Business Trip Reports

With the **Business Trip Reports**, employees with a supervisor function, their deputies, or the HR department have the option to see all registered and settled business trips of a department.

In this search mask, business trips can be selected by various criteria. Example:

- **From - to date**
  Entry of the query period
- **Time-based selection**
  Depending on the configuration, you can choose whether the query period refers to the travel period (**By travel period**) or to the date of transfer (**By transfer date**).
- **Travel status**
  By entering the Travel status field, the display of trips can be restricted to "trips with a certain status". Several statuses can also be selected at the same time; if no status is selected, all business trips in the selected period are displayed:
  - **Request draft:** all business trip requests that have not yet been forwarded to the supervisor for approval, but only saved as a draft
  - **Request approval:** all business trip requests that have not yet been approved by the supervisor
  - **Request approved:** all business trip requests that have been approved by the supervisor
  - **Request rejected:** all business trip requests that have been rejected by the supervisor
  - **Expense report draft:** all travel expense reports that have not yet been forwarded to the supervisor for approval, but only saved as a draft
  - **Expense report approval:** all travel expense reports that have not yet been approved by the supervisor
  - **Expense report approved:** all travel expense reports that have been approved by the supervisor
  - **Expense report rejected:** all travel expense reports that have been rejected by the supervisor
  - **Trip canceled:** all trips that have been canceled
  - **Expense report transferred:** display of all transferred travel expense reports
  - **Expense report posted in accounting:** display of all travel expense reports that have been posted in financial accounting
- **Trip type**
  Examples of **trip types** (type of travel):
  - Business trip with per diems
  - Business trip without per diems
  - Training
  - Training with per diems
  - International business trip with per diems
  - International business trip without per diems
  - Logbook
- **Filter**
  The query can additionally be restricted with the help of various **filters**, such as filtering by training, a certain amount, travel destination, etc. The corresponding setup of the filters is done by the administrator.
- **Selection type**
  Possible selection by travelers or by assigned cost center
- **Sorting**
  Possible sorting by name of the traveler or by start date of the trip

Depending on the configuration, the **Display** field can additionally be used to choose between a display of the **trips** and of the individual **cost objects** (restricted via the **Cost object types** field). In this case, the attachments of the displayed trips can also be exported collectively via the ZIP icon.

Detail view: Clicking the pencil icon takes you to the trip information.

Clicking further on the gray area "**Travel expense report**" or "**Travel request**" displays the corresponding detail information.