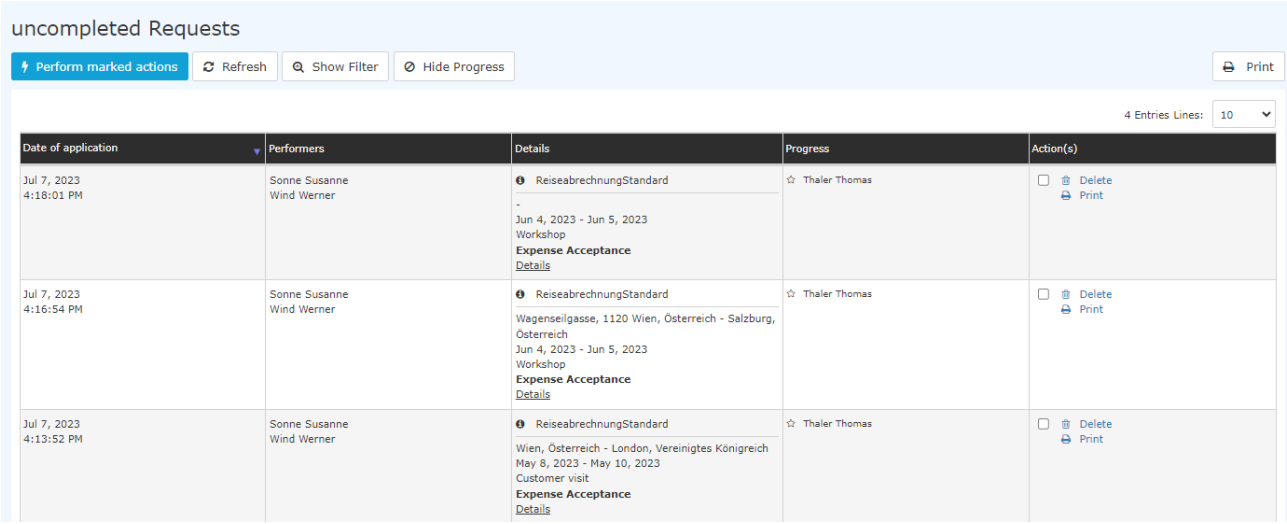
Workflow for Travel Expense Reports

Once domestic trip expense reports[1], international trip expense reports[2] and after-the-fact receipt entries[3] have been entered, they appear in the workflow[4] of the supervisor.

The view looks like this:

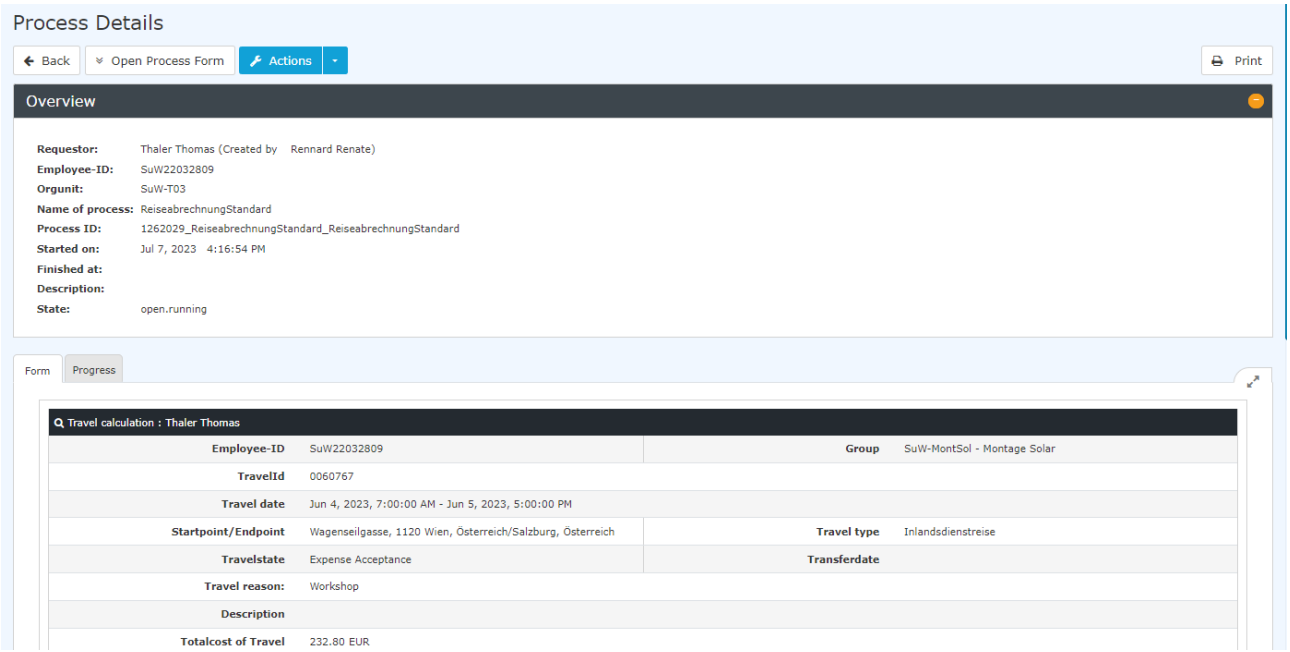


As usual when processing tasks in the workflow, the task can be processed immediately (right column with red marking) or you can open a detail view.

Opening the detail view shows the following

1. Domestic Trip Expense Report

(Note: because of the length of the view, it is shown in several screenshots.)



Totalcost of Travel	232.80 EUR
Amount to paid out	232.80 EUR
taxfree portion	232.80 EUR
taxable portion	0.00 EUR

Daily Discounts

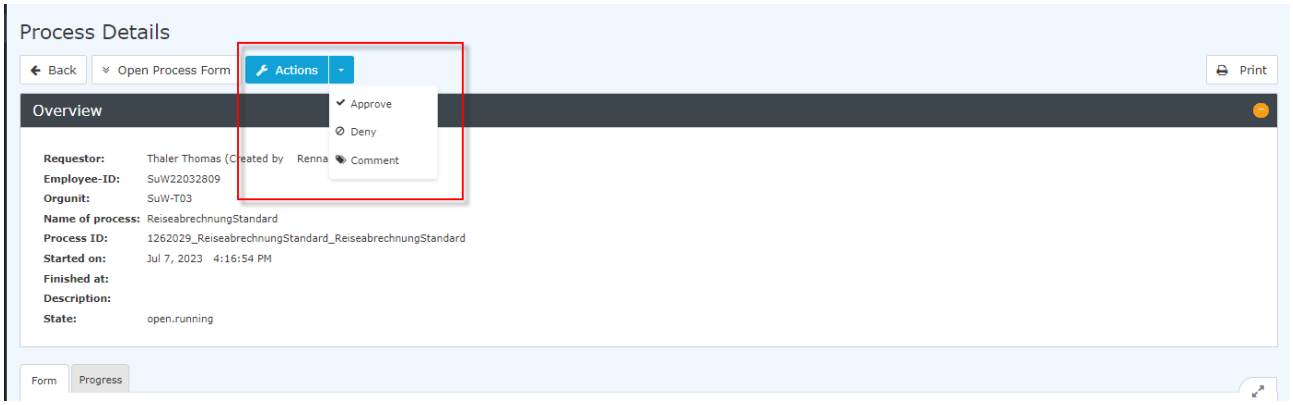
	Date	Breakfast	Lunch	Dinner
1	Jun 4, 2023	No	No	No
2	Jun 5, 2023	No	No	No

