# In-country travel expenses

Content of this chapter:

### General<sup>1</sup>

- 1. Traveldata<sup>2</sup>
- 2. Daily Discounts<sup>3</sup>
- 3. Kilometer allowances<sup>4</sup>
- 4. Records<sup>5</sup>
- 5. Calculated Costs<sup>6</sup>
- 6. Attachments<sup>7</sup>
- 7. Time correction<sup>8</sup>

Further information on the subject of business trip expenses can be found here (links will be available soon)

- Abroad travel expenses
- subsequent document entry
- Workflow of travel expenses

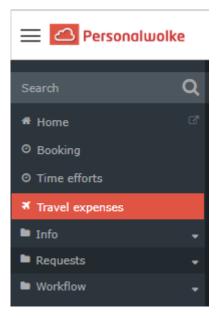
### General

Once the business trip has been completed, the user has the option of filling in the **travel expense report** with the actual costs and travel times incurred.

Travel expense reporting can be started in two ways:

1. you have submitted a **request for business trip**<sup>9</sup> request that has "rested" until the business trip is completed and then transferred to your list of open tasks as a template for the travel expense report. This is then adjusted accordingly.

2. furthermore, it is also possible to request settlement directly via the menu item "**Travel expenses**" for employees who do not require approval for a travel request.



The business trip accounting comprises 7 steps, whereby the steps relating to traveldata, costs and attachments are already known from the requests for business trips

#### Navigation in the accounting menu:

You can jump in the program

- by clicking on the fields "Back" and "Next" or
- by clicking on the heading fields 1-7

#### WARNUNG

The following descriptions refer to the standard version of the business trip accounting. Due to the possibility of individualising this, there may be deviations in some places for the respective user with regard to the displayed fields / input options.

### 1. Traveldata

Business trip exp	pense					
🖹 Start process 🖻 Sa	ave as Draft 🗲 Back					
1 Traveldata	2 Kilometer allowances			3 Records	4	calculated costs
Traveldata					•	Under "Nightly allowances" the number of private
Travel-Id	Berger Barbara					overnight stays (without invoice) is to be entered (rate according to the respectively valid rates according to EStG, proof of overnight stays by stating the name and address of the accommodation provider under
	-					description).
from Date		<b>*</b>				
to Date						
Travel type					~	
Start region	Select an Option	* Start location	n			
Target region	Select an Option	* Target location	n			
Travel reason:						
Description						
					_1c	

The fields marked with red dashes are mandatory.

The following must therefore be completed:

- from Date
- to Date
- Travel type: In-county travel
- **Start region:** This is set to the country in which the applicant's place of employment is located when selecting "domestic travel", i.e. Austria if the applicant's place of employment is Austria.
- Target region: This is set to the country in which the applicant's place of employment is located when selecting "domestic travel", i.e. Austria if the applicant's place of employment is Austria
- **Start location**: Active entry of the start address of the journey, i.e. e.g. the business address or the private residential address.
- **Target location**: entry of the address, e.g. the hotel at the destination, a conference centre, a customer location, etc.
- Travel reason: o mandatory entry
- **Description**: for further information
- **Nightly allowances**: If applicable, the number of private overnight stays (i.e. not in a hotel; without invoice; e.g.: with relatives / friends) in Austria must be recorded here. These overnight stays are usually compensated with a lump sum, which depends on the respective collective agreement.

After entering the dates of the start and end of the trip, another field opens for entering the times of departure and return (**from time/to time**).

The actual total duration of the trip must now be entered in this input mask. Based on the entries in from date, to date, from time and to time, the **daily allowance** due is calculated.

