Travel

General information

The **Travel Module** is the key to the simple and efficient recording of travel expenses. With the help of an easy-to-use step-by-step wizard, **requests for business trips** can be made as well as their **accounting**. And this for domestic and international travel, training, travel without diets, etc.!

In the travel request, costs incurred in advance can be estimated, thus providing the approver with a good basis for decision-making.

It is also easy for the traveler to enter his or her working time directly in Travel Expenses in order to map the time recording in the system. Furthermore, travel expense accounting offers the advantage that diets (daily and night allowances) as well as mileage allowances are calculated automatically. The entry of paid tickets (e.g. restaurant, hotel bills, etc.) can also be entered via the assistant.

Depending on the scope of authorization of the user, there are various evaluation options for requests and payments.

The functions in detail:

Dienstreise-Antrag[1] **Business trip request**

a clear 3-step wizard for creating the request

Dienstreise-Abrechnung[2] **business trip expense**

from the trip data to the time correction: in 7 steps to the accounted business trip

- Info
    - Meine Reisen[3] My travels
      Listing of own business trips in a freely selectable period, filterable according to various criteria

- Administration
    - Alle Reisen[4] All trips
      Overview of all trips in the system for the administrator
    - Alle Reisemappen[5] All travel folders
      Overview of all trip folders in the system for the administrator

- Management
    - Reisen meiner Mitarbeiter[6] Travel of my employees
      Access for managers to all planned or billed business trips for all employees who are in the superior's area of competence, can be filtered and sorted precisely via search mask

1. /daisy/personalwolke-default/6889-dsy.html?language=4
2. /daisy/personalwolke-default/7065-dsy.html?language=4
3. /daisy/personalwolke-default/6890-dsy.html?language=4
4. /daisy/personalwolke-default/6892-dsy.html?language=4
5. /daisy/personalwolke-default/6893-dsy.html?language=4
6. /daisy/personalwolke-default/6895-dsy.html?language=4