My Business Trips

The menu item "**My Business Trips"** is an archive in which all business trips made can be queried.

The business trips can be filtered by certain search criteria:

- **by date:**
  from - to date of the travel period
- **by travel status:**
  e.g.: all trips, approved requests, approved expense reports, draft status, etc.; several statuses can also be selected at the same time
- **Filter:**
  By checking this parameter, you can additionally search for business trips for which mileage allowances were booked.

Detail view
Clicking the icon to open in the respective row opens the trip information in a new browser tab.

If a business trip request or expense report was rejected by the supervisor, the request remains in the status "Draft".
The user can then find and edit this request again in the workflow list "Open Tasks". If a correction is made and the request is saved again, it proceeds again according to the configured flow.