Mileage Log

The **mileage log** serves as a **collective expense report** for kilometers driven for business purposes. It is a summary of business trips without per diems.

The **mileage allowance** is a tax-free flat-rate compensation for vehicle costs incurred when driving a private vehicle in the course of a business trip (business drive).
When using a private vehicle for a business drive, at most the **official mileage allowance** of **€0.42** per kilometer driven for business purposes, but at most €12,600 per year, can be billed **tax-free**.
If the tax rate is higher than the portion paid out by the company, the total amount is tax-free.

It is advisable to enter the mileage allowance statement after each business drive and save it as a draft. At the end of the month, all business drives are then combined and started as a collective expense report in one request as a process.

NOTIZ

Prerequisite for the mileage log is the assignment of a **vehicle** to the employee. This is done by the administrator in the **vehicle management** and serves to link the employee with his or her vehicle. Several vehicles can also be assigned to one employee.

Travel Data

- **From - To date**
  Specification of the date on which the business drive took place
- **Trip type**
  "Mileage Log" is selected automatically
- **Purpose of the trip**
  Specification of the purpose of the trip
- **Description**
  Entry of an optional description of the business drive

Mileage Allowances

Under item 2 **Mileage allowances**, the routes for the mileage allowance must be recorded.

The mileage allowances are entered after each trip made. It is advisable to enter the mileage allowance entries incurred over the course of the month and save them as a **draft** and to start the process only at the end of the month. The draft of the request can then be found in the menu item "Open Tasks".
In this way, a kind of monthly collective expense report is created in which all business drives are recorded.

The kilometers to be billed result automatically from entering the odometer reading at the start and at the end of the drive.

Optionally, **passengers carried** (depending on the configuration also with their names) can be recorded (to the extent of the actual kilometers - number of km/passenger).

Receipts

The mileage allowance covers all costs in connection with the business use of the vehicle (parking fees, tolls, toll stickers, etc.).
According to company agreements, the employee nevertheless has the option to record any expenses, such as parking receipts, tolls, etc., under the item "Receipts". The employer has the option to tax these receipts in full. The original receipts must be handed over to the supervisor or the HR office.

Calculated Costs

Under the item "Calculated costs", a preliminary **cost summary** is displayed. However, it can be revised manually by the supervisor or by the HR office.

Display of the Mileage Log in "My Business Trips"

The overview of all entries that are combined in the mileage log can be opened via the menu item "My Business Trips" or via "Mileage Log report". The query can be started for a desired period (date from - to); in the mileage log report, filtering by vehicle and travel status is additionally possible.

By clicking the individual rows, the corresponding request can be viewed in detail.