The following example shows a completed first page:

E Start process       C Save as Draft <ul> <li>E Start process</li> <li>C Save as Draft</li> <li>E Back</li> </ul> 1 Traveldata         2 Daily Discounts         3 Kilometer allowances         4 Records         5 calculated costs         6 attachments         7 Time correction	าร
1 Traveldata       2 Daily Discounts       3 Kilometer allowances       4 Records       5 calculated costs       6 attachments       7 Time correction	15
Traveldata e	
Under "Nightly allowances" the number overnight stays (without invoice) is to be according to the respectively valid rates	entered (rate
ESIG, proof of overnight stays by stating address of the accommodation pro- description).	
from Date 09.06.2023 m from Time 08:00 0	
to Date 11.06.2023 💼 to Time 19:00 O	
Travel type Inlandsdienstreise v	
Start location Austria Start location Wagenseilgasse, 1120 Wien, Österreich 🕈	
Target region * Austria     Target location     Messepl. 1, 4600 Wels, Österreich     Q	
Travel reason: traid fair	
Description	
Nightly allowances 0	

### 2. Daily Discounts

Business tri	p expense					
🖺 Start process	🖻 Save as Draft 🗲 Back					
Travel summa	агу					•
Traveler	Berger Barbara		Travel type	Inlandsdienstreise		
Travel date	09.06.23 08:00 - 11.06.23 18:00		Start/End	Wagenseilgasse, 1120 Wels, Österreich	Wien, Österreich / Messepl. 1, 4	600
1 Traveldata	2 Daily Discounts	3 Kilometer allowances	4 Records	5 calculated costs	6 attachments	Time corrections
Daily Discounts						
Date	Breakfast		Lunch		Dinner	
09.06.2023	O Yes O No		○ Yes ○ No		○ Yes ○ No	
10.06.2023	○ Yes ○ No		○ Yes ○ No		○ Yes ○ No	
11.06.2023	◯ Yes ◯ No		○ Yes ○ No		○ Yes ○ No	
No meals paid by comp	pany (no allowance discounts)					
← Previous						Next $\rightarrow$

On this page, meals paid directly by the company are recorded, e.g. if you receive meal allowance or similar, which is offset against restaurant costs or similar in this way.

If this is not the case for you, please click on the line "**No meals paid by company (no allowance discounts**)". This will cause all checkpoints to be set to "No".

1 Traveldata	2 Daily Discounts	3 Kilometer allowances	4 Records	5 calculated costs	attachments	Time corrections
Daily Discounts						
Date	Breakfast		Lunch		Dinner	
09.06.2023	🔿 Yes 🔎 No		🔿 Yes 💿 No		🔿 Yes 💿 No	
10.06.2023	O Yes 🖲 No		○ Yes		🔿 Yes 🖲 No	
11.06.2023	🔿 Yes 🖲 No		○ Yes ● No		🔿 Yes 🔘 No	
Io meals paid by compan	ny (no allowance discounts)					
← Previous						Next

## 3. Kilometer allowances

If the journey or part of it was made by means of a private motor vehicle, you have the possibility to enter the data here.

Click on "Add kmbill-record" to open the input mask.

Business trip	expense							
Start process	🕇 Save as Draft 🖌 🗲 Back							
Travel summary								-
Traveler	Berger Barbara		Travel typ	2	Inlandsdienstreise			
Travel date	09.06.23 08:00 - 11.06.23 18:00		Start/End		Wagenseilgasse, 1120 Wi Wels, Österreich	en, Österreich / Messepl. 1, 460	0	
1 Traveldata	2 Daily Discounts	3 Kilometer allowances	4 Records	5 calcu	lated costs	6 attachments	Time corrections	
There are no kmbills ass	igned							
+ Add kmbill-record								
residence closer to the d	estination. Persons transported (name)	stically by entering the mileage at the beginnin are to be entered in the amount of the actual r parking fees, garage) are covered by tax. A sepa	miles/kms. Official rate fo	r mileage al	llowance or mileage allowa	nce for passengers according to	the respective valid rates acc	ording to
← Previous								Next $\rightarrow$

