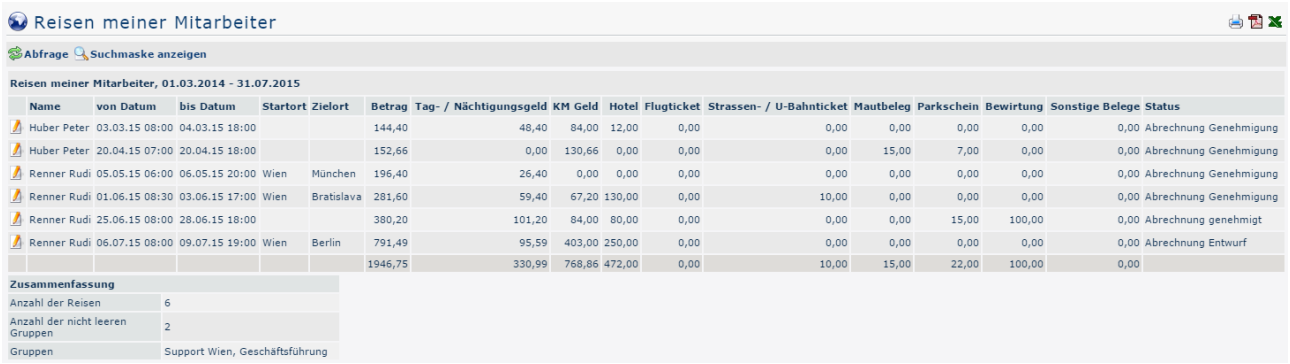
Travels of my employees

General information

This menu item gives the superior an overview of the planned or to be accounted travels of his employees, which are selected via the search mask. The position of the relevant travel in the workflow within the specified period is also displayed. The travels and their most important data are listed chronologically here. You can use the search template to sort and search them according to various criteria.



Reisen meiner Mitarbeiter

Abfrage Suchmaske anzeigen

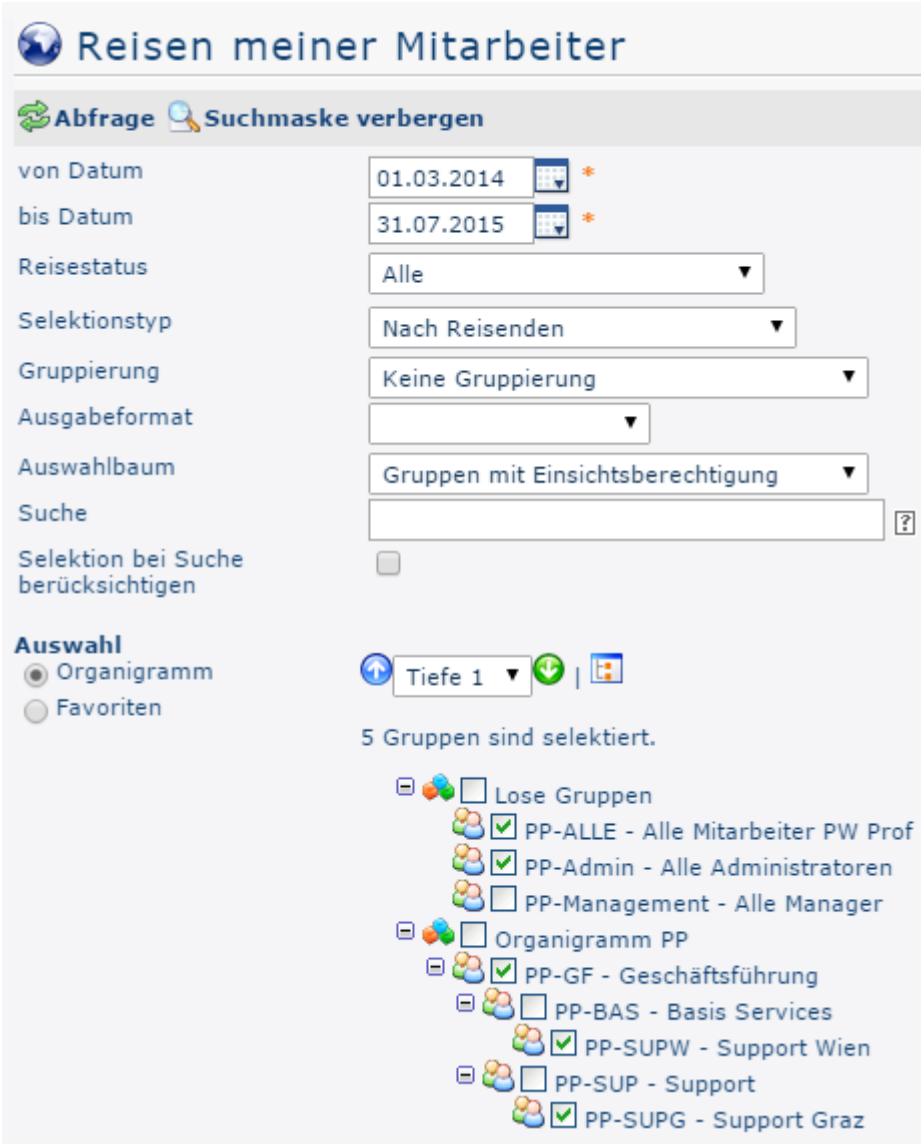
Reisen meiner Mitarbeiter, 01.03.2014 - 31.07.2015