	Records		VAT	Paid by company	Comment	Additl. Infos	Attachments	Total amount	Amount to paid out	taxfree portion	taxable portion
1	Jun 4, 2023	train ticket	Percentage: 0.0% Cost: 0.0 EUR	No	Ticket to Salzburg an back			58.00 EUR	58.00 EUR	58.00 EUR	0.00 EUR
2	Jun 4, 2023	Hotel	Percentage: 0.0% Cost: 0.0 EUR	No				96.00 EUR	96.00 EUR	96.00 EUR	0.00 EUR
3	Jun 4, 2023	hospitality	Percentage: 0.0% Cost: 0.0 EUR	No				26.00 EUR	26.00 EUR	26.00 EUR	0.00 EUR
Total Records								*180.00 EUR*	*180.00 EUR*	*180.00 EUR*	*0.00 EUR*

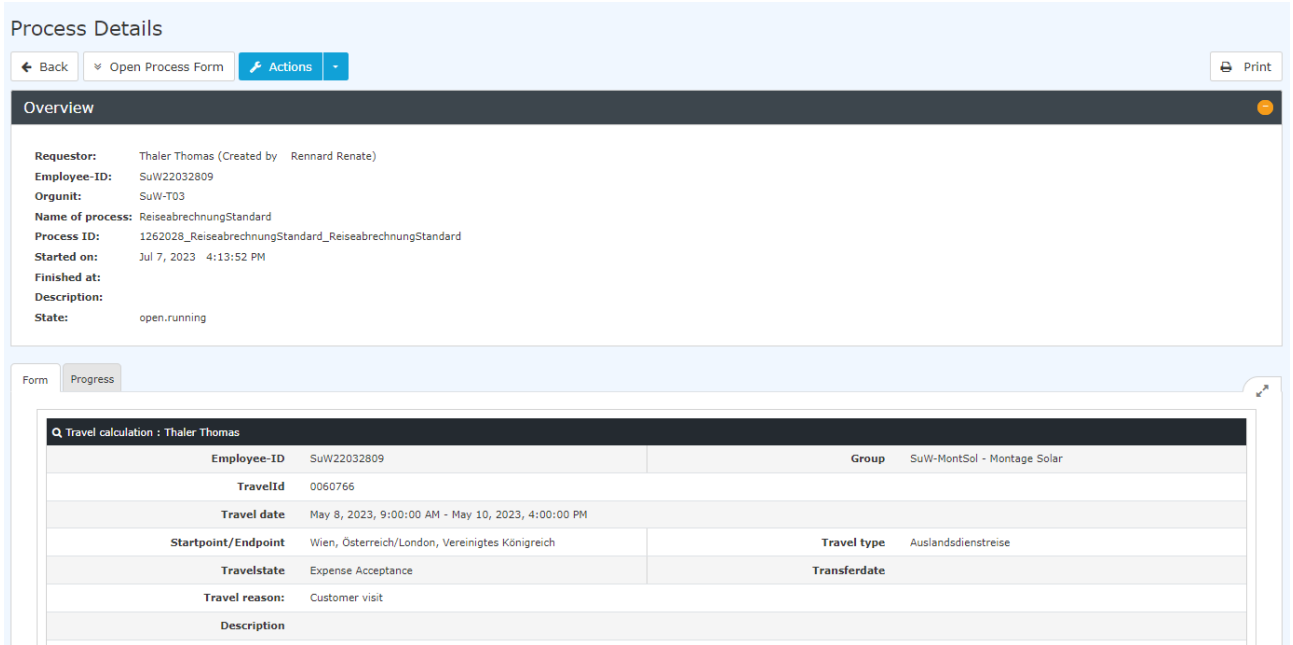
Daily allowances			Total amount	Amount to paid out	taxfree portion	taxable portion
1	Daily allowance Österreich	2 * 26,4 [2 * 26,4]	52.80 EUR	52.80 EUR	52.80 EUR	0.00 EUR
Total Daily and Nightly allowances			*52.80 EUR*	*52.80 EUR*	*52.80 EUR*	*0.00 EUR*