#### This is where the data is recorded:

Business t	trip exper	ise										
🖹 Start proces	Start process C Save as Draft C Back											
Travel summary O												
Traveler Berger Barbara Travel type Inlandsdienstreise												
Travel date	Travel date         09.06.23 08:00 - 11.06.23 18:00         Start/End         Wagenseilgasse, 1120 Wien, Österreich / Messepl. 1, 4600           Wels, Österreich         Wels, Österreich         Wels, Österreich											
1 Traveldata	Image: Traveldata         Image: Daily Discounts         Image: Records         Image: Second secon											
Km billings										-		
fre	om Date	Route		Vehicle	from km	to km	Amount	km Num of pass.	Amount/km passenger			
1	<b>m</b>	Wagenseilgasse, 1120 Wie	۵ 🛧 ک	· •						1		
		Messepl. 1, 4600 Wels, Ös										
		Wagenseilgasse, 1120 Wie	Ŷ ↑ ↓ 🛍									
	+ Estimated KMs:391											
+ Add kmbill-re	+ Add kmbill-record											

The following must be entered in the mandatory fields:

- from Date
- from km: Mileage of the vehicle at departure (or at the beginning of a daily stage)

- to km: Mileage of the vehicle after the return (or at the end of a daily stage)
- Amount km: is calculated on the basis of the mileage entered and cannot be overwritten

Additional inputs are required for

- Num. of pass(engeres)
- Amount/km passengers

as these are also included in the calculation of the kilometre allowance at best.

**Route:** The data for the starting point and destination are already entered, but can be edited and supplemented by using the buttons:







Clicking on



opens a link to Google Maps, which can be used to mark the stages of the journey. The total number of kilometres between the starting point and destination (or back) is also entered.

If the journey to or from the conference takes place over several stages, e.g. if several conference venues are visited on different days, each stage must be recorded separately by adding another kilometre allowance receipt.

In the example below, the journey to and from the conference is made by car and two other passengers were taken along, who travelled almost the entire distance.

S	tart process	🕈 Save a	s Draft 🗲 Back									
ra	vel summary											
Tra	veler	Berger B	arbara				Trave	el type Inla	ndsdienstreise			
Tra	ovel date	09.06.23	08:00 - 11.06.23 18:00				Start		genseilgasse, 1120 V Is, Österreich	Vien, Österreich / Messep	ol. 1, 4600	
T	raveldata	2 Da	ily Discounts 3	Kilor	neter allo	owances	4 Records	5 calculate	d costs	6 attachments	Time correction	ns
m	billings											
m 	billings from Date	2	Route			Vehicle	from km	to km	Amount	t km Num c	of pass. Amount/km pass	senger
		•	Route	1	•	Vehicle	from km 36728	to km 36938	Amoun 210	t km Num c	of pass. Amount/km pass	senger
	- from Date		Wagenseilgasse, 1120 Wie Messepl. 1, 4600 Wels, Ös 🖗									
	- from Date		Wagenseilgasse, 1120 Wie									senger
[	- from Date		Wagenseilgasse, 1120 Wie Messepl. 1, 4600 Wels, Ös +									senger
[	from Date	1	Wagenseilgasse, 1120 Wie 💡 Messepl. 1, 4600 Wels, Ös 💡 + Estimated KMs:196	<b>^</b>	•	· •	36728	36938	210	2	200	

## 4. Records

The next step is to enter receipts.

However, there is also the possibility to enter receipts subsequently, see Travel Expenses Receipt Entry

Business trip	expense					
Start process	🕈 Save as Draft 🗲 Back					
Travel summary						•
Traveler	Berger Barbara		Travel type	Inlandsdienstreise		
Travel date	09.06.23 08:00 - 11.06.23 18:00		Start/End	Wagenseilgasse, 1120 Wels, Österreich	Wien, Österreich / Messepl. 1, 460	00
1 Traveldata	2 Daily Discounts	3 Kilometer allowances	4 Records	5 calculated costs	6 attachments	Time corrections
There are no records ass	igned					
Add record						
Travel expenses can only	be reimbursed on presentation of the or	iginal receipts. These receipts can be attached	to the business trip accounti	ing system as file attachments or f	forwarded to the personnel departn	nent.
← Previous						Next →

The input mask is opened by clicking on the button "Add record".

