Travel Workflows

The workflow connects Travel data, tasks and approvals. The specific process definition is set up as XPDL; the process data must match the field and variable names expected by Travel.

Important variables

Variable	Use
from_date, to_date	Start and end of the trip
ta_id	TA ID of the traveler
sourceLocation, destinationLocation, reason	Trip locations and trip purpose
travelFolder_UID	Link to the travel folder
status	Process or trip status
absence_code	Absence reason for time assignment
timeCorrections, timeCorrectionsMode	Time corrections and their creation mode
process_author_workflowid, process_author_group	Process author and responsible group
last_approval_workflowid, switched_workflowid	Approval or forwarding information
approved_XXXX, canceled_processauthor	process-specific approval and cancellation values

Configuration rules

- Use only variables whose meaning is unambiguously defined in the process and in the actions used.
- If a process has several variants, document the variable list and the transitions per variant.
- Reconcile changes to status values or variable names first with the Travel actions, reports and exports.
- After changes, perform a complete test with request, approval, query, settlement, time correction and cancellation.

The placement of the process definition in the implementation sequence can be found under Step-by-Step Implementation Guide[1].

1. /daisy/webdesk-manual-admin/3144-dsy.html?language=4