

Authorization concept

Authorization administration in the Travel module is based on the [loose Groups](#)¹ described below.

- **XX-TM-User** - *Travel Management User* - This group is for all users who request or settle trips.
- **XX-TM-Manager** - *Travel Management Manager* - This group is for managers (superiors). A superior can view employee trips. This is useful for approving trips.
- **XX-TM-Admin** - *Travel Management Administrator* - This group is, for example, for accountants who can view all trips for accounting purposes.

By adding the users to the individual loose groups, they get the following menu items:

XX-TM-User	XX-TM-Manager	XX-TM-Admin
<ul style="list-style-type: none"> • Reise beantragen² / abrechnen³ Request / Bill trip (<i>depending on the definition in the setup workshop</i>) - <i>With this function you can create trip requests and the trip will be displayed in the calendar. After the trip is completed, a trip statement will be created automatically. Alternatively, you can only enter travel expenses.</i> • Info / My trips Meine Reisen⁴ - <i>Here you can view all your own travel requests / settlements at a glance and call up detailed information.</i> 	<ul style="list-style-type: none"> • Management / Travel of my employees Reisen meiner Mitarbeiter⁵ - <i>With this menu item, a manager (superior) can view the open trips / travel expense reports of his employees for which he has access authorizations.</i> 	<ul style="list-style-type: none"> • Administration / Travel Accounting / All Trips Alle Reisen⁶ - <i>With this menu item the "Travel-Admin" can view all trips of all employees.</i> • Administration / Travel accounting / All travel folders Alle Reisemappen⁷ - <i>With this menu item the "Travel-Admin" can view all travel folders of all employees.</i> • Management / Travel of my employees Reisen meiner Mitarbeiter⁸ - <i>With this menu item a manager (superior) can view the open trips/travel statements of his employees, for which he has access rights.</i>

1. /daisy/personalwolke-default/6161-dsy.html?language=4
2. /daisy/personalwolke-default/6889-dsy.html?language=4
3. /daisy/personalwolke-default/7065-dsy.html?language=4
4. /daisy/personalwolke-default/6890-dsy.html?language=4
5. /daisy/personalwolke-default/6895-dsy.html?language=4
6. /daisy/personalwolke-default/6892-dsy.html?language=4
7. /daisy/personalwolke-default/6893-dsy.html?language=4
8. /daisy/personalwolke-default/6895-dsy.html?language=4