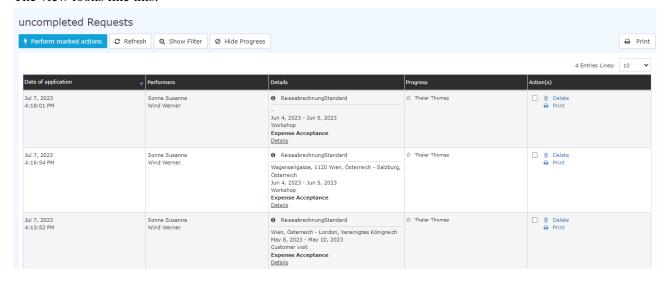
Workflow of travel expenses

Once in-country travel expenses, abroad travel expenses and subsequent receipt entries have been entered, they appear in the workflow of the responsible manager.

The view looks like this:

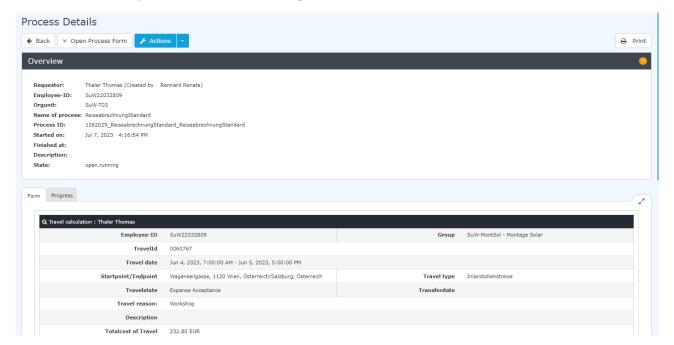


As usual when processing tasks in the workflow, the task can be processed immediately (right column with red marking) or a detail query can be carried out.

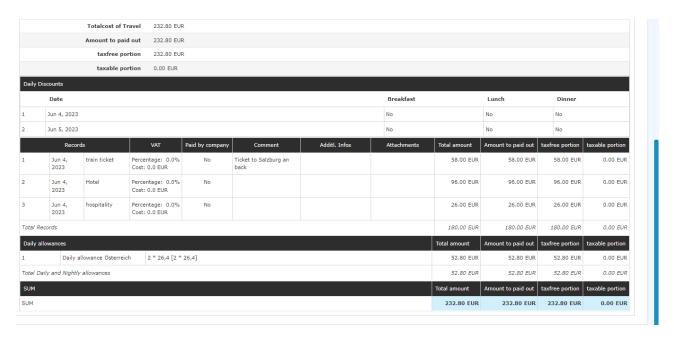
If you open the detail query, the following view appears

1. In-country travel expenses

(Note: due to the length of the view, it has been presented in several screenshots).



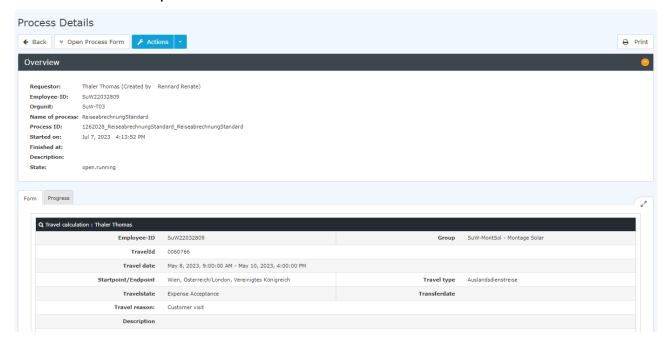
1

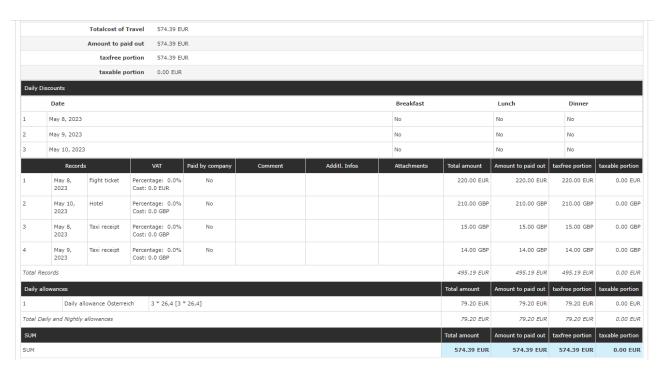


From the display of the process details, editing is also possible by clicking on the "Actions" button:



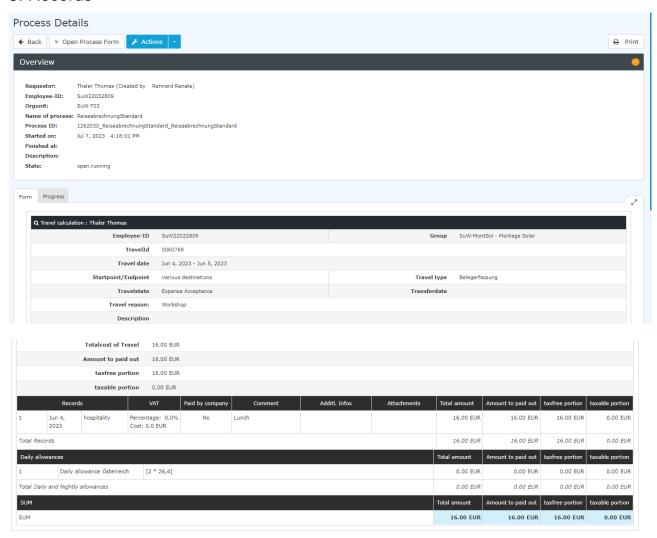
2. Abroad travel expenses





Here, too, editing can be done from the process details, see in-country travel expenses.

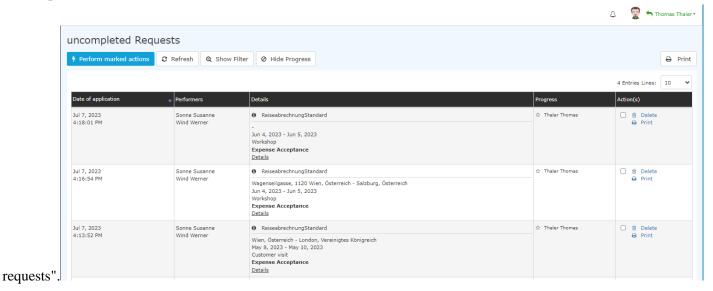
3. Records



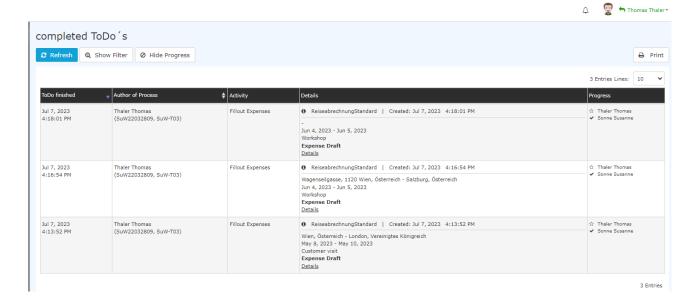
Here, too, editing can be done from the process details, see in-country travel expenses.

4. Uncompleted requests from the perspective of the applicant

As long as the applications for travel expenses have not yet been approved, they can be found under "uncompleted



After approval, they appear under "completed tasks" for the applicant:



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