SUM	Total amount	Amount to paid out	taxfree portion	taxable portion
SUM	**232.80 EUR**	**232.80 EUR**	**232.80 EUR**	**0.00 EUR**

You can also edit the task from the process details by clicking the "Actions" button:



2. International Trip Expense Report



Totalcost of Travel	574.39 EUR
Amount to paid out	574.39 EUR
taxfree portion	574.39 EUR
taxable portion	0.00 EUR

Daily Discounts

	Date	Breakfast	Lunch	Dinner
1	May 8, 2023	No	No	No
2	May 9, 2023	No	No	No
3	May 10, 2023	No	No	No

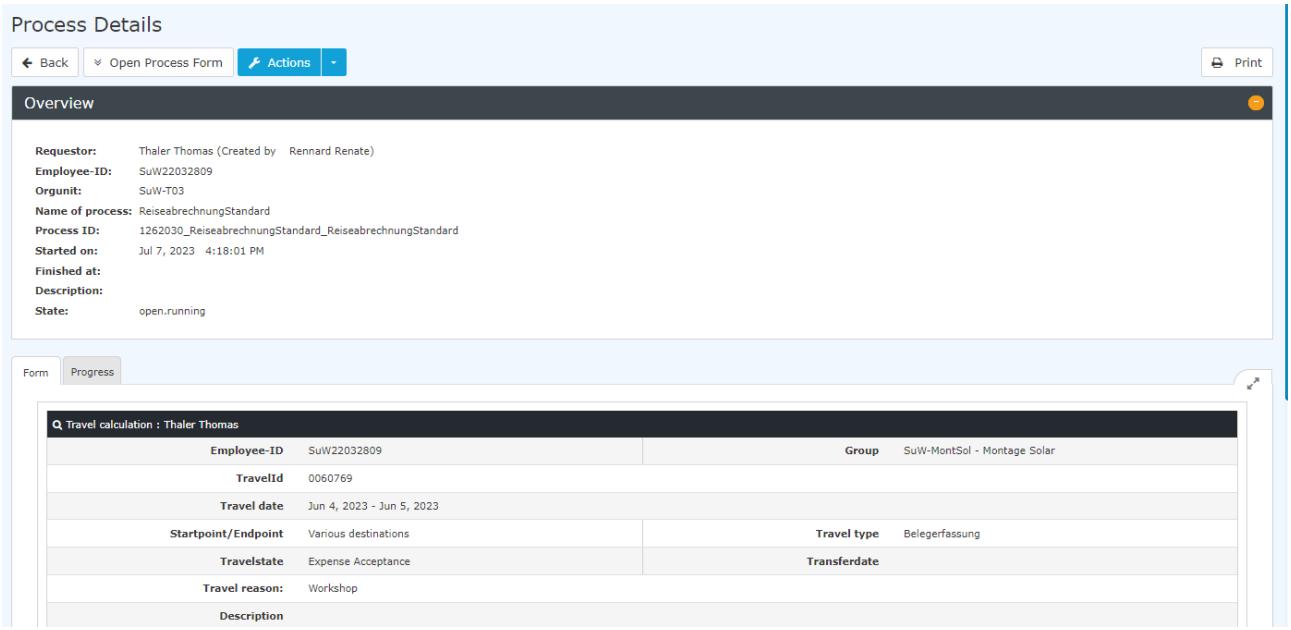
	Records		VAT	Paid by company	Comment	Additl. Infos	Attachments	Total amount	Amount to paid out	taxfree portion	taxable portion
1	May 8, 2023	flight ticket	Percentage: 0.0% Cost: 0.0 EUR	No				220.00 EUR	220.00 EUR	220.00 EUR	0.00 EUR
2	May 10, 2023	Hotel	Percentage: 0.0% Cost: 0.0 GBP	No				210.00 GBP	210.00 GBP	210.00 GBP	0.00 GBP
3	May 8, 2023	Taxi receipt	Percentage: 0.0% Cost: 0.0 GBP	No				15.00 GBP	15.00 GBP	15.00 GBP	0.00 GBP
4	May 9, 2023	Taxi receipt	Percentage: 0.0% Cost: 0.0 GBP	No				14.00 GBP	14.00 GBP	14.00 GBP	0.00 GBP
Total Records								*495.19 EUR*	*495.19 EUR*	*495.19 EUR*	*0.00 EUR*

