0.00 EUR
Hotel		VAT Percentage: 0 % VAT Cost: 0 DKK		3120.00 DKK ± 418.80 EUR ( 0.13423 DKK/EUR )	3120.00 DKK ± 418.80 EUR ( 0.13423 DKK/EUR )	3120.00 DKK ± 418.80 EUR ( 0.13423 DKK/EUR )	0.00 DKK
hospitality		VAT Percentage: 0 % VAT Cost: 0 DKK		320.00 DKK ± 42.95 EUR ( 0.13423 DKK/EUR )	320.00 DKK ± 42.95 EUR ( 0.13423 DKK/EUR )	320.00 DKK ± 42.95 EUR ( 0.13423 DKK/EUR )	0.00 DKK
hospitality		VAT Percentage: 0 % VAT Cost: 0 DKK		240.00 DKK ± 32.21 EUR ( 0.13422 DKK/EUR )	240.00 DKK ± 32.21 EUR ( 0.13422 DKK/EUR )	240.00 DKK ± 32.21 EUR ( 0.13422 DKK/EUR )	0.00 DKK
hospitality		VAT Percentage: 0 % VAT Cost: 0 DKK		280.00 DKK ± 37.58 EUR ( 0.13422 DKK/EUR )	280.00 DKK ± 37.58 EUR ( 0.13422 DKK/EUR )	280.00 DKK ± 37.58 EUR ( 0.13422 DKK/EUR )	0.00 DKK
<b>SUM</b>				<b>1088.15 EUR</b>	<b>1088.15 EUR</b>	<b>1088.15 EUR</b>	<b>0.00 EUR</b>

The calculation shown was created on the basis of the travel expenses you entered and is subject to approval and correction by your superior or by the personnel department.

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## 7. Attachments

Here, it is possible to upload further documents that cannot be assigned to any vouchers.

Business trip expense

Start process Save as Draft Back

**Travel summary**

Traveler Thaler Thomas Travel type abroad travel  
Travel date 08.06.23 08:00 - 11.06.23 21:00 Start/End Wien, Österreich / Kopenhagen, Dänemark

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**General Attachments**

Filename	Size	Attached at
Add attachment		

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Clicking on "Add attachment" opens the input mask:

Business trip expense

Start process Save as Draft Back

**Travel summary**

Traveler Thaler Thomas Travel type abroad travel  
Travel date 08.06.23 08:00 - 11.06.23 21:00 Start/End Wien, Österreich / Kopenhagen, Dänemark

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**General Attachments**

Filename	Size	Attached at
Upload File		
Add attachment		

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## 8. Time correction

As business trips represent absences, a corresponding time correction must be made to the working time.

The screenshot shows the 'Business trip expense' interface. At the top, there are buttons for 'Start process', 'Save as Draft', and 'Back'. Below this is a 'Travel summary' section with fields for 'Traveler' (Thaler Thomas), 'Travel type' (abroad travel), 'Travel date' (08.06.23 08:00 - 11.06.23 21:00), and 'Start/End' (Wien, Österreich / Kopenhagen, Dänemark). A navigation bar contains eight items, with '8 Time corrections' highlighted in blue. Below the navigation bar is a 'Time corrections' section with the text 'No timecorrections yet assigned'. An 'Add' button is highlighted with a red box. At the bottom, there are 'Previous' and 'Start process' buttons.

Clicking on "Add" opens the input mask:

The screenshot shows the 'Business trip expense' interface with the 'traveltimes to correct' input mask open. The 'Add' button is highlighted with a red box. The input mask has a table with columns: 'Date', 'from', 'Absencereason', and 'Comment'. The 'Date' field contains '08.06.2023', the 'from' field contains '08:00', and the 'Absencereason' field contains 'business trip'. Below the table is an 'Add' button. At the bottom right, there is a 'Start process' button highlighted with a red box.

After the entry has been made, the settlement process can be started (red marked "Start process" buttons) or saved as a draft, see green marking "Save as draft".

If the settlement is saved as a draft, it immediately appears in the **uncompleted requests** and can be processed like other open tasks:

The screenshot shows the 'Open ToDos' interface. At the top, there are buttons for 'Perform marked actions', 'Refresh', 'Selection', 'Show Filter', and 'Hide Progress'. Below this is a table with columns: 'ToDo assigned', 'Author of Process', 'Activity', 'Details', 'Progress', and 'Action(s)'. The table contains one entry: 'Jul 3, 2023 3:42:55 PM' assigned to 'Thaler Thomas (SuW22032809, SuW-T03)' for the activity 'Fillout Expenses'. The details include 'ReiseabrechnungStandard | Created: Jul 3, 2023 3:42:55 PM', 'Wien, Österreich - Kopenhagen, Dänemark', 'Jun 8, 2023 - Jun 11, 2023', 'Business fair', 'Expense Draft', and 'Details'. The 'Action(s)' column contains 'Forward', 'Cancel', 'Edit form', 'Comment', and 'Print'. At the bottom right, there is a 'Print' button and the text '1 Entry'.

If the statement is opened for editing, it is possible to save it again and forward it, cancel it or just save it:

Business trip expense

Save and Forward Cancel Save Back Print

1 Traveledata 2 Abroad stages 3 Daily Discounts 4 Kilometer allowances 5 Records 6 calculated costs 7 attachments 8 Time corrections

Traveledata

Travel-Id 0060450

Traveler Thaler Thomas

from Date 08.06.2023 from Time 08:00

Under "Nightly allowances" the number of private overnight stays (without invoice) is to be entered (rate according to the respectively valid rates according to ESTG, proof of overnight stays by stating the name and address of the accommodation provider under description).

1. </daisy/personalwolke-default-en/6898-dsy/7065-dsy/10183-dsy.html>
2. </daisy/personalwolke-default-en/6898-dsy/6889-dsy.html>