Business Trip

A **business trip** within the meaning of the business travel policy exists when an employee is absent from the place of his or her regular workplace for business reasons.

Business trips usually require prior approval by the responsible supervisor or his or her deputy. The approved business trip is automatically returned to the employee and archived under the menu item "My Business Trips".

After the business trip has ended, the employee has the option to settle the **travel expenses** incurred (such as mileage allowances, accommodation expenses, etc.). The review and approval of the expense report is usually again done by the supervisor or by the HR department.

After the travel request is approved, an automatic time correction is created for the period of absence and entered in the calendar.

With the **logbook** , the employee can create his or her own statement of the kilometers driven from the entered mileage allowance receipts (and the car license plate assigned to them).

The **travel folder** is used to enter or have approved several trips (over a self-defined period) collectively. This enables simple and fast recording and collective approval for several expense reports. With the travel folder, the trip does not have to be separately requested and approved. Only the travel expense report is approved.