Business trip	expense											
Start process	🖹 Start process 🗈 Save as Draft 🗲 Back											
Travel summary												
Traveler	Berger Barbara			Travel type	Inlandsdienstreise							
Travel date	09.06.23 08:00 - 11.06.23 18:00			Start/End	Wagenseilgasse, 1120 Wier Wels, Österreich	n, Österreich / Messepl. 1, 460	00					
1 Traveldata	2 Daily Discounts	3 Kilometer allowances	<b>4</b> R	tecords 5 calc	ulated costs	6 attachments	Time corrections	;				
Records								9				
Record	from Date F	Region Amount	paid by Comp.		Comment	A		ditl. Ifos				
1	▼ 09.06.2023 🛍 Österre	eich 🔻 EUR	•					٦				
Add record												

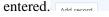
To be recorded are the mandatory data

- **kind of record**: Clicking the arrow opens a selection list ([en] Hotel mit MwSt., flight ticket, hospitality, hotel, other documents, parking ticket, other documents, toll receipt, train ticket, tram/ subway ticket)
- from Date: record creation date, with a calendar selection
- **Region**: For domestic trips with the duty station country, in the example Austria, preset and not changeable
- Amount and currency (of the record)
- **paid by company**: company paid if your company accounts for the costs directly, e.g. by means of a bank transfer to the recipient or payments have been made using a company credit card. Amounts marked in this way are not included in the calculated costs.

#### Example

Here train tickets for a feeder service, accommodation costs and expenses for meals were

	raveler	Berge	r Barbara								Travel type	Inlandsdienstreise			
Т	ravel date	09.06	.23 08:00 - 11.0	)6.23	18:00						Start/End	Wagenseilgasse, 1120 Wels, Österreich	Wien, Österreich / Me	essepl. 1, 4600	
0	Traveldata	0	Daily Discoun	ts	3	Kilom	ieter allo	owances		<b>4</b> R	acords <b>(5</b> cal	Iculated costs	6 attachmen	ts 7 Time corr	ection
Re	ecords														
	Record		from Date	•	Region			Amount		paid by Comp.		Comment		Attachments	A
1	train ticket	٣	09.06.2023		Österreich	v	10	EUR	~		ticket from centre Wels t	to exhebition centre and ba	ck for 4 rides	2	
													11		
	Hotel	٣	11.06.2023	1	Österreich	Ŧ	280	EUR	~					2	_
2													h		
2					Österreich	v	60	EUR	~		1			<b>±</b>	-
2	hospitality	Ŧ	10.06.2023	1	Osterreich		00	LOIC							



## 5. Calculated costs

After entering the previous data, the cost calculation is now carried out according to the applicable laws or tax rates.

Traveldata	2 Daily Discounts	3 Kilometer allowances	4 Records	5 calculat	ted costs	6 attachments	🕖 Time co	rrections
alculated costs								
					Total amount	Amount to paid out	taxfree portion	taxable portion
aily allowances								
Daily allowance Östern	reich 3 *	26,4 [3 = 26,4]			79.20 EUR	79.20 EUR	79.20 EUR	0.00 EUF
lometer allowances								
Wagenseilgasse, 1120 Messepl. 1, 4600 Wels, (2 Passengers)		al/TaxFree :0.42 * (210) + (0.05 * 2 * 200) / 0.42 * (210	) + (0.05 * 2 * 200)		108.20 EUR	108.20 EUR	108.20 EUR	0.00 EU
Messepl. 1, 4600 Wels, Wagenseilgasse, 1120 (2 Passengers)		al/TaxFree :0.42 * (212) + (0.05 * 2 * 200) / 0.42 * (212	) + (0.05 * 2 * 200)		109.04 EUR	109.04 EUR	109.04 EUR	0.00 EU
lecords								
train ticket		T Percentage: 0 % T Cost: 0 EUR			10.00 EUR	10.00 EUR	10.00 EUR	0.00 EU
Hotel		T Percentage: 0 % T Cost: 0 EUR			280.00 EUR	280.00 EUR	280.00 EUR	0.00 EU
hospitality		T Percentage: 0 % T Cost: 0 EUR			60.00 EUR	60.00 EUR	60.00 EUR	0.00 EU
UM					646.44 EUR	646.44 EUR	646.44 EUR	0.00 EU

### 6. Attachments

Here, it is possible to upload further documents that cannot be assigned to any vouchers.