Name	von Datum	bis Datum	Startort	Zielort	Betrag	Tag- / Nächtigungsgeld	KM Geld	Hotel	Flugticket	Strassen- / U-Bahnticket	Mautbeleg	Parkschein	Bewirtung	Sonstige Belege	Status
Huber Peter	03.03.15 08:00	04.03.15 18:00			144,40	48,40	84,00	12,00	0,00	0,00	0,00	0,00	0,00	0,00	Abrechnung Genehmigung
Huber Peter	20.04.15 07:00	20.04.15 18:00			152,66	0,00	130,66	0,00	0,00	0,00	15,00	7,00	0,00	0,00	Abrechnung Genehmigung
Renner Rudi	05.05.15 06:00	06.05.15 20:00	Wien	München	196,40	26,40	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	Abrechnung Genehmigung
Renner Rudi	01.06.15 08:30	03.06.15 17:00	Wien	Bratislava	281,60	59,40	67,20	130,00	0,00	10,00	0,00	0,00	0,00	0,00	Abrechnung Genehmigung
Renner Rudi	25.06.15 08:00	28.06.15 18:00			380,20	101,20	84,00	80,00	0,00	0,00	0,00	15,00	100,00	0,00	Abrechnung genehmigt
Renner Rudi	06.07.15 08:00	09.07.15 19:00	Wien	Berlin	791,49	95,59	403,00	250,00	0,00	0,00	0,00	0,00	0,00	0,00	Abrechnung Entwurf
					1946,75	330,99	768,86	472,00	0,00	10,00	15,00	22,00	100,00	0,00	

Zusammenfassung

Anzahl der Reisen	6
Anzahl der nicht leeren Gruppen	2
Gruppen	Support Wien, Geschäftsführung

The search mask

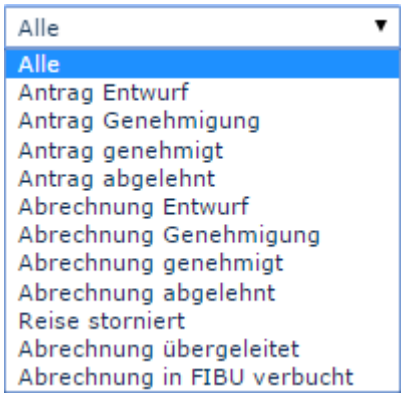


from and to date

These parameters are used by the user to set the time period to be queried. This can be done both by direct input (in dd.mm.yyyy format) and by clicking on the corresponding day in the calendar .

Travel status

A click on this dropdown element opens a list from which you can select the status of the travel requests / travel settlements you are looking for:



All: All trip requests and all trip settlements are output regardless of their status.

Request draft: Only those trip requests are displayed that have been temporarily saved as draft (i.e. not yet in the workflow).

Request Approval: The system displays all trip requests that are currently in the workflow, that is, still to be approved.

Request approved: If this option is selected, only requests that have already been approved are output.

Request rejected: The result of the query outputs all rejected trip requests.

The same applies to the **settlements**.

Trip cancelled: Canceled or rejected trip requests / trip settlements can be displayed.

Settlement transferred: This status is set as soon as the travel expenses have been exported from the personnel cloud for import into a third-party program (for example, payroll accounting).

Payroll is posted in FIBU: This is another status that can be set after the export to a third-party system.

Selection type

By travelers: Sorting is based on the name of the traveler

By assigned cost center: Sorting takes place on the basis of the cost center that can be optionally stored in the business trip.

