

# My travels

## General information

This menu option gives the user an overview of his planned or settled trips and their position in the workflow within the period defined by him. The trips are listed chronologically here with their most important data. Using the search mask, these trips can be sorted and searched according to various criteria.

The screenshot shows the 'Meine Reisen' interface with the search mask set to '01.07.2015 - 31.07.2015'. The search results table contains one entry:

Name	von Datum	bis Datum	Startort	Zielort	Betrag	Tag- / Nächtigungsgeld	KM Geld	Summe Belege	Status
Renner Rudi	06.07.15 08:00	09.07.15 19:00	Wien	Berlin	791,49	95,59	403,00	250,00	Abrechnung Entwurf
					791,49	95,59	403,00	250,00	

Summary: Anzahl der Reisen: 1

## The search mask

The screenshot shows the 'Meine Reisen' search mask with the following criteria:

- von Datum: 01.05.2015
- bis Datum: 31.07.2015
- Reisestatus: Alle
- Selektionstyp: Nach Reisenden
- Ausgabeformat: (empty)

The search results table contains four entries:

Name	von Datum	bis Datum	Startort	Zielort	Betrag	Tag- / Nächtigungsgeld	KM Geld	Summe Belege	Status
Renner Rudi	05.05.15 06:00	06.05.15 20:00	Wien	München	196,40	26,40	0,00	170,00	Abrechnung Genehmigung
Renner Rudi	01.06.15 08:30	03.06.15 17:00	Wien	Bratislava	281,60	59,40	67,20	140,00	Abrechnung Genehmigung
Renner Rudi	25.06.15 08:00	28.06.15 18:00			380,20	101,20	84,00	195,00	Abrechnung genehmigt
Renner Rudi	06.07.15 08:00	09.07.15 19:00	Wien	Berlin	791,49	95,59	403,00	250,00	Abrechnung Entwurf
					1649,69	282,59	554,20	755,00	

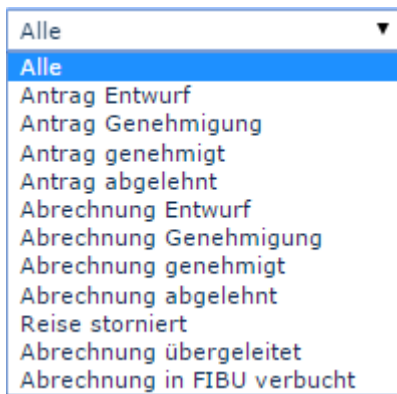
Summary: Anzahl der Reisen: 4

## from and to date

These parameters are used by the user to set the time period to be queried. This can be done both by direct input (in dd.mm.yyyy format) and by clicking on the corresponding day in the calendar

## Travel status

A click on this dropdown element opens a list from which you can select the status of the travel requests / travel settlements you are looking for:



**All:** All trip requests and all trip settlements are output regardless of their status.

**Request draft:** Only those trip requests are displayed that have been temporarily saved as draft (i.e. not yet in the workflow).

**Request Approval:** The system displays all trip requests that are currently in the workflow, that is, still to be approved.

**Request approved:** If this option is selected, only requests that have already been approved are output.

**Request rejected:** The result of the query outputs all rejected trip requests.

The same applies to the **settlements**.

**Trip cancelled:** Canceled or rejected trip requests / trip settlements can be displayed.

**Settlement transferred:** This status is set as soon as the travel expenses have been exported from the personnel cloud for import into a third-party program (for example, payroll accounting).

**Payroll is posted in FIBU:** This is another status that can be set after the export to a third-party system.

## Selection type

By travelers: Sorting is based on the name of the traveler

By assigned cost center: Sorting takes place on the basis of the cost center that can be optionally stored in the business trip.

## Output format

If this field is left empty, you get the output on the screen. Alternatively, the result can also be displayed as a print-friendly version or saved as a PDF or Excel file.






