

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:

uncompleted Requests

Perform marked actions Refresh Show Filter Hide Progress Print

4 Entries Lines: 10

Date of application	Performers	Details	Progress	Action(s)
Jul 7, 2023 4:18:01 PM	Sonne Susanne Wind Werner	ReiseabrechnungStandard - Jun 4, 2023 - Jun 5, 2023 Workshop Expense Acceptance Details	☆ Thaler Thomas	<input type="checkbox"/> Delete Print
Jul 7, 2023 4:16:54 PM	Sonne Susanne Wind Werner	ReiseabrechnungStandard Wagenseilgasse, 1120 Wien, Österreich - Salzburg, Österreich Jun 4, 2023 - Jun 5, 2023 Workshop Expense Acceptance Details	☆ Thaler Thomas	<input type="checkbox"/> Delete Print
Jul 7, 2023 4:13:52 PM	Sonne Susanne Wind Werner	ReiseabrechnungStandard Wien, Österreich - London, Vereinigtes Königreich May 8, 2023 - May 10, 2023 Customer visit Expense Acceptance Details	☆ Thaler Thomas	<input type="checkbox"/> Delete Print

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).

Process Details

Back Open Process Form Actions Print

Overview

Requestor: Thaler Thomas (Created by Rennard Renate)
Employee-ID: SuW22032809
Orgunit: SuW-T03
Name of process: ReiseabrechnungStandard
Process ID: 1262029_ReiseabrechnungStandard_ReiseabrechnungStandard
Started on: Jul 7, 2023 4:16:54 PM
Finished at:
Description:
State: open.running

Form Progress

Q Travel calculation : Thaler Thomas

Employee-ID	SuW22032809	Group	SuW-MontSol - Montage Solar
TravelId	0060767		
Travel date	Jun 4, 2023, 7:00:00 AM - Jun 5, 2023, 5:00:00 PM		
Startpoint/Endpoint	Wagenseilgasse, 1120 Wien, Österreich/Salzburg, Österreich	Travel type	Inlandsdienstreise
Travelstate	Expense Acceptance	Transferdate	
Travel reason:	Workshop		
Description:			
Totalcost of Travel	232.80 EUR		

Totalcost of Travel	232.80 EUR
Amount to paid out	232.80 EUR
taxfree portion	232.80 EUR
taxable portion	0.00 EUR

Daily Discounts			
Date	Breakfast	Lunch	Dinner
1 Jun 4, 2023	No	No	No
2 Jun 5, 2023	No	No	No

Records	VAT	Paid by company	Comment	Addit. Infos	Attachments	Total amount	Amount to paid out	taxfree portion	taxable portion
1 Jun 4, 2023	train ticket	Percentage: 0.0% Cost: 0.0 EUR	No	Ticket to Salzburg an back		58.00 EUR	58.00 EUR	58.00 EUR	0.00 EUR
2 Jun 4, 2023	Hotel	Percentage: 0.0% Cost: 0.0 EUR	No			96.00 EUR	96.00 EUR	96.00 EUR	0.00 EUR
3 Jun 4, 2023	hospitality	Percentage: 0.0% Cost: 0.0 EUR	No			26.00 EUR	26.00 EUR	26.00 EUR	0.00 EUR
Total Records						180.00 EUR	180.00 EUR	180.00 EUR	0.00 EUR

Daily allowances			Total amount	Amount to paid out	taxfree portion	taxable portion
1	Daily allowance Österreich	2 * 26,4 [2 * 26,4]	52.80 EUR	52.80 EUR	52.80 EUR	0.00 EUR
Total Daily and Nightly allowances			52.80 EUR	52.80 EUR	52.80 EUR	0.00 EUR

SUM			Total amount	Amount to paid out	taxfree portion	taxable portion
SUM			232.80 EUR	232.80 EUR	232.80 EUR	0.00 EUR

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

The screenshot shows the 'Process Details' page for a travel expense request. The 'Actions' button is highlighted with a red box, and its dropdown menu is open, showing options: 'Approve', 'Deny', and 'Comment'. The overview section displays the following details:

- Requestor:** Thaler Thomas (Created by Rennard Renate)
- Employee-ID:** SuW22032809
- Orgunit:** SuW-T03
- Name of process:** ReiseabrechnungStandard
- Process ID:** 1262029_ReiseabrechnungStandard_ReiseabrechnungStandard
- Started on:** Jul 7, 2023 4:16:54 PM
- Finished at:**
- Description:**
- State:** open.running

2. Abroad travel expenses

The screenshot shows the 'Process Details' page for a travel expense request, specifically the 'Travel calculation' section. The overview section displays the following details:

- Requestor:** Thaler Thomas (Created by Rennard Renate)
- Employee-ID:** SuW22032809
- Orgunit:** SuW-T03
- Name of process:** ReiseabrechnungStandard
- Process ID:** 1262028_ReiseabrechnungStandard_ReiseabrechnungStandard
- Started on:** Jul 7, 2023 4:13:52 PM
- Finished at:**
- Description:**
- State:** open.running

The 'Travel calculation' section shows the following details:

- Employee-ID:** SuW22032809
- Group:** SuW-MontSol - Montage Solar
- TravelId:** 0060766
- Travel date:** May 8, 2023, 9:00:00 AM - May 10, 2023, 4:00:00 PM
- Startpoint/Endpoint:** Wien, Österreich/London, Vereinigtes Königreich
- Travel type:** Auslandsdienstreise
- Travelstate:** Expense Acceptance
- Transferdate:**
- Travel reason:** Customer visit
- Description:**

Totalcost of Travel	574.39 EUR									
Amount to paid out	574.39 EUR									
taxfree portion	574.39 EUR									
taxable portion	0.00 EUR									
Daily Discounts										
Date	Breakfast					Lunch		Dinner		
1	May 8, 2023					No		No		
2	May 9, 2023					No		No		
3	May 10, 2023					No		No		
Records	VAT	Paid by company	Comment	Additl. Infos	Attachments	Total amount	Amount to paid out	taxfree portion	taxable portion	
1	May 8, 2023	flight ticket	Percentage: 0.0% Cost: 0.0 EUR	No		220.00 EUR	220.00 EUR	220.00 EUR	0.00 EUR	
2	May 10, 2023	Hotel	Percentage: 0.0% Cost: 0.0 GBP	No		210.00 GBP	210.00 GBP	210.00 GBP	0.00 GBP	
3	May 8, 2023	Taxi receipt	Percentage: 0.0% Cost: 0.0 GBP	No		15.00 GBP	15.00 GBP	15.00 GBP	0.00 GBP	
4	May 9, 2023	Taxi receipt	Percentage: 0.0% Cost: 0.0 GBP	No		14.00 GBP	14.00 GBP	14.00 GBP	0.00 GBP	
Total Records						495.19 EUR	495.19 EUR	495.19 EUR	0.00 EUR	
Daily allowances						Total amount	Amount to paid out	taxfree portion	taxable portion	
1	Daily allowance Österreich					3 * 26,4 [3 * 26,4]	79.20 EUR	79.20 EUR	79.20 EUR	0.00 EUR
Total Daily and Nightly allowances						79.20 EUR	79.20 EUR	79.20 EUR	0.00 EUR	
SUM						Total amount	Amount to paid out	taxfree portion	taxable portion	
SUM						574.39 EUR	574.39 EUR	574.39 EUR	0.00 EUR	

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

3. Records

Process Details

← Back Open Process Form Actions Print

Overview

Requestor: Thaler Thomas (Created by: Rennard Renate)
Employee-ID: SuW22032809
Orgunit: SuW-T03
Name of process: ReiseabrechnungStandard
Process ID: 1262030_ReiseabrechnungStandard_ReiseabrechnungStandard
Started on: Jul 7, 2023 4:18:01 PM
Finished at:
Description:
State: open.running

Form Progress

Q Travel calculation : Thaler Thomas

Employee-ID	SuW22032809	Group	SuW-MontSol - Montage Solar
TravelId	0060769		
Travel date	Jun 4, 2023 - Jun 5, 2023		
Startpoint/Endpoint	Various destinations	Travel type	Belegerfassung
Travelstate	Expense Acceptance	Transferdate	
Travel reason:	Workshop		
Description			