Daily allowances			Total amount	Amount to paid out	taxfree portion	taxable portion
1	Daily allowance Österreich	3 * 26,4 [3 * 26,4]	79.20 EUR	79.20 EUR	79.20 EUR	0.00 EUR
Total Daily and Nightly allowances			*79.20 EUR*	*79.20 EUR*	*79.20 EUR*	*0.00 EUR*

SUM	Total amount	Amount to paid out	taxfree portion	taxable portion
SUM	**574.39 EUR**	**574.39 EUR**	**574.39 EUR**	**0.00 EUR**

Here, too, the task can be edited from the process details; see domestic trip

3. Receipt Entry



Totalcost of Travel	16.00 EUR
Amount to paid out	16.00 EUR
taxfree portion	16.00 EUR
taxable portion	0.00 EUR

	Records		VAT	Paid by company	Comment	Additl. Infos	Attachments	Total amount	Amount to paid out	taxfree portion	taxable portion
1	Jun 4, 2023	hospitality	Percentage: 0.0% Cost: 0.0 EUR	No	Lunch			16.00 EUR	16.00 EUR	16.00 EUR	0.00 EUR
Total Records								*16.00 EUR*	*16.00 EUR*	*16.00 EUR*	*0.00 EUR*

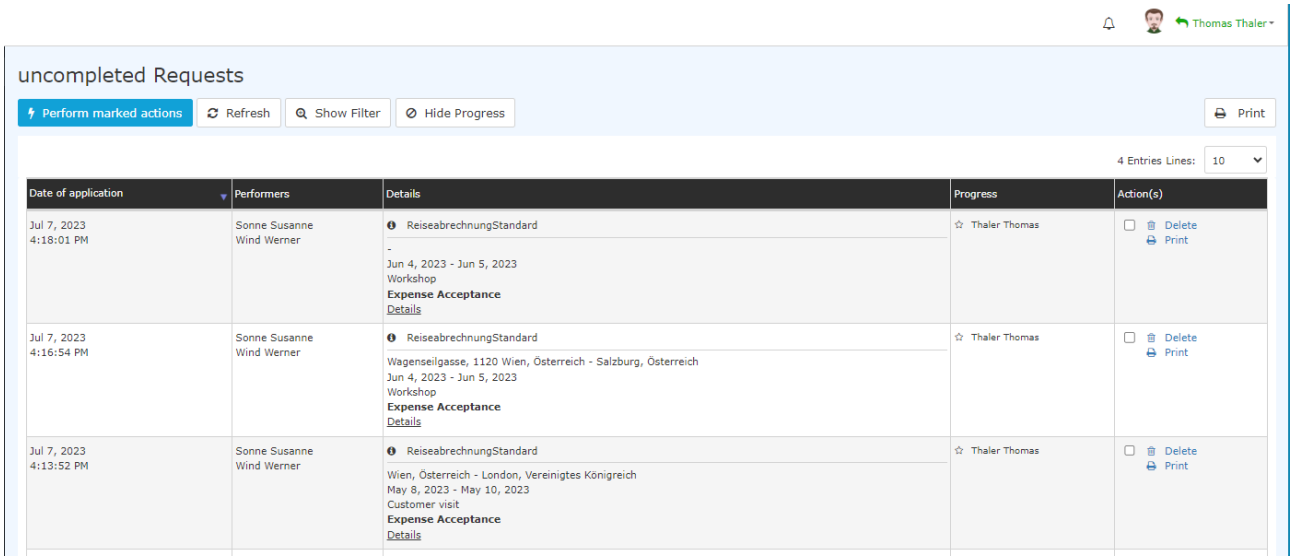
Daily allowances			Total amount	Amount to paid out	taxfree portion	taxable portion
1	Daily allowance Österreich	[2 * 26,4]	0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR
Total Daily and Nightly allowances			*0.00 EUR*	*0.00 EUR*	*0.00 EUR*	*0.00 EUR*