Output format

If this field is left empty, you get the output on the screen. Alternatively, the result can also be displayed as a print-friendly version or saved as a PDF or Excel file.

Selection tree

This parameter offers the following selection options: Groups with access authorization, All groups.

- **Groups with access rights**: Displays all groups that the user has access to.
- **All groups**: displays all groups of the company, even if the user is not authorized to view them all.

Search

If a search term is entered, the system searches in all groups for which access authorization exists. It is possible to search for a complete name (surname, first name) or for a part of the name. The result then contains all possible surnames as well as first names and is highlighted in color.

Include selection in search

In principle, all groups for which access authorization exists are searched when an entry is made in the **Search** field.
If this option is checked, only the groups selected under **Selection** will be searched.

Selection

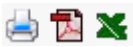
With this parameter, the user has the choice between organigrams and favorites, which can be created by the user himself.

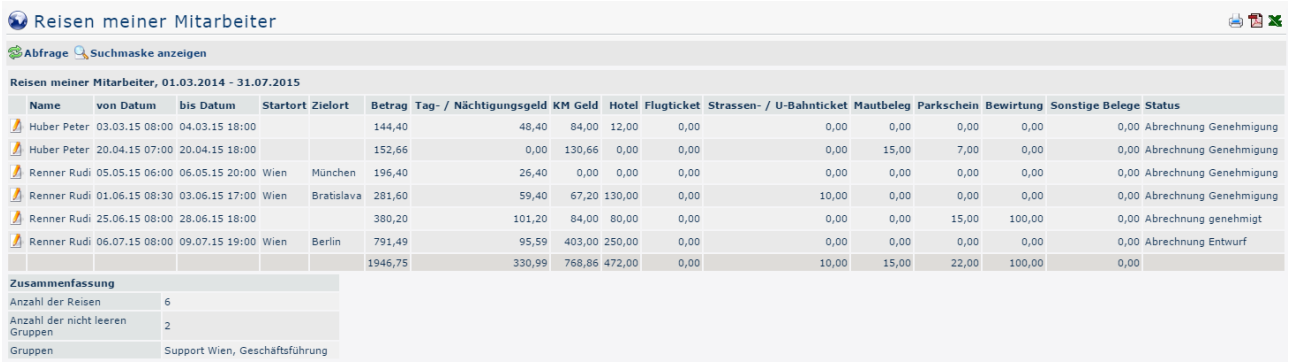
- **Organigram**
  - All folders marked with a plus (+) symbol can be expanded further to show the subunits.
  - By clicking on a unit, it will be checked. By **double-clicking**, all subunits are automatically checked.
  - by clicking on the green arrow > Show **subgroups to depth** (depth 1-3) > all existing subgroups are displayed
  - using the blue arrow > **Minimize tree** > this view is minimized again, only the parent groups seem to be on
  - **Show details** > By clicking on the
    symbol 
    the selected groups are clearly displayed in a list to the right of the symbol. Click again to hide the detailed information.
  - Clicking the query button starts the search.
- **Favorites**
  Using this parameter, each user can create their own favorites list, which can contain both persons and groups that are frequently queried. The Favorites list can be customized at any time.



  - To **add a person to the favorites list** > click the blue arrow > select a person > click the "Add" button
  - The order of the persons on the favourites list can be changed at any time using the arrow keys.
  - If you want to remove a person from the favorites list, click on the red delete icon to the right of the name.
  - The same applies to **groups**.

The result

The following screenshot shows the result of a query from 01.03.2015 to 31.07.2015, considering all trip statuses, selected by traveller and in standard output format. With a click on  it can be printed or exported as PDF or Excel document.



Reisen meiner Mitarbeiter

Abfrage Suchmaske anzeigen

Reisen meiner Mitarbeiter, 01.03.2014 - 31.07.2015

Name	von Datum	bis Datum	Startort	Zielort	Betrag	Tag- / Nächtigungsgeld	KM Geld	Hotel	Flugticket	Strassen- / U-Bahnticket	Mautbeleg	Parkschein	Bewirtung	Sonstige Belege	Status
Huber Peter	03.03.15 08:00	04.03.15 18:00			144,40	48,40	84,00	12,00	0,00	0,00	0,00	0,00	0,00	0,00	Abrechnung Genehmigung
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Renner Rudi	01.06.15 08:30	03.06.15 17:00	Wien	Bratislava	281,60	59,40	67,20	130,00	0,00	10,00	0,00	0,00	0,00	0,00	Abrechnung Genehmigung
Renner Rudi	25.06.15 08:00	28.06.15 18:00			380,20	101,20	84,00	80,00	0,00	0,00	0,00	15,00	100,00	0,00	Abrechnung genehmigt
Renner Rudi	06.07.15 08:00	09.07.15 19:00	Wien	Berlin	791,49	95,59	403,00	250,00	0,00	0,00	0,00	0,00	0,00	0,00	Abrechnung Entwurf
					1946,75	330,99	768,86	472,00	0,00	10,00	15,00	22,00	100,00	0,00	

