New Features in 4.62

Precise Trip Route Calculation

A new feature now allows even more accurate planning of the actual trip routes, similar to route planning with Google Maps.
Individual trip segments with start, intermediate, and destination locations can be entered. The system automatically creates the required segments for international trips and calculates the mileage allowances.
In addition, stays can be marked as private or business in order to make the expense calculation more transparent and precise. This significantly improves the entire travel expense reporting process and ensures correct reimbursement.

Configuration

The function is enabled per client via the following client option in the **Travel Management** options: **Allow users to enter routes and intermediate destinations including private stays**
Once this option is enabled, two new buttons appear in the client's travel expense reports: (**Add Trip Leg** and **Add Private Stay**).
Clicking one of these buttons creates a new segment in which the information can be filled in according to the actual trip.

For a trip leg, there are three route categories that can be selected at the top right of the respective segment:

- **Intermediate Destination**
  - Any trip segment that does not lead directly to the destination or that serves the return trip.
- **Trip Destination**
  - The segment that leads directly to the destination.
- **Return Trip**
  - The segment that directly serves the return trip.

A trip can have multiple intermediate destinations. These can be located before or after the destination, as well as before the return trip. Multiple private stays can also be located between the start and the return trip. However, a trip cannot be started directly from a private stay, since the private part is not part of the travel expense report. Private segments are only part of the business trip if they are **within** the business trip and thus represent an “interruption”.
Below is an example of what a business trip can look like if it has multiple intermediate destinations on the outbound and return trip and is interrupted by a private part.
Please note: The trip does not necessarily have to take place in a single country. Each segment can include a border crossing, for which a field for entering the time of the border crossing is provided.

(If zooming the image is not possible, right-click the image and open it in a new tab.)

Reduction of the Daily Allowance for Longer Stays

General

For German travelers who stay at the same business location for more than 14 days, an option has been introduced to calculate the daily allowances correctly in accordance with the current legal requirements **(ARV §5 (1) & BRKG §8)**.
The settings are general and flexible. Therefore, the configuration must be done carefully in order to reflect the legal regulations correctly (see examples below). Comparable regulations for other countries can also be configured in the same way.

Configuration

The configuration is done in the **billing definitions**.
The billing definition must be set to the **calendar day method** for both the **company view** and the **tax view**.
After that, new options appear with which the configuration can be adjusted according to the legal requirements:

- **Long-term deduction (domestic) from day**
  - From which day should the reduction of the daily allowance begin for domestic trips?
- **Long-term deduction (domestic) %**
  - By what percentage should the daily allowance be reduced for domestic trips?
- **Domestic: include first/last day**
  - Should the outbound and return travel days be included in the count for domestic trips?
- **Long-term deduction (international) from day**
  - From which day should the reduction of the daily allowance begin for international trips?
- **Long-term deduction (international) %**
  - By what percentage should the daily allowance be reduced for international trips?
- **International: include first/last day**
  - Should the outbound and return travel days be included in the count for international trips?

Example Configuration for BRKG §8 (Domestic Trips)

- Long-term deduction (domestic) from day: **15**
- Long-term deduction (domestic) %: **50**
- Domestic: include first/last day: **checked**

Example Configuration for ARV §5 (1) (International Trips)

- Long-term deduction (international) from day: **15**
- Long-term deduction (international) %: **10**
- International: include first/last day: **NOT checked**