Info Portal for Travelers

Users can retrieve their business trips at any time under the menu item **My business trips**.
If the mileage log settlement is used, there is additionally the mileage log evaluation.

My business trips

This menu item acts as a kind of archive in which all entered and completed business trips can be queried.
The business trips can be filtered by certain search criteria:

- **by date:**
  enter the from - to date of the travel period
- **by trip status:**
  All trips; approved requests, approved expense reports, draft status etc.
- **Filter:**
  By checking this parameter, you can additionally search for business trips for which mileage allowance was booked.
  The filters are set up by the Webdesk administrator and can be individually adapted.

Detail view
Click the pencil icon to open the trip information.

If a business trip request or an expense report was rejected by the supervisor, the request remains in the status "Draft".
The user can then find this request again in the workflow list "My tasks" and edit it. If a correction is made and the request is saved again, it proceeds again according to the configured history.

Mileage log evaluation

The entered mileage log settlements can be retrieved under **Mileage log evaluation**. All entries in all stages are displayed here (draft, settlement for approval, approved etc.).
The query can be started for a desired **period** (date from – to).
By clicking the **icon** on the right-hand side, the corresponding **travel file** is opened and can be viewed in detail.

Integration with time tracking

The requested and completed business trips are displayed in the calendar, group calendar and monthly journal view.
In this way, everyone within the team has an overview of who is on a business trip and when.