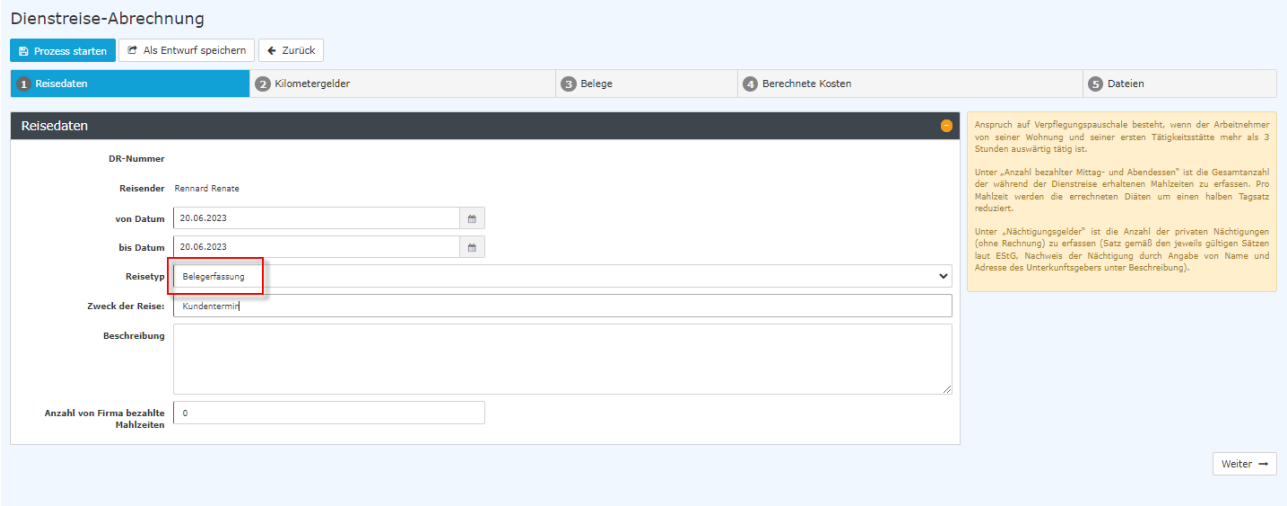
Travel Expense Report - Receipt Entry

In some cases, it is necessary to enter an invoice receipt that was received after the fact for a trip that has already been settled.
To do this, on the start page of the business trip expense report, after entering the trip date, select "Receipt entry" as the trip type



Because receipt entry refers to travel expense reports that have already been submitted and for which all trip data has already been entered, only receipt-related items need to be entered.

These items are handled in the same way as in the expense report for domestic or international trips.

Please click the links below to go to the respective explanations:

Mileage allowance[1]
Receipts[2]
Calculated costs[3]
Files[4]

Because this is an after-the-fact entry of receipts, no time correction is necessary.

The receipt 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