Travel Expense Report

Once the business trip is completed, the user has the option to fill in the **travel expense report** with the costs actually incurred.
The travel request, which has been "resting" until the end of the business trip, goes as a travel expense report to the user's list of "**Open Tasks**" and is filled in by the user. In the next stage, the business trip expense report is approved by the supervisor and possibly also reviewed by the HR department or another control authority.

There is also the option, for employees who do not need approval for a travel request, to request a travel expense report directly via the menu item.

The following is an example of a travel expense report without prior travel request approval:

Travel Data

- **Trip number**
  the number of the business trip is assigned automatically by the system
- **Traveler**
  the name of the requester is taken over automatically by the system
- **From date/To date**
  Entry of the period of the business trip including time
- **Cost center / Project number**
  only displayed if this is provided for the selected trip type; the cost center is then a required field
- **Start region**
  for domestic business trips as well as for international business trips, the home country is specified automatically
- **Starting point**
  Place from which the business trip begins
- **Destination region**
  (only relevant for international business trips) here the corresponding country can be selected; for domestic business trips, the home country is specified automatically
- **Destination**
  Place to which the business trip leads
- **Purpose of the trip**
  short information about the purpose of the trip
- **Description**
  possible entry of detailed information about the business trip (max. 2000 characters)
- **Domestic overnight allowance**
  (only for trip types with overnight allowance) Number of domestic nights for which the flat-rate overnight allowance is claimed (a number of nights, not an amount). It applies only to nights without paid accommodation: for each night, either a hotel invoice is submitted as a receipt or the overnight allowance is claimed, never both. The number must not exceed the number of travel nights (for day trips at most 1).
- **Number of meals paid by the company**
  Specification of the meals that were paid by the company

International Legs

In order to settle the international per diems correctly, the individual travel segments in the travel regions must be specified.

The intervals per region must be specified with exact start and end times, since otherwise the periods that are not specified here automatically count as the domestic region. The rates per international region correspond to the statutory rates.

For international business trips, several international legs can be entered. To do so, click the "**Add travel leg**" button and fill in the specified parameters:

- **Region**
  Selection of the corresponding region (country)
- **From date / To date**
  Specification of the period (date including time) in which the business trip takes place
- **International overnight allowance**
  Number of nights in this international leg for which the flat-rate overnight allowance is claimed (must not exceed the number of nights of the leg)
- **Per diem deductions**
  Entry of the per diem deductions (x number of days with more than 2 paid meals)

The legs must lie within the travel period and must not overlap in time.

Daily Deductions

If this is provided for in the configuration, the step "Daily deductions" is additionally displayed. Here, for each travel day and each meal, you specify whether the meal was paid by the company; it is then deducted from the per diem. With the "**No company-paid meals (deductions)**" button, all days are filled in with "No" at once.

Mileage Allowances

- **From date**
  Date of the business trip
- **From - To**
  Specification of the time/period of the trip
- **Route**
  the route is prefilled with starting point - destination - starting point and can be adjusted
- **Trip from home to the company**
  this additional field takes the distance from the place of residence to the place of work into account, which makes the entire mileage allowance taxable
- **Purpose of the trip**
  Specification of the purpose of the business trip
- **Vehicle**
  For frequent business trips, it is possible to store the employees' vehicles. The corresponding vehicle could then be selected here.
- **From km/To km**
  Specification of the odometer reading from - to
- **Number of km**
  the number of kilometers driven results automatically from the from - to kilometers

Receipts

In principle, for all receipts, settlement is only possible against presentation of the original proof of payment. These can either be forwarded to the appropriate department (supervisor, HR department,...) or attached as attachments via the "Files" item.

If information has already been provided in the travel data under the estimated costs (e.g., parking receipts, train tickets, etc.), it is taken over automatically here.

Special notes:
Through payment of the mileage allowance, all incidental costs (tolls, parking fees, garage, etc.) are covered for tax purposes. A separate settlement of these incidental costs therefore automatically leads to taxation, unless the trip was made by company car or company van. To add a corresponding receipt, click the "**Add receipt**" button.

- **Receipt**
  Selection of the corresponding receipt type; examples: hotel, taxi, ticket, parking ticket, toll sticker, other
- **From date**
  Date on which the receipt was issued
- **Amount**
  Specification of the amount
- **Currency**
  Currency of the receipt
- **Paid by the company**
  Additional field: if this parameter is checked, the amount of the receipt is not included in the settlement (payout to the employee)
- **Comment**
  any comment on the receipt
- **Additional information**
  optional additional field
- **Attachments**
  depending on the receipt type, one or more files (e.g., the scanned original receipt) can be attached directly to the receipt; if this is configured, at least one attachment per receipt is required

Several receipts can be added. Some receipt types may only be used once per trip. To remove receipts, click the delete button on the right-hand side.

Calculated Costs

The displayed calculation of the travel expenses to be paid out is based on the assumption that all information was provided correctly by the requester. Furthermore, the information is subject to approval and correction by supervisors and the HR department.
If a settlement is not possible for certain reasons, the reasons are explained in more detail here.

Files

Here the employee has the option to scan receipts and attach them as file attachments to the travel expense report. Depending on the configuration, at least one general attachment is required.

Time Corrections

Automatic time correction
The time correction can optionally also be calculated automatically from the start and end time of the business trip. The times are taken from the travel data. Automatic creation is only possible for one-day business trips.
Note the statutory 10-hour limit here!

Manual time correction
The time correction can be entered manually by clicking the "Add" button and entering the actual times.

For multi-day business trips, the working times for each day of the trip must be specified here. Here too, the statutory 10-hour limit must be observed.