Travel Module

Webdesk EWP enables integrated and comprehensive handling of **travel management**, spanning everything from the request, through trip preparation and approval of the trip (taking time tracking into account), to the automatic **settlement of travel expenses** and the final **payout by the payroll system**.

For settlement purposes, both the calendar day method and the 24-hour method are supported. With the Webdesk EWP Travel module, business trip expense reports can currently be processed according to Austrian and German law. As travel destinations, all possible destinations and combinations of them can of course be made available to employees.

In addition, the working time actually required is recorded in the time management system. The approval of the travel data and times is handled by the proven Webdesk Workflow Engine.

Each individual settlement item can be assigned its own wage type and then passed on for payout via an **interface to payroll accounting**. All settlement definitions (e.g. mileage allowance definition, per diem definition) are stored historically, which makes it possible to process business trips that lie further in the past. The HR department can change or supplement each individual item during review.

Key features:
• Trip planning with integrated trip preparation (resource management) • Allowances and per diem settlement • Approval workflow incl. email notification • Evaluation of travel costs for employees and HR managers • Seamless integration with time tracking