## The result

The following screenshot shows the result of a query from 01.05.2015 to 31.07.2015, considering all trip statuses, selected by traveller and in standard output format. With a click

on   

can be printed or exported as PDF or Excel document.

it

Meine Reisen										
Abfrage 										
Meine Reisen, 01.05.2015 - 31.07.2015										
	Name	von Datum	bis Datum	Startort	Zielort	Betrag	Tag- / Nächtigungsgeld	KM Geld	Summe Belege	Status
	Renner Rudi	05.05.15 06:00	06.05.15 20:00	Wien	München	196,40	26,40	0,00	170,00	Abrechnung Genehmigung
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						1649,69	282,59	554,20	755,00	
<b>Zusammenfassung</b>										
Anzahl der Reisen 4										

Erklärung der Tabellenspalten:

- **Name**  
The name of the employee who carried out Travel Expenses or the name of the applicant.
- **from and to date**  
Period over which the trip extends.
- **Starting location**  
The point from which the journey begins.
- **Destination**  
The target destination of the business trip.
- **Amount**  
Sum of the calculated costs (diets, kilometer allowances, receipts).
- **Daily allowance / overnight stay allowance**  
In this column, the total of the daily allowance / overnight stay allowance for the specified travel period is displayed. The amount varies according to duration and **destination region**.
- **KM Money**  
The official mileage allowance is a lump-sum payment for all costs incurred by using a private motor vehicle for business trips.  
Car: 0,42 Euro / Kilometer  
Motorcycles: 0,24 Euro / Kilometer  
For each passenger a further 0.05 Euro / kilometer has to be paid to the employee.
- **Staus**  
A list of all possible trip statuses and their meanings can be found above under **Search mask -> Trip status**.
- **Total receipts**  
The receipts contained in the trip are totaled in this column.
- **Summary**  
The number of trips in the queried period is displayed here.

A click on the edit

symbol 

a comprehensive view of all information relating to the trip. In addition to the query data described above, this view 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 also be opened in a print-friendly variant via the print

symbol 

details are shown in the following screenshot):

Reiseinformation

Zurück

**Reiseabrechnung: Renner Rudi (PersonalWolke Prof)**

Personalnummer	0002234	Gruppe	PP-GF - Geschäftsführung					
Reisenummer		Kostenstelle						
Reisedatum	06.07.2015 08:00:00 - 09.07.2015 19:00:00							
Start/Ziel	Wien/Berlin	Reisetyp	Auslandsdienstreise					
Reisestatus	tm_state_	Überleitungsdatum						
Zweck der Reise:	Kundenbesuch							
Beschreibung								
Gesamtkosten Reise	791,49 EUR							
Auszahlung an MA	791,49 EUR							
davon steuerfrei	791,49 EUR							
davon steuerbar	0,00 EUR							
<a href="#">Details ein/ausblenden</a>								
<b>Auslandsetappen</b>								
Region	von Datum	bis Datum	Taggeldabzüge					
1 Deutschland	06.07.2015 12:00:00	09.07.2015 15:00:00	Tage mit bezahlten Mittag- u. Abendessen: 1					
<b>Reisekosten</b>								
					Gesamt- betrag	Auszahlung an MA	davon steuerbar	
<b>Kilometergelder</b>		<b>Fahrzeug</b>	<b>Anzahl km</b>	<b>Anzahl Mitfahrer</b>	<b>Anzahl/km Mitfahrer</b>			
1 06.07.2015	Wien - Berlin - Wien		900 [15000 - 15900]	1	500	403,00 EUR	403,00 EUR	0,00 EUR
<i>Summe Kilometergelder</i>						<i>403,00 EUR</i>	<i>403,00 EUR</i>	<i>0,00 EUR</i>
<b>Belege</b>		<b>von Unternehmen bezahlt</b>	<b>Bemerkung</b>	<b>Zusatzinfos</b>				
1 06.07.2015	Hotel	Nein				250,00 EUR	250,00 EUR	0,00 EUR
<i>Summe Belege</i>						<i>250,00 EUR</i>	<i>250,00 EUR</i>	<i>0,00 EUR</i>
<b>Diäten</b>								
1	Taggeld Deutschland ( 3 + 3/12 - 8/12 ) * 35,3					91,19 EUR	91,19 EUR	0,00 EUR
2	Taggeld Österreich ( 0 + 8/12 - 6/12 ) * 26,4					4,40 EUR	4,40 EUR	0,00 EUR
1	Nachtgeld Österreich ( 15,00 EUR )					15,00 EUR	15,00 EUR	0,00 EUR
2	Nachtgeld Deutschland ( 27,90 EUR )					27,90 EUR	27,90 EUR	0,00 EUR
<i>Summe Tag- u. Nachtgelder</i>						<i>138,49 EUR</i>	<i>138,49 EUR</i>	<i>0,00 EUR</i>
<b>SUMME</b>						<b>791,49 EUR</b>	<b>791,49 EUR</b>	<b>0,00 EUR</b>

By clicking in the area framed in red, the user is again taken to the view of the menu item **Business trip accounting**. It is possible to view all items of the application / statement again here, but changes are no longer possible afterwards.