Zusammenfassung

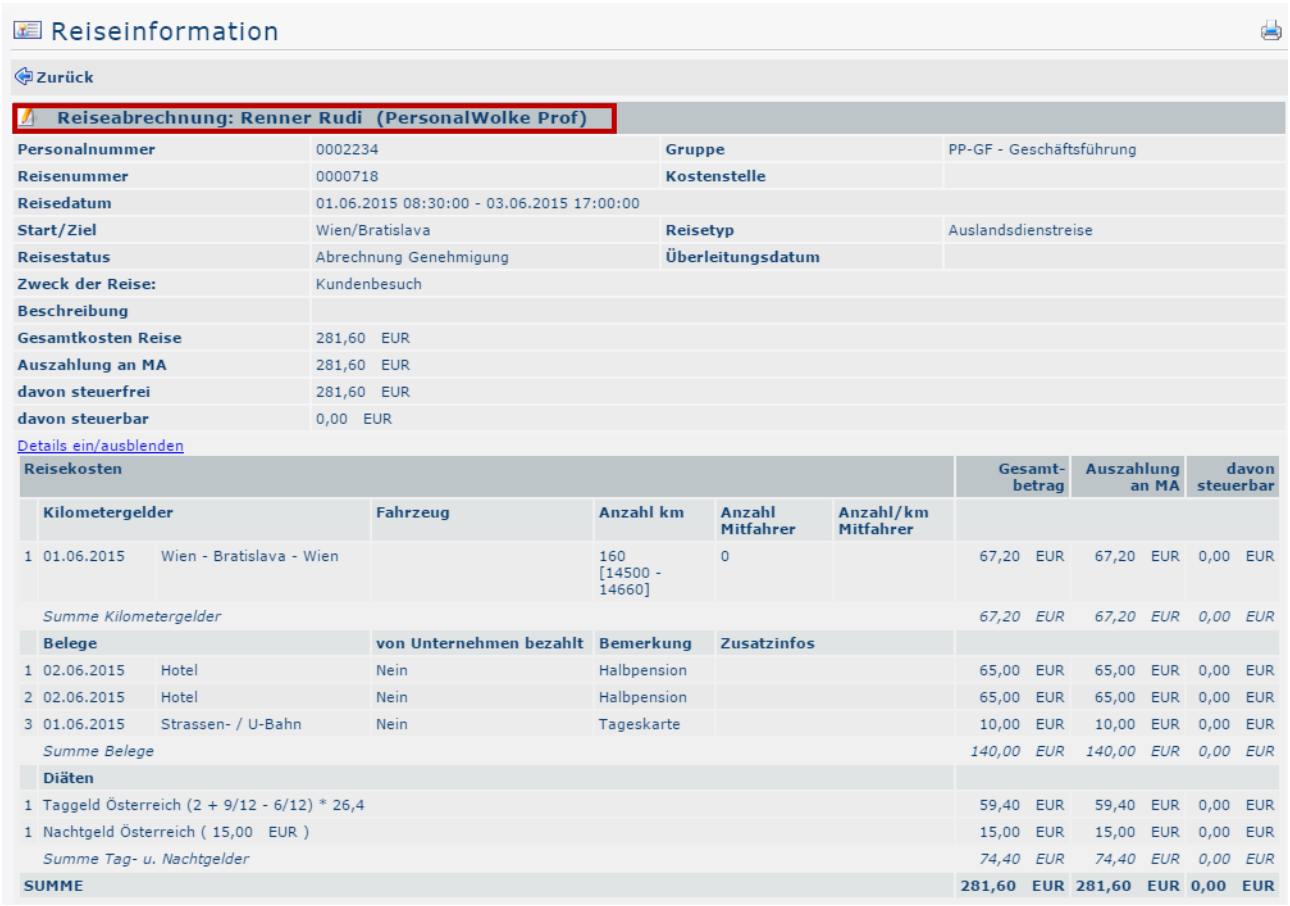
Anzahl der Reisen	6
Anzahl der nicht leeren Gruppen	2
Gruppen	Support Wien, Geschäftsführung

