

# Authorization concept in Personalwolke Travel

Authorization administration in the Travel module is based on the [loose Groups](#)<sup>1</sup> described below.

- **XX-TM-User** - *Travel Management User* - This group is for all users who request or settle trips.
- **XX-TM-Manager** - *Travel Management Manager* - This group is for managers (superiors). A superior can view employee trips. This is useful for approving trips.
- **XX-TM-Admin** - *Travel Management Administrator* - This group is, for example, for accountants who can view all trips for accounting purposes.

By adding the users to the individual loose groups, they get the following menu items:

XX-TM-User	XX-TM-Manager	XX-TM-Admin
<ul style="list-style-type: none"> <li>• <b>Reise beantragen</b><sup>2</sup> / <b>abrechnen</b><sup>3</sup> Request / Bill trip (<i>depending on the definition in the setup workshop</i>) - <i>With this function you can create trip requests and the trip will be displayed in the calendar. After the trip is completed, a trip statement will be created automatically. Alternatively, you can only enter travel expenses.</i></li> <li>• <b>Info / My trips</b> <i>Meine Reisen</i><sup>4</sup> - <i>Here you can view all your own travel requests / settlements at a glance and call up detailed information.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Management / Travel of my employees</b> <i>Reisen meiner Mitarbeiter</i><sup>5</sup> - <i>With this menu item, a manager (superior) can view the open trips / travel expense reports of his employees for which he has access authorizations.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Administration / Travel Accounting / All Trips</b> <i>Alle Reisen</i><sup>6</sup> - <i>With this menu item the "Travel-Admin" can view all trips of all employees.</i></li> <li>• <b>Administration / Travel accounting / All travel folders</b> <i>Alle Reisemappen</i><sup>7</sup> - <i>With this menu item the "Travel-Admin" can view all travel folders of all employees.</i></li> <li>• <b>Management / Travel of my employees</b> <i>Reisen meiner Mitarbeiter</i><sup>8</sup> - <i>With this menu item a manager (superior) can view the open trips/travel statements of his employees, for which he has access rights.</i></li> </ul>

1. /daisy/personalwolke-default-en/6161-dsy.html
2. /daisy/personalwolke-default-en/6898-dsy/6889-dsy.html
3. /daisy/personalwolke-default-en/6898-dsy/7065-dsy.html
4. /daisy/personalwolke-default-en/6898-dsy/g1/6890-dsy.html
5. /daisy/personalwolke-default-en/6898-dsy/g4/6895-dsy.html
6. /daisy/personalwolke-default-en/6898-dsy/g3/g1/6892-dsy.html
7. /daisy/personalwolke-default-en/6898-dsy/g3/g1/6893-dsy.html
8. /daisy/personalwolke-default-en/6898-dsy/g4/6895-dsy.html