

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.

Business trip expense

Save and Forward Cancel Save Back Print

1 Traveledata 2 Kilometer allowances 3 Records 4 calculated costs 5 attachments

Traveledata

Travel-Id

Traveler Thaler Thomas

from Date 08.06.2023

to Date 11.06.2023

Travel type records

Travel reason: Business fair

Description

No of meals paid by company 0

Under "Nightly allowances" the number of private overnight stays (without invoice) is to be entered (rate according to the respectively valid rates according to ESG, proof of overnight stays by stating the name and address of the accommodation provider under description).

Next →

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 allowance¹](#)

[Records²](#)

[Calculated costs³](#)

[Attachment⁴](#)

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
2. 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
4. https://personalwolke.at/daisy/personalwolke-default-en/6898-dsy/6889-dsy/10183-dsy.html#dsy10183-dsy_6.%20Dateien