

# Travel expenses - records entry

In some cases it is necessary to enter a subsequently received invoice receipt for a trip that has already been settled.

For this purpose, select "**Records**" as trip type on the business trip accounting start page after entering the trip date.

The screenshot shows the 'Dienstreise-Abrechnung' (Business Trip Accounting) interface. The 'Reisedaten' (Trip Data) tab is active, showing fields for 'Reisender' (Rennard Renate), 'von Datum' (20.06.2023), 'bis Datum' (20.06.2023), 'Reisetyp' (Belegfassung), 'Zweck der Reise' (Kundentermin), and 'Beschreibung'. A red box highlights the 'Reisetyp' dropdown menu. A 'Weiter' button is visible at the bottom right. A yellow tooltip on the right explains the 'Anzahl von Firma bezahlte Mahlzeiten' field.

Since

receipt entry refers to travel expenses already submitted for which all trip data has already been entered, only receipt-relevant points are to be entered.

These points are to be processed in the same way as travel expenses for domestic or international trips.

Therefore, please click on the links below to get to the respective explanations:

[Kilometer allowance<sup>1</sup>](#)

[Records<sup>2</sup>](#)

[Calculated costs<sup>3</sup>](#)

[Attachment<sup>4</sup>](#)

Since this is a subsequent entry of vouchers, no time correction is necessary.

The voucher submission is completed by clicking the "**Start process**" button. **Saving as a draft** is also possible.

1. [https://personalwolke.at/daisy/personalwolke-default-en/6898-dsy/6889-dsy/10183-dsy.html#dsy10183-dsy\\_3.%20Kilometergeld](https://personalwolke.at/daisy/personalwolke-default-en/6898-dsy/6889-dsy/10183-dsy.html#dsy10183-dsy_3.%20Kilometergeld)
2. [https://personalwolke.at/daisy/personalwolke-default-en/6898-dsy/6889-dsy/10183-dsy.html#dsy10183-dsy\\_4.%20Belege](https://personalwolke.at/daisy/personalwolke-default-en/6898-dsy/6889-dsy/10183-dsy.html#dsy10183-dsy_4.%20Belege)
3. [https://personalwolke.at/daisy/personalwolke-default/6898-dsy/7065-dsy/10183-dsy.html#dsy10183-dsy\\_5.%20Berechnete%20Kosten](https://personalwolke.at/daisy/personalwolke-default/6898-dsy/7065-dsy/10183-dsy.html#dsy10183-dsy_5.%20Berechnete%20Kosten)
4. [https://personalwolke.at/daisy/personalwolke-default-en/6898-dsy/6889-dsy/10183-dsy.html#dsy10183-dsy\\_6.%20Dateien](https://personalwolke.at/daisy/personalwolke-default-en/6898-dsy/6889-dsy/10183-dsy.html#dsy10183-dsy_6.%20Dateien)