Business trip	expense					
Start process	🕈 Save as Draft 🛛 🗲 Back					
Travel summary						9
Traveler	Berger Barbara		Travel type	a Inlandsdienstreise		
Travel date	09.06.23 08:00 - 11.06.23 18:00		Start/End	Wagenseilgasse, 1120 Wie Wels, Österreich	en, Österreich / Messepl. 1, 4600	
1 Traveldata	2 Daily Discounts	3 Kilometer allowances	4 Records	5 calculated costs	6 attachments	7 Time corrections
		•	•	-	-	-
General Attachn	nents					9
Filename		Size	Attach	ed at		
Add attachment						
← Previous						Next →

### Clicking on "Add attachment" opens the input mask:

Business tri	p expense							
🖹 Start process	🖻 Save as Draft 🗲 Back							
Travel summa	гу							9
Traveler	Berger Barbara		Travel type	e Inla	andsdienstreise			
Travel date	09.06.23 08:00 - 11.06.23 18:00		Start/End		genseilgasse, 1120 Wier s, Österreich	ı, Österreich / Messepl. 1, 460	c	
1 Traveldata	2 Daily Discounts	Daily Discounts         ③ Kilometer allowances         ④ Records         ⑤ calculate				6 attachments	Time corrections	
General Attack	nments							-
Filename					Size	Attached at		
🎝 Upload File							1	
Add attachment								
← Previous								Next →

### 7. Time corrections

As business trips represent absences, a corresponding time correction must be made to the working time.

Business trip	p expense								
Start process	🔁 Save as Draft 🗲 Back								
Travel summar	гу						9		
Traveler	Berger Barbara		Travel typ	e	Inlandsdienstreise				
Travel date	09.06.23 08:00 - 11.06.23 18:00	Start/End		Wagenseilgasse, 1120 Wien, Österreich / Messepl. 1, 4600 Wels, Österreich					
1 Traveldata	2 Daily Discounts	3 Kilometer allowances	4 Records	5 calculated costs		6 attachments	7 Time corrections		
Time correctio	ns								
No timecorrections ye	et assigned								
Add									
← Previous							🖺 Start process		

Clicking on "Add" opens the input mask:

Business trip expense												
Start process	🖞 Save as Draf	ft 🗲 Back										
Travel summary											-	
Traveler	Berger Barbara				Tra	vel type	Inlandsdienstreise					
Travel date	09.06.23 08:00 - 11.06.23 18:00				Sta	rt/End	Wagenseilgasse, 1 Wels, Österreich	120 Wien, Ó	ien, Österreich / Messepl. 1, 4600			
1 Traveldata	2 Daily Dis	scounts	3 Kilometer allo	wances	Records	(	5 calculated costs	6	attachments	7 Time co	rrections	
Time corrections	;											
traveltimes to correct $\bigcirc$												
Date		fr	om				Absencereason		Comment			
09.06.2023	<b>**</b>	08:00	0		Ø	business	s trip	•				
Add												
← Previous											Start process	

After the entry has been made, the settlement process can be started (red marked "**Start process**" buttons) or saved as a draft, see green marking "**Save as draft**".

If the settlement is saved as a draft, it immediately appears in the **uncompleted requests** and can be processed like other open tasks:

uncompleted Requests											
Perform marked actions	2 Refresh	Q Show Filter	O Hide Progress	4							
							1 Entry Lines:	10	•		
Date of application	<b>v</b> 1	Performers		Details	Progress	Action(s)					
Jul 1, 2023 2:10:41 PM		Rennard Renate		ReiseabrechnungStandard Wagenseilgasse, 1120 Wien, Österreich - Messepl. 1, 4600 Wels, Österreich Jun 9, 2023 - Jun 11, 2023 traid fair Expense Acceptance Details	슈 Bargar Barbara	☐					

1. /daisy/webdesk-manual-admin/6889-dsy.html?language=4