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
- **Date selection**
  Depending on the configuration you can choose whether the query period refers to the time range of the travel or to the transfer date.
- **Status of business trip**
  The status-field limits the query within certain status. Several statuses can be selected at the same time; if no status is selected, all business trips within the selected time-period are displayed:
  - **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
  - **Accounting transferred:** Display of all transferred business trips accountings
  - **Accounting booked in financial accounting:** Display of all business trip accountings booked in the financial accounting system
- **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

Depending on the configuration, the field **View** additionally lets you choose between displaying the **Travels** and the individual **Cost objects** (limited via the field **Cost object types**). In this case, the attachments of the displayed travels can also be exported together via the ZIP symbol.

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.