Totalcost of Travel	16.00 EUR									
Amount to paid out	16.00 EUR									
taxfree portion	16.00 EUR									
taxable portion	0.00 EUR									
Records	VAT	Paid by company	Comment	Additl. Infos	Attachments	Total amount	Amount to paid out	taxfree portion	taxable portion	
1	Jun 4, 2023	hospitality	Percentage: 0.0% Cost: 0.0 EUR	No	Lunch	16.00 EUR	16.00 EUR	16.00 EUR	0.00 EUR	
Total Records						16.00 EUR	16.00 EUR	16.00 EUR	0.00 EUR	
Daily allowances						Total amount	Amount to paid out	taxfree portion	taxable portion	
1	Daily allowance Österreich					[2 * 26,4]	0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR
Total Daily and Nightly allowances						0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR	
SUM						Total amount	Amount to paid out	taxfree portion	taxable portion	
SUM						16.00 EUR	16.00 EUR	16.00 EUR	0.00 EUR	

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

The screenshot shows a table titled "uncompleted Requests". At the top right, there is a notification bell, a user profile for "Thomas Thaler", and a "Print" button. Below the title, there are buttons for "Perform marked actions", "Refresh", "Show Filter", and "Hide Progress". A dropdown menu indicates "4 Entries Lines: 10". The table has five columns: "Date of application", "Performers", "Details", "Progress", and "Action(s)".

Date of application	Performers	Details	Progress	Action(s)
Jul 7, 2023 4:18:01 PM	Sonne Susanne Wind Werner	ReiseabrechnungStandard - Jun 4, 2023 - Jun 5, 2023 Workshop Expense Acceptance Details	Thaler Thomas	<input type="checkbox"/> Delete <input type="checkbox"/> Print
Jul 7, 2023 4:16:54 PM	Sonne Susanne Wind Werner	ReiseabrechnungStandard Wagensseilgasse, 1120 Wien, Österreich - Salzburg, Österreich Jun 4, 2023 - Jun 5, 2023 Workshop Expense Acceptance Details	Thaler Thomas	<input type="checkbox"/> Delete <input type="checkbox"/> Print
Jul 7, 2023 4:13:52 PM	Sonne Susanne Wind Werner	ReiseabrechnungStandard Wien, Österreich - London, Vereinigtes Königreich May 8, 2023 - May 10, 2023 Customer visit Expense Acceptance Details	Thaler Thomas	<input type="checkbox"/> Delete <input type="checkbox"/> Print

requests".

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

The screenshot shows a table titled "completed ToDo's". At the top right, there is a notification bell, a user profile for "Thomas Thaler", and a "Print" button. Below the title, there are buttons for "Refresh", "Show Filter", and "Hide Progress". A dropdown menu indicates "3 Entries Lines: 10". The table has five columns: "ToDo finished", "Author of Process", "Activity", "Details", and "Progress".

ToDo finished	Author of Process	Activity	Details	Progress
Jul 7, 2023 4:18:01 PM	Thaler Thomas (SuW22032809, SuW-T03)	Fillout Expenses	ReiseabrechnungStandard Created: Jul 7, 2023 4:18:01 PM - Jun 4, 2023 - Jun 5, 2023 Workshop Expense Draft Details	Thaler Thomas ✓ Sonne Susanne
Jul 7, 2023 4:16:54 PM	Thaler Thomas (SuW22032809, SuW-T03)	Fillout Expenses	ReiseabrechnungStandard Created: Jul 7, 2023 4:16:54 PM Wagensseilgasse, 1120 Wien, Österreich - Salzburg, Österreich Jun 4, 2023 - Jun 5, 2023 Workshop Expense Draft Details	Thaler Thomas ✓ Sonne Susanne
Jul 7, 2023 4:13:52 PM	Thaler Thomas (SuW22032809, SuW-T03)	Fillout Expenses	ReiseabrechnungStandard Created: Jul 7, 2023 4:13:52 PM Wien, Österreich - London, Vereinigtes Königreich May 8, 2023 - May 10, 2023 Customer visit Expense Draft Details	Thaler Thomas ✓ Sonne Susanne