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:

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 opens

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):

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/6895-dsy.html?language=4
2. /daisy/personalwolke-default/6890-dsy.html?language=4