Explanation of the table columns:

- **Name**
  The name of the employee who carried out Travel Expenses or the name of the applicant.
- **from and to date**
  Period over which the trip extends.
- **Starting location**
  The point from which the journey begins.
- **Destination**
  The target destination of the business trip.
- **Amount**
  Sum of the calculated costs (diets, kilometer allowances, receipts).
- **Daily allowance / overnight stay allowance**
  In this column, the total of the daily allowance / overnight stay allowance for the specified travel period is displayed. The amount varies according to duration and **destination region**.
- **KM Money**
  The official mileage allowance is a lump-sum payment for all costs incurred by using a private motor vehicle for business trips.
  Car: 0,42 Euro / Kilometer
  Motorcycles: 0,24 Euro / Kilometer
  For each passenger a further 0.05 Euro / kilometer has to be paid to the employee.
- **Staus**
  A list of all possible trip statuses and their meanings can be found above under **Search mask -> Trip status**.
- **Total receipts**
  The receipts contained in the trip are totaled in this column.
- **Summary**
  This gives an overview of how many trips appear during the period, how many groups are involved, and which groups are involved. (The latter shows in this case that employees Huber Peter and Renner Rudi belong to the support departments Vienna and the management).

A click on the edit symbol  oper a comprehensive view of all information relating to the trip. In addition to the query data described above, this view provides information about the composition of the individual

travel expenses - in some places, comments written by the employee can also be seen.
The **travel information** can also be opened in a print-friendly variant via the print symbol (all details are shown in the following screenshot):



Reiseinformation

Zurück

Reiseabrechnung: Renner Rudi (PersonalWolke Prof)

Personalnummer	0002234	**Gruppe**	PP-GF - Geschäftsführung
Reisenummer	0000718	**Kostenstelle**	
Reisedatum	01.06.2015 08:30:00 - 03.06.2015 17:00:00		
Start/Ziel	Wien/Bratislava	**Reisetyp**	Auslandsdienstreise
Reisestatus	Abrechnung Genehmigung	**Überleitungsdatum**	
Zweck der Reise:	Kundenbesuch		
Beschreibung			
Gesamtkosten Reise	281,60 EUR		
Auszahlung an MA	281,60 EUR		
davon steuerfrei	281,60 EUR		
davon steuerbar	0,00 EUR		

Details ein/ausblenden

Reisekosten							**Gesamt-betrag**	**Auszahlung an MA**	**davon steuerbar**
	Kilometergelder		**Fahrzeug**	**Anzahl km**	**Anzahl Mitfahrer**	**Anzahl/km Mitfahrer**			
1	01.06.2015	Wien - Bratislava - Wien		160 [14500 - 14660]	0		67,20 EUR	67,20 EUR	0,00 EUR
	Summe Kilometergelder						*67,20 EUR*	*67,20 EUR*	*0,00 EUR*
	Belege		**von Unternehmen bezahlt**	**Bemerkung**	**Zusatzinfos**				
1	02.06.2015	Hotel	Nein	Halbpension			65,00 EUR	65,00 EUR	0,00 EUR
2	02.06.2015	Hotel	Nein	Halbpension			65,00 EUR	65,00 EUR	0,00 EUR
3	01.06.2015	Strassen- / U-Bahn	Nein	Tageskarte			10,00 EUR	10,00 EUR	0,00 EUR
	Summe Belege						*140,00 EUR*	*140,00 EUR*	*0,00 EUR*
	Diäten								
1	Taggeld Österreich (2 + 9/12 - 6/12) * 26,4						59,40 EUR	59,40 EUR	0,00 EUR
1	Nachtgeld Österreich (15,00 EUR)						15,00 EUR	15,00 EUR	0,00 EUR
	Summe Tag- u. Nachtgelder						*74,40 EUR*	*74,40 EUR*	*0,00 EUR*
SUMME							**281,60 EUR**	**281,60 EUR**	**0,00 EUR**

By clicking in the area framed in red (on the screenshot), the user gets to the view that the applicant is confronted with when completing the **business trip expense report.** It is possible to view all points of the statement again here, but changes are not possible afterwards.