Travel expenses - susequent records

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.

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[1]
Records[2]
Calculated costs[3]
Attachment[4]

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. /daisy/webdesk-manual-admin/10183-dsy.html?language=4#dsy10183-dsy_3. Kilometergeld
2. /daisy/webdesk-manual-admin/10183-dsy.html?language=4#dsy10183-dsy_4. Belege
3. /daisy/webdesk-manual-admin/10183-dsy.html?language=4#dsy10183-dsy_5. Berechnete Kosten
4. /daisy/webdesk-manual-admin/10183-dsy.html?language=4#dsy10183-dsy_6. Dateien