SUM	Total amount	Amount to paid out	taxfree portion	taxable portion
SUM	**16.00 EUR**	**16.00 EUR**	**16.00 EUR**	**0.00 EUR**

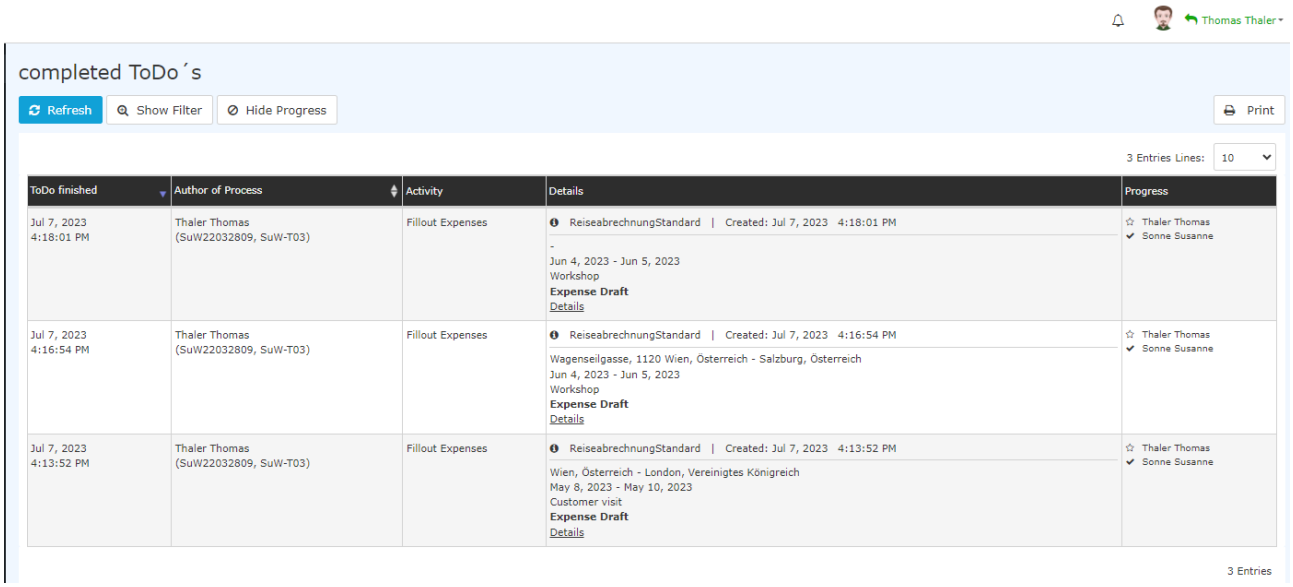
Here, too, the task can be edited from the process details; see domestic trip

4. Expense Report Requests from the Requester's Point of View

As long as the requests for the travel expense reports have not yet been approved, they can be found under "Open requests[5]".



After approval, they appear for the requester under "Completed tasks[6]":



1. /daisy/webdesk-manual-admin/10183-dsy.html?language=4
2. /daisy/webdesk-manual-admin/10184-dsy.html?language=4
3. /daisy/webdesk-manual-admin/10204-dsy.html?language=4
4. /daisy/webdesk-manual-admin/10064-dsy.html?language=4
5. /daisy/webdesk-manual-admin/5878-dsy.html?language=4
6. /daisy/webdesk-manual-admin/5880-dsy.html?language=4