Business-trips Report

The business-trips report allows employees with supervisor-function or the HR-department to overview all requested and billed (evaluated) business trips within a department, team etc.

This search fields-example helps to search for business trips with different criteria:



• Date from - to

Enter the time period for query

• Status of business trip

The status-field limits the query within certain status:

- All: Display of all business trips within the selected time-period
- Draft: All business trips, which were not forewarded for authorisation yet, but saved as a draft
- Authorisation: All business trips, which are not authorised yet
- Request authorised: All business trips, already authorised by a supervisor
- **Request denied:** All business trips denied by a supervisor
- Accounting draft: All accountings of business trips saved as draft, not yet forwarded for authorisation
- Accounting authorisation: Alle accountings of business trips, waiting for authorisation by a supervisor
- Accounting authorised: All accountings of business trips, already authorised by a supervisor
- Accounting denied: All denied accountings of business trips
- Cancelled trips: All business trips, which have been cancelled

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• Accounting transferred: Display of all transferred business trips accountings

Type of travel

Examples for possible types of travels:

- business trip with / without daily allowances
- training with / without daily allowances
- business trips abroad with / without daily allowances
- vehicle/drivers log
- · travel folder

Filter

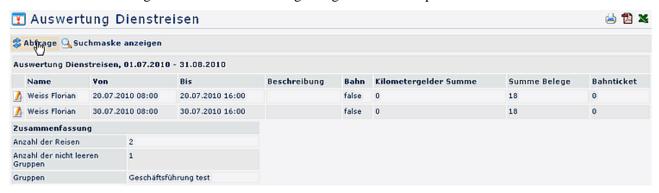
Several possible filter allow additional limitation of the query, e.g. filtering for training, for certain amounts, travel destination etc.

Selection type

Possible selection for travellers or assigned cost units

Sorting

Possible sortierung for traveller-name or beginning of business trip



Detailed view: A click on the editing-symbol (pencil) brings you to a detailed travel-information.



A further click on the grey area "travel accounting" or "travel request" displays respective details.

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