All travels

Overview of all business trips in the company

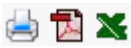
This menu item gives users with **administration rights** (members of the loose group XX-TM-Admin) an overview of all business trips recorded in the system for the entire company (regardless of the **status** of the trip).

If the menu item **All Travels** is opened, the following overview appears:

Alle Reisen

7 Einträge | Zeilen 20

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

With a click on  this overview can be printed or exported as PDF or Excel document.

The columns of the table and their functions

Next to most column headings there are arrow keys which can be used to sort the displayed trips either ascending (arrow up) or descending (arrow down) / or alphabetically according to the corresponding value:

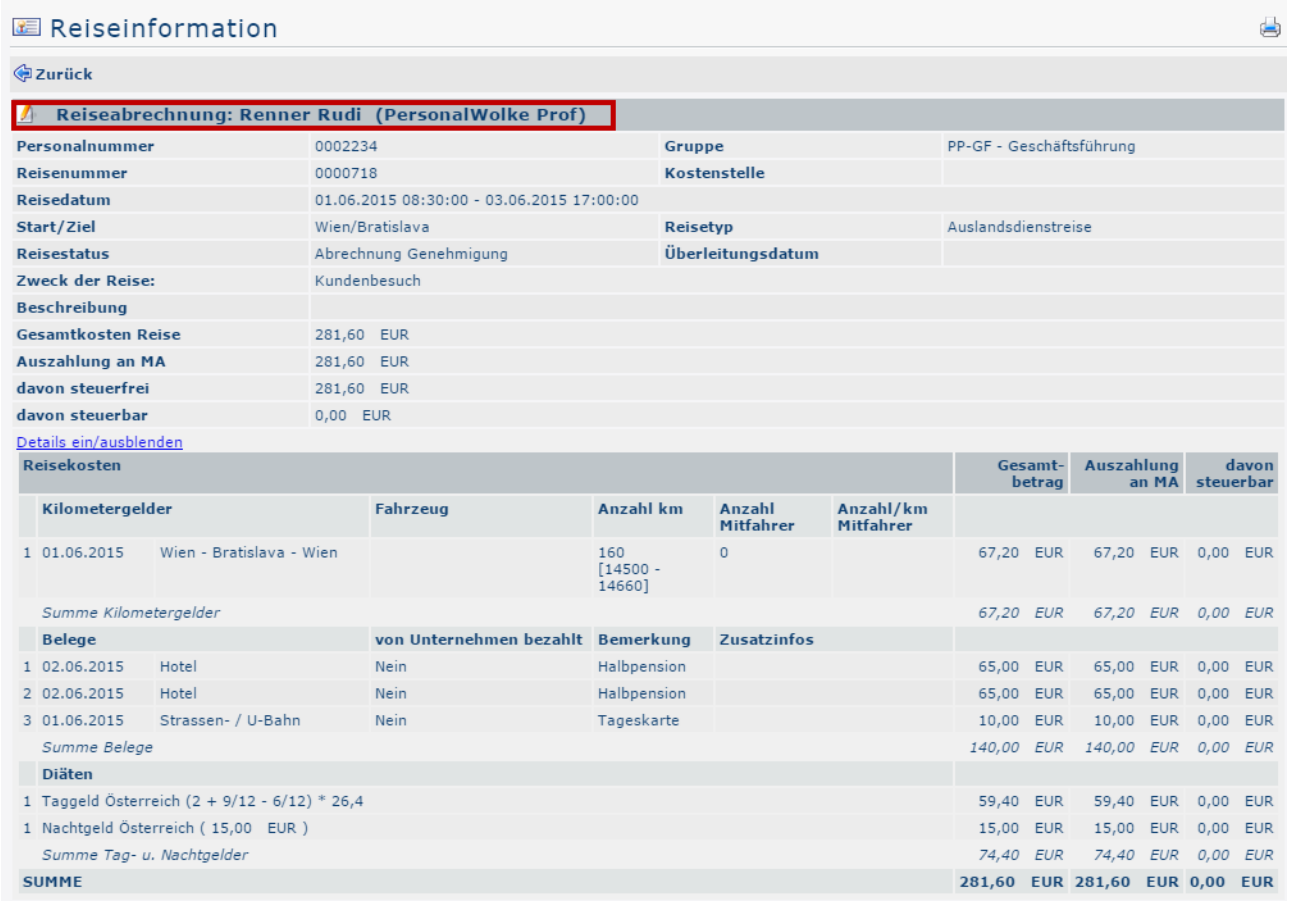
- **Type**
  By clicking in the dropdown field, you can select whether **all travels**, only **travel expense reports** or only **travel requests** are to be output.
- **Employee ID / Surname / First Name**
  These employee-specific parameters can be used to limit the output of trips to a specific employee by direct entry. This filter is removed by deleting the entry and confirming it again (Enter key).
- **Travel Nr**
  The system automatically assigns a consecutive trip number to each travel expense report / travel request, which can be searched for here.
- **From and to date**
  By entering the respective data, the output can be restricted in such a way that only trips within a corresponding time period are displayed.
- **Travel type**
  Here you can define the trip type to be displayed (for example, **domestic trip** or **international trip**).
- **Starting point / Destination**
  If only trips with a certain start or destination are to be displayed, this can be defined via these fields.
- **Travel status**

The different types of trip status according to which the output can be filtered here are described in the chapter Travels of my employees[1] or My Travels[2] under *Search mask*.

The columns **Amount** and **Tax-free** of this amount provide information about the costs incurred by the trip in question and its tax nature.

Travel information

A click on the edit symbol oper
a comprehensive view of all information relating to the trip. Among other things, this provides information about the composition of the individual travel expenses - in some places, comments written by the employee can also be seen. The **travel information** can be opened over the print symbol also
in a pressure-friendly variant (in the following screenshot all details are faded in):



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

By clicking in the area framed in red (on the screenshot), the user gets to the view that the applicant is confronted with when filling in the **travel expense statement** or the **travel request**. It is possible to view all points of the statement / the application again here, but changes are not possible afterwards.

1. /daisy/personalwolke-default-en/6898-dsy/g4/6895-dsy.html
2. /daisy/personalwolke-default-en/6898-dsy/g1/6890-dsy.html