Business Trip Process Definitions

Travel processes are modeled as XPDL workflows and made available in Webdesk via the respective process definitions and menu items. The workflow must reflect the business sequence of request, approval, travel expense report, review and completion.

Typical process data

Depending on the process, the following technical variables are used, among others:

- from_date and to_date for the travel period.
- ta_id for the TA ID of the traveler.
- description, reason, sourceLocation and destinationLocation for the travel data.
- status and travelFolder_UID for assignment and process control.
- absence_code, timeCorrections and timeCorrectionsMode for absence reason and time corrections.
- Variables for process author, approval, forwarding and cancellation, for example process_author_workflowid, last_approval_workflowid and canceled_processauthor.

Changes

- Do not change technical variable names without checking. Actions, forms, reports and exports can depend on them directly.
- For a new business version, do not modify the existing workflow retroactively if running processes must remain compatible.
- After publication, test request, approval, query, settlement, time correction and cancellation.

An overview of the workflow variables and their use can be found under Travel Workflows[1].

1. /daisy/webdesk-manual-admin/5557-dsy.html?language=4