Creating Per Diem Definitions

Per diem definitions describe which business settlement applies to domestic and international trips. The actual calculation is stored in a settlement definition[1] with the appropriate implementation and factor rules.

Basic principle

- Definitions are historized. Valid-from and valid-to must match the statutory or company period.
- The definition can be marked as the default definition and assigned to a client.
- It is used via the assignment to a trip type or via the settlement logic used there.
- Domestic and international rules, tax-free portions, deductions and multi-trip deductions are maintained separately.

Configuration

1. Assign a name and description for the settlement definition.
2. Select the calculation implementation, for example calendar day or 24-hour logic, if offered in the system.
3. Specify the factor type: *Percent*, *Twelfths* or *Fixed value*.
4. Define factors and ranges for domestic and international. Ranges must cover the intended hour or day range completely and without overlaps.
5. Configure tax-free factors, deductions and, if applicable, dependencies.
6. Assign validations and assign the definition to the affected trip type or client.

Verification

Test at least a one-day domestic trip, a trip with an international leg and a trip that crosses a validity boundary. Check the per diem, overnight allowance, tax-free amounts, deductions and the base currency used.

Felder

Name	Wert
Modul	Travel Management (tm)
Webdesk Actionname	tm_editRegionAllowanceDef
Artefakt-Typ	Action

1. /daisy/webdesk-manual-admin/3151-dsy.html?language=4